

**STATE OF NEW MEXICO**

**Crime Victims Reparation Commission**



**Request for Proposals**

**For the Provision of Services For:**

**Sexual Violence, Child Abuse and Neglect and/or Intimate Partner**

**RFP # 23-780-P707-00700**

**Issuance Date: May 24, 2022**

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# **INFORMATION SECTION**

## **PURPOSE OF THIS REQUEST FOR PROPOSAL**

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish and fund a Profession Services contract with a non-profit, non-governmental victim service organization, including faith-based and other community organization, including Tribal non-profit organizations, within the counties of Doña Ana, Lincoln, Otero and Valencia, New Mexico through competitive negotiations. The offer must provide core services, direct intervention, and related assistance to victims/survivors of sexual violence, child abuse and neglect and/or intimate partner violence. The New Mexico Crime Victim Reparation Commission (CVRC) is issuing this RFP for FY 2023. The initial contract term is for the 12-month period beginning on July 1, 2022 and ending on June 30, 2023. CVRC reserves the right to extend the contract on an annual basis, or any portions thereof, for up to three (3) additional years. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978. These statewide and/or regional, county or community services must be provided in accordance with the applicable Federal, State, and local laws. The total amount of funding available through this RFP for the 12-month period is approximately **\$310,000.00, of NON-REOCCURRING** funds and is subject to legislative appropriations of funding, and budget approval by the Department of Finance and Administration.

## **PROCUREMENT MANAGER**

CVRC has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address and email address are listed below:

**Marivel Baca, Procurement Manager**  
**Marivel.Baca1@state.nm.us**  
**NM Crime Victims Reparation Commission**  
**6200 Uptown Blvd NE Suite, 210**  
**Albuquerque, NM 87110**

Any inquiries or requests regarding this procurement should be submitted, in writing, **via email**, to the Procurement Manager. Applicants may contact ONLY the Procurement Manager regarding this procurement. Other State employees or Evaluation Committee members do not have the authority to respond on behalf of the agency. All inquiries must be emailed, inquires via the phone or other mediums will be deemed nonresponsive to the RFP.

## **SEQUENCE OF EVENTS TIMELINE**

	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
1	Issuance of RFP	CVRC	<b>5/24/2022</b>
2	Proposal Webinar Available	CVRC	05/25/2022
3	Acknowledgment of Interest Form via email	Potential Applicant(s)	5/30/2022
4	Deadline to submit to Written Questions via email	Potential Applicant(s)	6/03/2022
5	Response to Written Questions via email	CVRC	6/07/2022
6	<b>Submission of Proposal via email</b>	Potential Applicant(s)	<b>06/09/2022. 4:00 PM MST</b>
7	*Proposal Evaluation	Evaluation Committee	6/09/2022 – 6/15/2022

8.	*Selection of Finalist(s) and Preliminary Offer(s) Notification via email	CVRC	6/16/2022
10.	* Finalized contract agreement and protest hearing by CVRC Commission	CVRC	6/16/2022
11.	* Contract E-mailed for Signatures	CVRC	6/23/2022
12.	* Contract Awards (Final award letters emailed)	Agency/ Finalist Offerors	On or before - July 1, 2022
	* Protest Period Deadline	Potential Applicant(s)	15 days after awarding of contact

## ISSUANCE OF RFP

This RFP is being issued on behalf of the New Mexico State Crime Victims Reparation Commission on Tuesday, May 24, 2022.

## TERM OF THE AWARD

**The term of the contract is July 1, 2022 – June 30, 2023.** The initial contract term is for the 12-month period beginning on July 1, 2022 and ending on June 30, 2023. CVRC reserves the right to extend the contract on an annual basis, or any portions thereof, for up to three (3) additional years.

## ELIGIBILITY

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. **The New Mexico Crime Victims Reparation Commission has determined that applications will be ineligible for consideration if they are late, incomplete or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.**

## ELIGIBILITY REQUIREMENTS AND RESTRICTIONS

Eligible applicants under this RFP will reply to one of the three component Areas listed within the scope of work. Applicants can apply for more than one component Area. However, applicants that do must submit separate and complete applications for each component Area. Eligibility requirements for Applicants under each component is defined within the Scope of Work. Applicants that do not meet the eligibility requirements under the component Area in which they are applying will be deemed ineligible and non-responsive to the RFP.

## GRANT WRITING WORKSHOP/PROPOSAL WEBINAR

CVRC will make available a recorded grant-writing workshop that will be accessible from CVRC's website beginning Wednesday, May 25, 2022. The workshop will present information, provide grant writing tips, clarify issues, and answer questions. This workshop is not mandatory, but Applicants are encouraged to watch. Only those Applicants who email an Acknowledgement of Interest form will receive emailed notification of RFP amendments and/or questions. As this is a pre-recorded workshop, there is no need to register.

## ACKNOWLEDGEMENT OF INTEREST

**The Acknowledgement of Interest form is optional.** However, only those Applicants who email an Acknowledgement of Interest form will receive emailed notification of RFP amendments and/or questions. Interested Applicants can email an Acknowledgement of Interest form to Marivel Baca, [Marivel.Baca1@state.nm.us](mailto:Marivel.Baca1@state.nm.us), by **Monday, May 30, 2022**, to be notified of any RFP amendments and to receive responses to emailed questions regarding the RFP.

## QUESTIONS REGARDING RFP

Questions regarding the RFP must be emailed to [Marivel.Bacal@state.nm.us](mailto:Marivel.Bacal@state.nm.us) no later than 10:00 AM (Mountain Standard Time) Friday, June 3, 2022. Only Applicants who email an Acknowledgement of Interest form will receive a written response to the questions. The response to questions will be disseminated on April 22, 2022.

## SUBMISSION OF PROPOSALS: ELECTRONIC ONLY

At this time, only **electronic** proposal submission is allowed. **Do not** submit hard copies. Facsimile, Postal Service or Delivery Service will not be accepted.

Proposals are due, via electronic submission to CVRC at [Marivel.Bacal@state.nm.us](mailto:Marivel.Bacal@state.nm.us) [mailto:](mailto:Marivel.Bacal@state.nm.us)by **4:00 PM MST/MDT ON June 9, 2022**. Proposal arriving after **4:00 PM MST/MDT** will be disqualified from consideration. It is strongly recommended that applications be submitted with read and delivery receipt options selected. The State of New Mexico email system does not accept attachment that exceed the 20MB limit. If your proposal or additional documents required files that exceed this limit, applicants are instructed to submit the proposal in several emails. Emails must clearly report the number of emails to expect. For example, this is Sunshine County Services State HT Services Proposal 1 of 4 or Additional Documents 1 of 4. The entire proposal must be submitted and received by **4:00 PM MST/MDT on June 9, 2022**. If only part of the application is received on time the proposal will be disqualified from consideration. Proposals submitted by facsimile, or other means will not be accepted.

*It is the Applicant's responsibility to ensure all documents are completely attached and submitted electronically via email by the deadline set forth in this RFP. CVRC cannot receive or accept ZIP files or condensed files.*

### **NO LATE PROPOSAL CAN BE ACCEPTED.**

A log will be kept of the names of all Applicant organizations that submitted proposals. Pursuant to §13-1-116, NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

## PROPOSAL EVALUATION

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Applicants who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Applicants.

## SELECTION OF FINALISTS

The Evaluation Committee will select the finalist and the Procurement Manager will notify the Applicants as per schedule, Sequence of Events or as soon as possible.

## NOTICE OF AWARD DETERMINATION

Applicants will be notified of award determination. Selected Applicants may be asked to submit revisions to their proposals as per schedule, Sequence of Events or as soon as possible. Applicants not selected will also receive determination notification.

## PROTESTS

Any protest by an Applicant must be timely submitted and in conformance with §13-1-172, NMSA 1978 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to §13-1-172, NMSA 1978 and 1.4.1.82 NMAC, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15-calendar day protest period shall begin on the day following the notice of Preliminary award of contract(s) and will end at 5:00 pm MST/MDT on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered via electronic submission to:

**Frank Zubia, Director**  
**New Mexico Crime Victims Reparation Commission**  
Email address: [Frank.Zubia@state.nm.us](mailto:Frank.Zubia@state.nm.us)

**Email must be received before by 5:00 pm MST/MDT.**  
**Protests submitted via facsimile or delivery service will not be accepted.**

## CONTRACTUAL AGREEMENTS

Any contractual agreement(s) resulting from this RFP that support statewide needs and priorities as established within CVRC's funding strategies and plan, will be finalized with the applicants taking into consideration the evaluation factors set forth in this RFP. CVRC anticipates supporting numerous awards with this RFP. These contractual agreements will be emailed before June 30, 2022, per the Sequence of Events, this date is subject to change at the discretion of the State or relevant Agency Procurement office. In the event mutually agreeable terms cannot be reached in the time specified, the State reserves the right to finalize a contractual agreement with the next most advantageous applicant without undertaking a new procurement process. The award is subject to appropriate Commission and State approval.

## FUNDING STRATEGY

The State of New Mexico Implementation Plan outlines the funding strategy for the sexual assault and sexual violence programming awards issued through CVRC. To continue successful projects, encourage sustainability and fund new projects, CVRC adheres to the following funding strategy for its Sexual Violence State Funds: All projects that were successfully implemented and managed during the initial grant year will be eligible for continuation funding for up to an additional three years, at the initial re-occurring allocation level, for a total of four years of funding pending State budget approval. The non-reoccurring funds will not be eligible for continuation.

## APPROPRIATION AND AVAILABILITY OF FUNDS

The total amount of funding available through this RFP is subject to legislative appropriations of funding, and budget approval by the Department of Finance and Administration. For State Fiscal Year, **\$310,000.00 is available which is NON-REOCCURRING. Proposals must clearly indicate in their proposal narrative, Primary Project**

**Components and Budget demonstrate these non-reoccurring funds. The funding allocation per county is \$50,000 for Dona Ana County, \$90,000 for Lincoln and Otero Counties and \$170,000 for Valencia County.**

## **SCOPE OF WORK**

Eligible applicants include programs that provide services to survivors of sexual violence, child abuse and neglect and/or intimate partner violence within the counties of Doña Ana, Lincoln, Otero and Valencia, New Mexico. These providers must be a non-profit, non-governmental victim service organization, including faith-based and other community organizations, including Tribal non-profit organizations, based in New Mexico, that provide core services, direct intervention, and related assistance to victims/survivors of sexual violence, child abuse and neglect and/or intimate partner violence.

### ***Purpose Area: Sexual Violence, Child Abuse and Neglect and/or Intimate Partner Violence***

Applicant's proposal, under this Section, must include documentation of the applicable components listed below, along with services and elements indicated. Dona Ana and Valencia Counties shall apply for all three components. Lincoln/Otero shall apply for component three only.

#### **Component 1: Sexual Assault Service Providers Victim Services**

Intervention and related assistance may include, but are not limited to:

- 24-hour hotline services offering crisis intervention services and referral.
- Professional, confidential accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, RCC, and court proceedings.
- Professional, confidential crisis intervention, individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims/survivors and family or household members and those collaterally affected by the victimization.
- Information and referral to assist the sexual assault victim/survivor and family or household members.
- Community-based, linguistically, and culturally specific services and support mechanisms including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.
- Accessibility outreach, interpretation services, translation services, Limited English Proficiency activities, and purchase of adaptive equipment.
- Outreach activities to increase access for un-served, inadequately served, and underserved populations.
- Applicants under this Purpose Area Component 1 must at a minimum support the following Primary Project Components within their application:
  - Must demonstrate the capacity to provide sexual assault intervention and advocacy services for victim/survivors of sexual violence (and their families), including provision of acute, short-term care for a minimum of 50 people per year in crisis who present at the applicant's organization, or at various locations within its system.
  - Must demonstrate the capacity to provide professional, confidential, individual and group therapy and/or advocacy to survivors of sexual assault, their families, and loved ones.
  - Must demonstrate the capacity to provide support and advocacy for assault survivors who are involved in the legal and judicial systems by providing an advocate during the initial police reporting, formal investigation, grand jury hearings, at trials, and during sentencing. applicant will not provide legal representation to the individuals described.
  - Must demonstrate the knowledge and skills necessary to address issues specific to populations with disproportionately high rates of sexual assault.
  - Must submit a quarterly report for all activities performed under this award.

#### **Component 2: Intimate Partner Violence Services**



Intervention and related assistance may include, but are not limited to:

- Professional, confidential accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, and court proceedings.
  - Offering crisis intervention services and referral.
  - Professional, confidential crisis intervention, individual and group support services, and comprehensive service coordination and supervision to assist survivors and family or household members and those collaterally affected by the victimization.
  - Information and referral to assist the survivor and family or household members.
  - Community-based, linguistically, and culturally specific services and support mechanisms including outreach activities for underserved communities.
  - Development and distribution of materials on issues related to the services described above.
  - Accessibility outreach, interpretation services, translation services, Limited English Proficiency activities, and purchase of adaptive equipment.
  - Outreach activities to increase access for un-served, inadequately served, and underserved populations.
- Applicants under this Purpose Area Component 2 must at a minimum support the following Primary Project Components within their application:
    - Must demonstrate the capacity to provide intimate partner violence intervention and advocacy services for victim/survivors of intimate partner violence provision of acute, short-term care for a minimum of 50 people per year in crisis who present at the applicant's organization, or at various locations within its system.
    - Must demonstrate the capacity to provide professional, confidential, individual and group therapy and/or advocacy to survivors of intimate partner violence.
    - Must demonstrate the capacity to provide support and advocacy for intimate partner survivors who are involved in the legal and judicial systems by providing an advocate during the initial police reporting, formal investigation, grand jury hearings, at trials, and during sentencing. applicant will not provide legal representation to the individuals described.
    - Must demonstrate the knowledge and skills necessary to address issues specific to populations with disproportionately high rates of intimate partner violence.
    - Must submit a quarterly report for all activities performed under this award.

### Component 3: Child Abuse and Neglect

Intervention and related assistance may include, but are not limited to:

- Offering crisis intervention services and referral for child abuse and neglect cases referred to your Child Advocacy Center.
- Provide trauma informed, victim centered, National Children's Alliance, best practice forensic interviews to children and adults with disabilities who are victims of crime
- Confidential accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, and court proceedings.
- Professional, confidential crisis intervention, individual and group support services, and comprehensive service coordination and supervision to assist child abuse and neglect victims/survivors and non-offending family or household members and those collaterally affected by the victimization.
- Information and referral to assist the child abuse and neglect victims/survivors and non-offending family or household members and those collaterally affected by the victimization.
- Community-based, linguistically, and culturally specific services and support mechanisms including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.
- Accessibility outreach, interpretation services, translation services, Limited English Proficiency activities, and purchase of adaptive equipment.
- Outreach activities to increase access for un-served, inadequately served, and underserved populations.

- Applicants under this Component 3 must at a minimum support the following Primary Project Components within their application:
  - Must demonstrate the capacity to provide National Children’s Alliance best practice standards for forensic interviews with victims of child abuse and neglect.
  - Must demonstrate the capacity to provide professional, confidential, individual and group therapy and/or advocacy to survivors of sexual assault, their families, and loved ones.
  - Must demonstrate the capacity to provide support and advocacy for child abuse and neglect survivors who are involved in the legal and judicial systems by providing an advocate during the initial police reporting, formal investigation, grand jury hearings, at trials, and during sentencing. applicant will not provide legal representation to the individuals described.
  - Must demonstrate the knowledge and skills necessary to address issues specific to populations with disproportionately high rates of child abuse and neglect.
  - Must submit a quarterly report for all activities performed under this award.

## **PRIORITY CONSIDERATION**

A requirement of this State funded Grant is to make subgrants under this award giving priority to areas of varying geographic size with the greatest demonstration of need; to take into consideration the population of the geographic area to be served; to distribute monies equitably on a geographic basis, including non-urban and rural areas of various geographic sizes; and to identify and address the needs of the underserved populations in New Mexico.

## **UNALLOWABLE ACTIVITIES**

Grant funds under this RFP may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Providing domestic violence services that do not relate to sexual violence
- Activities focused on prevention efforts

## **PRIMARY PROJECT COMPONENTS**

Agencies must provide the Primary Project Components for the Purpose Area in which they are applying. Primary Project Components must include Goals, Measurable Objectives, Implementing Activities, and Project Evaluation Activities. These Primary Project Components must address all components of the purpose area in which you are applying and how this is tied to the budget. The Primary Project Components form is included in the application form. If the agency needs additional pages they may submit additional attachments. Primary Project Components must provide:

- 1) **Goals:** General statements about what the Applicant would like to achieve among a particular population or geographical area, relative to a demonstrated program need as identified in the problem statement. A goal is NOT an ultimate societal goal.
- 2) **Measurable Objectives (MO):** Quantifiable (includes numbers) statements that support the goal and specify what must be done to maintain, increase, decrease, enhance, improve, or change to achieve your desired outcome and to what degree
- 3) **Implementing Activities:** What will be done
- 4) **Performed By:** Who will do it
  - 1) **Timeline:** When it will be done
  - 2) **Impact Evaluation Activities:** Accomplishments upon completion of each step (that is, significant events, deadlines, responsible parties, and measurement of success).

All major activities listed must occur within the grant year 07/01/2022 – 06/30/2023 and should be represented in the budget.

# UNDERSERVED POPULATIONS

Underserved victim populations include but are not limited to the following definitions:

## **Geographic location**

Rural  
Tribal  
Underserved Urban  
Other

## **Racial/Ethnic Groups**

Hispanic  
Native American  
African-American  
Pacific Islander  
Other

## **Non-English Speaking**

Spanish-speaking  
Speaks a Native American language  
Speaks an Asian language  
Speaks another non-English language

## **Other Special Needs Populations**

Mentally/emotionally challenged  
Physically/medically challenged  
Older victim  
Migrant farm worker  
LGBTQI  
Immigrant  
At-risk group (e.g., incarcerated, sex worker, substance abuser, etc.)  
Other

Applicants may include training of their organization's staff by members of the region's underserved population(s) in the Primary Project Components section. This activity may be supported in the proposed budget.

## **NONDISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION**

To ensure victim/survivors are served and ethical standards are upheld grantees and subgrantees may not disclose personally identifying information about victims served with these funds without a written release unless a statute or court order require the disclosure of the information. This applies whether the information is being requested for a grant program or another Federal agency, State, tribal, or territorial grant program. This provision also limits disclosures by subgrantees to other grantees, including disclosures to statewide or regional databases.

"Personally identifying information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including (but not limited to) a first and last name; a home or other physical address; contact information (including a postal, email or Internet protocol address, or telephone or facsimile number); a social security number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that, in combination with other information, would serve to identify any individual. The specifics of what information is protected may depend on the individual situation. Grantees should be cognizant of their specific environment, including the size of their population, in making the determination of what information they might need to protect in order to prevent disclosures that could be used to locate individual victims.

Releases must be written, informed and reasonably time limited. At a minimum, victims should understand why the information would be shared, who would have access to the information, and what information would be shared. What time period is reasonable will depend on the specific situation.

The victim should sign releases unless the victim is a non-emancipated minor or a person with disabilities that is unable to sign. In the case of a minor, the minor and a parent or guardian should sign the release; in the case of a person with disabilities, a legally appointed guardian should sign it. The abuser of the minor or person with disabilities or the abuser of the other parent of the minor may not give consent.

If release is compelled by statutory or court mandate, the grantee or subgrantee must make reasonable attempts to notify affected victims and take steps necessary to protect the privacy and safety of such victims.

Grantees and subgrantees may share non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal, State, tribal or territorial reporting, evaluation, or data collection requirements.

Grantees and subgrantees may share court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes.

Grantees and subgrantees may share law enforcement-and prosecution-generated information necessary for law enforcement and prosecution purposes.

For the purpose of file review during onsite visits by CVRC, subgrantees may choose to redact files in lieu of securing a written release.

## **EQUAL OPPORTUNITY/CIVIL RIGHTS COMPLIANCE**

*To receive these funds, a successful applicant must agree to the following civil rights provisions:*

The subgrantee agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity.

Subgrantee will comply (and will require any contractors to comply) with any applicable Federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe streets Act of 1968 (42 US C. § 3789d); the Victims of Crime Act (42 US C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 US C. § 5672 (b)); the Civil Rights Act of 1964 (42 US C. § 2000d); the Rehabilitation Act of 1990 (42 US C. §§ 12131-34); the Education Amendments of 1972 (20 US C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 US C. §§ 6101-07); 28 C.F.R. pt. 31 (US Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (US Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt. 38 (US Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, sexual preference, age or disability against a recipient of funds, the subgrantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the New Mexico Crime Victims Reparation Commission (CVRC).

Subgrantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs and the CVRC, if required to submit one; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and the CVRC that it has a current EEOP on file, if required to maintain one. For grantee agencies receiving less than \$25,000, or grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at [www.ojp.usdoj.gov/ocr/](http://www.ojp.usdoj.gov/ocr/).

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subgrantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and conducting its programs and activities. Additional assistance and information regarding LEP obligations can be found at [www.lep.gov](http://www.lep.gov).

In accordance with Federal civil rights laws, the subgrantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

## **PROVIDING MEANINGFUL ACCESS TO VICTIMS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). As noted above, to ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure the LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The US Department of Justice has issued guidance for grantees to assist them in complying with Title VI. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at 202-307-0690.

## **PRIMARY PROJECT COMPONENTS**

Agencies must provide the Primary Project Components for the Purpose Area in which they are applying. Primary Project Components must include Goals, Measurable Objectives, Implementing Activities, and Project Evaluation Activities. These Primary Project Components must address all components of the purpose area in which you are applying and how this is tied to the budget. The Primary Project Components form is included in the application form. If the agency needs additional pages they may submit additional attachments.

## **METHOD OF PAYMENT**

Method of payment is Cash Reimbursement for Primary Project Components. A monthly invoice and accounting of Primary Project Components must be submitted by the 10<sup>th</sup> day following the previous month's expenditures to be eligible to receive a monthly payment. If the 10<sup>th</sup> day falls on a weekend or holiday the invoice will be due on the last business day prior to the 10<sup>th</sup>. Applicants may choose to submit invoices on a quarterly basis if written notification is provided.

## **SUPPLANTING PROHIBITION**

State funds must be used to supplement existing funds for program activities and may not replace (supplant) other State funds, non-State or Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension of debarment from grants, recoupment of monies provided under this grant and civil and/or criminal penalties.

## **REPORTING REQUIREMENTS**

All subgrantees are required to submit financial, progress and annual performance reports to the CVRC by the due dates. Failure to comply with reporting requirements (including the timely submission of reports) may result in administrative action such as withholding of payments and termination of awards and could affect the awarding of subsequent grants. In addition, applicants' compliance with previous grant reporting obligations will be an important consideration during the proposal review process.

Cash Reimbursement Packets: All subgrantees must submit cash reimbursement packets no later than the 10<sup>th</sup> day of each month. If the 10<sup>th</sup> day falls on a weekend or holiday, the invoice will be due on the last business day prior to the 10<sup>th</sup>. Applicants may choose to submit invoices on a quarterly basis. Failure to submit this packet in an accurate and timely manner will result in a delay or denial of payments.

Progress Report: A progress report must be submitted for each calendar quarter no later than the 10<sup>th</sup> day of the month following the end of the quarter. If the 10<sup>th</sup> day falls on a weekend or holiday, the report will be due on the last business day prior to the 10<sup>th</sup>. Failure to submit this report in a timely and accurate manner will result in a delay or denial of payments or termination of the contract.

Demographic Information: Subgrantees must maintain demographic information on victims for which services were provided. The required data to be collected is included in the progress report form.

Fiscal Management Requirements: Subgrantees are required to provide documentation; audit reports or such records as may be necessary to assure fiscal control, proper fund management and effective disbursement of funds. Accounting for the revenue and expenditures of the award must be maintained.

Programmatic and Financial Reporting Periods:

Reporting Period	Quarter	Due Date
July - September	1	October 10th
October- December	2	January 10th
January - March	3	April 10th
April - June	4	July 10th

## AUDIT REQUIREMENTS

Submit a complete audit review with the application. Subsequent audit reports must be submitted within nine months after the close of the fiscal year to CVRC. Funded agencies must adhere to the single audit requirements of the OMB Circular A-133/ Uniform Guide. If an agency does not meet the single audit threshold programs will be contractually required to have their grant funds reviewed in their annual audit. This is to ensure funds are not being commingled with other funding sources, are tracked, reconcile when randomly tested and there are no red flags for fraud, waste and/or abuse of funds. The testing does not have to rise to the level of an OMB A-133/Uniform Guide audit but must include an agreement that the auditor will perform agreed-upon procedures in accordance with applicable generally accepted auditing standards or attestation standards established by the American Institute of Certified Public Accountants (AICPA).

A sample agreement can include the following:

We have agreed to perform the following procedures and report to you the factual findings resulting from our work:

- The audit will include procedures to verify that the Agency is maintaining separate accounts and accounting records for the State funds, to ensure the funds are accounted for separately and not commingled with any other funding sources.
- A sample of current disbursements charged to the State grants will be reviewed and assessed to determine if the charges comply with the terms of the grants.
- A sample of current invoices submitted to CVRC will be reviewed to assess whether or not cash requests were on a cost reimbursement basis (e.g., the agency incurred the cost prior to the request for payment.)

Submitted audit reports should include:

- The auditor's report on financial statements and a schedule of financial assistance showing the total expenditure for program.
- The auditor's report on compliance containing:

- A statement of positive assurance with respect to those items tested for compliance.
- A statement of negative assurance of those items not tested and a summary of all instances of noncompliance.
- The auditor's report on the study and evaluation of internal control system.

Audit Costs: Subgrantees who are eligible may use funds to support the pro-rated share of reasonable audit costs, which are considered essential to the operation of the project and are allowable.

## **TRAINING REQUIREMENTS**

Registration fees and travel expenditures may be included in the budget.

### ***Mandatory Training Compensation:***

All agency staff funded and not funded, providing direct services to victims of crime are required to attend at least one Victim Compensation and Emergency Assistance Funds training workshop during the grant year offered by CVRC.

### ***Mandatory Training Grant Reporting:***

The individuals responsible for completing the progress and financial reports must attend at least one Grant Reporting workshop during the grant year.

### ***Advocacy in Action- Optional:***

It is suggested that at least one member of the project or a project partner must attend the annual New Mexico Crime Victims Reparation Commission Advocacy in Action Conference. A \$399.00 registration fee, mileage, meals and lodging (for applicants more than 60 miles outside of Albuquerque), may be budgeted for this expenditure.

## **NO COPYRIGHT RESTRICTIONS**

All materials that are developed under this contract must be without copyright restrictions. Any materials that are copied and distributed must receive prior approval from CVRC. A CD/DVD of developed materials will be delivered to the Grant Administrator upon completion of the project.

## **NEW MEXICO EMPLOYEES' HEALTH COVERAGE**

- A. If the Applicant has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Applicant must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
- B. Applicant must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
- C. Applicant must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <https://bewellnm.com>.
- D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Applicant reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

1. For all contracts solicited and awarded on or after January 1, 2008: If the contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, contractor must agree to:

(a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008, if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;

(b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009, if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or

(c) have in place and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010, if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

2. Applicant must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the State.

3. Applicant must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: [www.bewellnm.com/](http://www.bewellnm.com/)

4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the contractor reports combined sales (from State and, if applicable, from local public bodies if from a State price agreement) of \$250,000, \$500,000 or \$1,000,000.

## **GENERAL REQUIRMENTS**

### **ACCEPTANCE OF CONDITIONS GOVERNING THE PROCUREMENT**

Potential Applicants must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

### **INCURRING COST**

Any cost incurred by the potential Applicant in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Applicant. Any cost incurred by the Applicant for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Applicant.

### **PRIME CONTRACTOR RESPONSIBILITY**

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with a State agency which may derive from this RFP. The State agency entering into a contractual agreement with a vendor will make payments to only the prime contractor.

### **SUBCONTRACTORS/CONSENT**

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the prime contractor must receive



approval, in writing, from the Agency awarding any resultant contract, before any subcontractor is used during the term of this agreement.

## **AMENDED PROPOSALS**

An Applicant may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Agency personnel will not merge, collate, or assemble proposal materials.

## **APPLICANT'S RIGHTS TO WITHDRAW PROPOSAL**

Applicants will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Applicant must submit a written withdrawal request addressed to the Procurement Manager and signed by the Applicant's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

## **PROPOSAL OFFER FIRM**

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Applicant is invited or required to submit one.

## **DISCLOSURE OF PROPOSAL CONTENTS**

Proposals will be kept confidential until negotiations and the award are completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Applicant has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Confidential data is restricted to confidential financial information concerning the Applicant's organization; and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.

PLEASE NOTE: The price of products offered, or the cost of services proposed **shall not be designated** as proprietary or confidential information.

If a request is received for disclosure of data for which an Applicant has made a written request for confidentiality, the Agency shall examine the Applicant's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Applicant takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

## **NO OBLIGATION**

This RFP in no manner obligates the State of New Mexico or any of its Agencies to the use of any Applicant's services until a valid written contract is awarded and approved by appropriate authorities.

## TERMINATION

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Agency determines such action to be in the best interest of the State of New Mexico.

## SUFFICIENT APPROPRIATION

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected by sending written notice to the contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

## REVIEW

The Agency requires that all Applicants agree to be bound by the General Requirements contained in this RFP. Any Applicant's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

## GOVERNING LAW

This RFP and any agreement with an Applicant which may result from this procurement shall be governed by the laws of the State of New Mexico.

## BASIS FOR PROPOSAL

Only information supplied, in writing, by the Agency through the Procurement Manager or in this RFP should be used as the basis for the preparation of Applicant proposals.

## CONTRACT TERMS AND CONDITIONS

The contract between an agency and contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Sample Contract, which can be found on CVRC's webpage along with all of the other required documents for this RFP. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Applicant. The contents of this RFP, as revised and/or supplemented, and the successful Applicant's proposal will be incorporated into and become part of any resultant contract.

The Agency discourages exceptions from the contract terms and conditions as set forth in the RFP Sample Contract. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the Agency (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

Should an Applicant object to any of the terms and conditions as set forth in the RFP Sample Contract strongly enough to propose alternate terms and conditions in spite of the above, the Applicant must propose **specific** alternative language. The Agency may or may not accept the alternative language. General references to the Applicant's terms and conditions or attempts at complete substitutions of the Sample Contract are not acceptable to the Agency and will result in disqualification of the Applicant's proposal.

Applicants must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

If an Applicant fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Applicant), no proposed alternate terms and conditions will be considered later during the negotiation process. Failure to propose alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Applicant) is an **explicit agreement** by the Applicant that the contractual terms and conditions contained herein are **accepted** by the Applicant.

## **APPLICANT TERMS AND CONDITIONS**

Applicants must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency.

## **CONTRACT DEVIATIONS**

Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Applicant), will be discussed only between the Agency and the Applicant selected and shall not be deemed an opportunity to amend the Applicant's proposal.

## **APPLICANT QUALIFICATIONS**

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Applicant to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Applicant who is not a Responsible Applicant or fails to submit a responsive offer as defined in NMSA 1978, § 13-1-83 and 13-1-85.

## **RIGHT TO WAIVE MINOR IRREGULARITIES**

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

## **CHANGE IN CONTRACTOR REPRESENTATIVES**

The Agency reserves the right to require a change in contractor representatives if the assigned representative(s) is (are) not, in the opinion of the Agency, adequately meeting the needs of the Agency.

## **NOTICE OF PENALTIES**

The Procurement Code, NMSA 1978, § 13-1-28 through 13-1-199, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

## **AGENCY RIGHTS**

The Agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Applicant's proposal.

## **RIGHT TO PUBLISH**

Throughout the duration of this procurement process and contract term, Applicants and contractors must secure from the agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Applicant's proposal or removal from the contract.

## **OWNERSHIP OF PROPOSALS**

All documents submitted in response to the RFP shall become property of the State of New Mexico.

## CONFIDENTIALITY

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the Agency.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Agency's written permission.

## ELECTRONIC MAIL ADDRESS REQUIRED

A large part of the communication regarding this procurement will be conducted by electronic mail (email). Applicant must have a valid email address to receive this correspondence.

## FUNDING PRIORITIES & PROPOSAL SUBMISSION

### NEW MEXICO PRIORITIES FOR RFP # 23-780-P707-00700

The [State of New Mexico Crime Victims Reparation Commission 2017 – 2020 Implementation Plan](#) outlines funding priorities and strategies. The plan was adopted as part of CVRC's statewide implementation planning process for our federal awards. This state funding must be in compliance with this plan and the priorities identified within. The plan can be found at <http://www.cvrc.state.nm.us/information/vawa-grant-info/> or using the hyperlink above.

Proposed projects must adhere to the established priorities outlined within this plan and must support the eligible allowable activities for the grant. The 2017 – 2020 Implementation Plan outlines current and future goals and objectives, types of programs to be funded and how the state will meet the statutory requirements of the award.

*All awards are subject to the availability of appropriated funds, the mandated allocation categories and provisions of the award and any modifications or additional requirements that may be imposed by law.*

## PROPOSAL FORMAT AND ORGANIZATION

All applicants must complete and submit the **State of New Mexico Grant Application** form, submit a **Comprehensive Narrative** for the Purpose Area in which they are applying, submit Primary **Project Components** and submit a **Line Item Budget**. **The PPCs and Line Item Budget are included in the Application Form.** Applicants must also send, via email, the **Additional Documentation Required**. All documents must be submitted as a PDF. (The State Grant Application form requires Adobe Reader and must be completed as a form, the form should be completed as a PDF form in Adobe, however, if an agency cannot, they may type, print and scan as an attachment. It must be submitted as a PDF, however, can be a scanned document.)

The State of New Mexico State Grant Application is a PDF form, which can be downloaded from the CVRC's website, [www.cvrc.state.nm.us](http://www.cvrc.state.nm.us). All components of the application must be in PDF format. No other electronic formats will be accepted.

A Projects that omit any section will not be considered for funding.

A complete proposal will consist of electronic files, which must be emailed in separate emails.

- One electronic file will be a complete **State of New Mexico Grant Application**, saved as a PDF. The Application form includes the agency contact information and special conditions, as well as the Primary Project Components Form and the Budget Form. If additional pages are needed for the budget or Primary Project Components agencies may attach those as well. The file should be saved and labeled under your agency name, indicating that this is the grant application. Please use the following example: **SunshineCountyRCCApplication.pdf**.

- Another file will be the **Comprehensive Narrative** questions for the Components Area of your application. This must adhere to the narrative instructions and be saved as a PDF. The file should be saved and labeled under your agency name, indicating that this is the grant application. Please use the following example: **SunshineCountyRCCNarrative.pdf**.
- Additional files will be a scanned copy of the Additional Documentation Required, in the order outlined below. Applicants must have a title page between each section of Additional Documentation Required to index the requested information. The file should be saved and labeled under your agency name, indicating that this is the additional requested information. Please use the following example: **SunshineCountyRCCAdditionalDocumentation.pdf**.
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The **State of New Mexico Grant Application form** consists of the following sections in the PDF form. All sections must be completed.

Applicant Contact Information
Project Summary
Standard Conditions
Primary Project Components
Line-Item Budget

The **State of New Mexico Grant Comprehensive Narrative** questions for the Component Area of your application are outlined within the narrative section of the RFP. All sections must be completed, unless not applicable to your agency. Please refer to the instructions in the RFP to determine which narrative questions apply to your application.

The **Additional Documentation Required** file must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Job Descriptions/Contracts/Resumes
Organization Chart
Audit
Agency Operations Budget FY2022
Chart of All Funding Sources BY Grant FY2021 and FY2022
Campaign Contribution Disclosure
Bylaws and Articles of Incorporations <b>**</b> (non-profits)
Proof of 501c3 Status <b>****</b> (non-profits)
List of Board Members <b>**</b> (non-profits)

All sections of the **Grant Application Form** must be thoroughly completed and include the **Primary Project Components** and **Line-Item Budget**. Applicants must also send, via email, the **Additional Documentation Required**. All documents must be submitted as a PDF. Any proposal that does not adhere to these requirements will be deemed non-responsive and will be removed from consideration for funding. Applicants may attach other materials that they feel may improve the quality of their responses.

## EVALUATION SUMMARY

The following is a summary of evaluation factors with point values assigned to each for the project applications. These, along with the general requirements, will be used in the evaluation of Applicants' proposals. History of prior grant compliance with CVRC will be considered during the evaluation process.

<b>State of New Mexico Grant Application</b>	<b>50 Points Available</b>
Application Contract Information	Pass/Fail
Project Summary	50
Standard Conditions	Pass/Fail
Primary Project Components	250
Line-Item Budget	250
<b>Additional Documentation Required</b>	<b>150 Points Available</b>
Job Description/Contracts/Resume	Pass/Fail
Organization Chart	Pass/Fail
Audit	150
Agency Operational Budget FY2022	Pass/Fail
Chart of All Funding Sources BY Grant FY2021 and FY2022	Pass/Fail
Campaign Contribution Disclosure	Pass/Fail
Bylaws and Articles of Incorporations <b>**</b> (non-profits)	Pass/Fail
Proof of 501c3 Status <b>****</b> (non-profits)	Pass/Fail
List of Board Members <b>**</b> (non-profits)	Pass/Fail
<b>TOTAL</b>	<b>1,000 points</b>

\*Although not scored, if applicable, the information is mandatory and failure to provide this documentation could result in a determination that the applicant's proposal is non-responsive. \*\* Non-profit, non-governmental victim services agencies must provide evidence of 501c3 status.

## **SEND PROPOSAL TO**

Proposals are due, via electronic submission to CVRC, to [Marivel.Bacal@state.nm.us](mailto:Marivel.Bacal@state.nm.us) by **4:00 PM (Mountain Standard Time) on Thursday, June 9, 2022**. Proposals arriving after 4:00 PM (Mountain Standard Time) will be disqualified from consideration. It is strongly recommended that applications be submitted with read and delivery receipt options selected.

The State of New Mexico email system does not accept attachments that exceed the 20MB limit. If your Grant Application, Comprehensive Narrative or Additional Documentation Required files exceeds this limit, applicants are instructed to submit the proposal in several emails. Emails must clearly report the number of emails to expect. For example, *this is Sunshine County RCC Departments Application 1 of 4*.

The entire application must be submitted by 4:00 PM (Mountain Standard Time) on **Thursday, June 9, 2022**. If only part of the application is received on time the proposal will be disqualified from consideration. Applications submitted after the deadline for submission will not be accepted. Faxed or mailed proposals will not be accepted.

## **APPLICATION SECTION**

### **STATE OF NEW MEXICO GRANT APPLICATION FORM INSTRUCTIONS**

The Grant Application form consists of the sections outlined in the proposal format and organization sections. Adobe is a free program and can be downloaded at [get.adobe.com/reader](http://get.adobe.com/reader). Successful candidates must complete each section, ensuring that the information provided is accurate and clearly demonstrates a need within your community for the proposed project. The State Sexual Assault Grant Application must be submitted no later than **4:00PM (Mountain Standard Time), Thursday, June 9, 2022, via email to [Marivel.Baca1@state.nm.usus](mailto:Marivel.Baca1@state.nm.usus)**.

#### **APPLICANT CONTACT INFORMATION INSTRUCTIONS**

This section includes information regarding the contact person, authorized person and financial officer for your agency. Additionally, you are providing information regarding the amount of funding you are requesting and basic information about your proposal. Carefully review each part of the contact information section and provide current and accurate information.

#### **PROJECT SUMMARY INSTRUCTIONS**

Provide a brief summary of the project that you are proposing in this application. Summaries are limited to 750 characters within the form. Program summaries should be brief, clear, and concise.

#### **STANDARD CONDITIONS INSTRUCTIONS**

An authorized individual within your agency must read and agree to all the standard conditions set forth within the application, including all the requirements established within the RFP. An authorized individual within your agency must electronically sign this section. Please retain the original signed forms within your agency. If selected to receive an award, the applicant would provide the original application to CVRC.

#### **LINE-ITEM BUDGET**

Prepare the budget and budget narrative from your proposed narrative and Primary Project Components. The Line-Item Budget is part of the Grant Application form. If additional pages are needed, please submit those as well.

#### **BUDGET NARRATIVE INSTRUCTIONS**

A complete, itemized, operational project budget narrative must be provided. Justification should clearly indicate that the Primary Project Components are essential to the achievement of the stated objectives. **This is an extremely important section.**

#### **PRIMARY PROJECT COMPONENT INSTRUCTIONS**

The Primary Project Components presents a clear and concise way in which to present your goals, objectives, activities, timeline, and evaluation process. The Primary Project Components should address at a minimum the elements outlined within the Scope of Work. An explanation on how to develop these components is briefly outlined below.

The *Primary Project Components* are intended to outline: 1) the program goals, measurable objectives, implementing activities, and impact evaluation activities and 2) the timeline for carrying out the implementing activities. It is your detailed game plan, and it informs the proposal reviewers of the ways in which you plan to expend State funds.

### **NARRATIVE INSTRUCTIONS**

Applicants must submit a separate, typed document that responds to the following Comprehensive Narrative questions. Applicants must respond to the narrative questions specific to the Purpose Area in which they are applying.

Comprehensive Narrative responses must adhere to the following formatting and technical requirements: double spaced, 8½ x 11 inch paper, one-inch margins, type no smaller than 12 point font, Times New Roman, Ariel or other reasonable font type, page numbers, and headings and sub-headings that correspond to the sections identified within the narrative. Applicants can create the narrative in Microsoft Word (.doc) or Text Documents (.txt), but must save and submit the document as a PDF file.

The narrative is limited to page limits outlined within the Purpose Area. Applications that exceed the page limits or do not adhere to the formatting and technical requirements will be deemed non-responsive and ineligible for consideration. The topics, provided below, should provide a clear picture of your agency, collaborative partners and the way in which your project will be executed. In addition, the narrative should clearly align with the Scope of Work and required elements within this RFP.

***Purpose Area : Sexual Violence, Child Abuse and Neglect and/or Intimate Partner Violence***

Applicant's proposal, under this Section, must include documentation of the applicable components listed below, along with services and elements indicated. Applicants can apply for any or all three components. The narrative for cannot exceed twenty (20) pages.

**Component 1: Sexual Assault Service Providers Victim Services**

Intervention and related assistance may include, but are not limited to:

- 24-hour hotline services offering crisis intervention services and referral.
- Professional, confidential accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, RCC, and court proceedings.
- Professional, confidential crisis intervention, individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims/survivors and family or household members and those collaterally affected by the victimization.
- Information and referral to assist the sexual assault victim/survivor and family or household members.
- Community-based, linguistically, and culturally specific services and support mechanisms including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.
- Accessibility outreach, interpretation services, translation services, Limited English Proficiency activities, and purchase of adaptive equipment.
- Outreach activities to increase access for un-served, inadequately served, and underserved populations.
- Applicants under this Purpose Area Component 1 must at a minimum support the following Primary Project Components within their application:
  - Must demonstrate the capacity to provide sexual assault intervention and advocacy services for victim/survivors of sexual violence (and their families), including provision of acute, short-term care for a minimum of 50 people per year in crisis who present at the applicant's organization, or at various locations within its system.
  - Must demonstrate the capacity to provide professional, confidential, individual and group therapy and/or advocacy to survivors of sexual assault, their families, and loved ones.
  - Must demonstrate the capacity to provide support and advocacy for assault survivors who are involved in the legal and judicial systems by providing an advocate during the initial police reporting, formal investigation, grand jury hearings, at trials, and during sentencing. applicant will not provide legal representation to the individuals described.
  - Must demonstrate the knowledge and skills necessary to address issues specific to populations with disproportionately high rates of sexual assault.
  - Must submit a quarterly report for all activities performed under this award.

**Component 2: Intimate Partner Violence Services**



Intervention and related assistance may include, but are not limited to:

- Professional, confidential accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, and court proceedings.
- Offering crisis intervention services and referral.
- Professional, confidential crisis intervention, individual and group support services, and comprehensive service coordination and supervision to assist survivors and family or household members and those collaterally affected by the victimization.
- Information and referral to assist the survivor and family or household members.
- Community-based, linguistically, and culturally specific services and support mechanisms including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.
- Accessibility outreach, interpretation services, translation services, Limited English Proficiency activities, and purchase of adaptive equipment.
- Outreach activities to increase access for un-served, inadequately served, and underserved populations.
- Applicants under this Purpose Area Component 2 must at a minimum support the following Primary Project Components within their application:
  - Must demonstrate the capacity to provide intimate partner violence intervention and advocacy services for victim/survivors of intimate partner violence provision of acute, short-term care for a minimum of 50 people per year in crisis who present at the applicant's organization, or at various locations within its system.
  - Must demonstrate the capacity to provide professional, confidential, individual and group therapy and/or advocacy to survivors of intimate partner violence.
  - Must demonstrate the capacity to provide support and advocacy for intimate partner survivors who are involved in the legal and judicial systems by providing an advocate during the initial police reporting, formal investigation, grand jury hearings, at trials, and during sentencing. applicant will not provide legal representation to the individuals described.
  - Must demonstrate the knowledge and skills necessary to address issues specific to populations with disproportionately high rates of intimate partner violence.
  - Must submit a quarterly report for all activities performed under this award.

### Component 3: Child Abuse and Neglect

Intervention and related assistance may include, but are not limited to:

- Offering crisis intervention services and referral for child abuse and neglect cases referred to your Child Advocacy Center.
- Provide trauma informed, victim centered, National Children's Alliance, best practice forensic interviews to children and adults with disabilities who are victims of crime
- Confidential accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, and court proceedings.
- Professional, confidential crisis intervention, individual and group support services, and comprehensive service coordination and supervision to assist child abuse and neglect victims/survivors and non-offending family or household members and those collaterally affected by the victimization.
- Information and referral to assist the child abuse and neglect victims/survivors and non-offending family or household members and those collaterally affected by the victimization.
- Community-based, linguistically, and culturally specific services and support mechanisms including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.
- Accessibility outreach, interpretation services, translation services, Limited English Proficiency activities, and purchase of adaptive equipment.
- Outreach activities to increase access for un-served, inadequately served, and underserved populations.

- Applicants under this Component 3 must at a minimum support the following Primary Project Components within their application:
  - Must demonstrate the capacity to provide National Children’s Alliance best practice standards for forensic interviews with victims of child abuse and neglect.
  - Must demonstrate the capacity to provide professional, confidential, individual and group therapy and/or advocacy to survivors of sexual assault, their families, and loved ones.
  - Must demonstrate the capacity to provide support and advocacy for child abuse and neglect survivors who are involved in the legal and judicial systems by providing an advocate during the initial police reporting, formal investigation, grand jury hearings, at trials, and during sentencing. applicant will not provide legal representation to the individuals described.
  - Must demonstrate the knowledge and skills necessary to address issues specific to populations with disproportionately high rates of child abuse and neglect.
  - Must submit a quarterly report for all activities performed under this award.

## **ADDITIONAL DOCUMENTATION REQUIRED**

The Additional Documentation Required is outlined in the proposal format and organization sections. These documents must be submitted no later than **4:00 PM (Mountain Standard Time), Thursday, June 9, 2022, via email to [Marivel.Baca1@state.nm.us](mailto:Marivel.Baca1@state.nm.us)** in a single PDF electronic file. If the file is larger than can be emailed, it can be separated into several smaller emails, include the number of emails to be expected for this section. For example, Sunshine County Additional documentation, 1 of 3. If any agency submits each section as a separate attachment, it will be deemed non-responsive and ineligible. Applicants are asked to maintain an original copy of these documents within their agency.

### **JOB DESCRIPTIONS, CONTRACTS AND RESUMES**

Please provide job description(s) followed by the individual’s resume for each position listed in the budget. If there is no one currently in the position, then a resume should not be provided. It is allowable to include more than one individual’s resume if more than one staff have the same job description. Provide a copy of a contract for any contractual services proposed. This contract does not need to be executed. If available, provide a resume for this contractual consultant. All job descriptions and contractual consultants must include minimum qualifications. All resumes must be current and include the individual’s present position which match’s the job descriptions provided.

### **ORGANIZATIONAL CHART**

Applicants must include a current copy of the agency organizational chart. This should be for the entire agency. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted

### **AUDIT**

Applicants must include a current agency audit report. If your agency has not received an audit due to budget size, you must submit a memo demonstrating financial capacity to administer the funds and an agency financial report that demonstrates the ability to track funds and a commitment to an agency audit during the next fiscal year. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted. If the file size is too large for this application, there are two options for submitting the agency audit either a link to the audit through your agency website or a hand delivered copy to CVRC. The audit must be received prior to the application deadline. Insert a memo in this section indicating the file was too large for this application and how it was submitted.

### **AGENCY BUDGET**

In addition to the submission of the proposed project’s budget, please submit a copy of your agency’s current budget that includes projected receivables and expenditures. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

### **CHART OF FUNDING SOURCES**

In addition to the submission of the proposed project's budget, please submit a copy of your agency's funding sources for the past two fiscal years. This should include all state, federal, local funding sources. A memo regarding any anticipated or actual funding cuts may be included within this. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Applicant must complete, sign, and return the Campaign Contribution Disclosure Form, as a part of their proposal. This requirement applies regardless of whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification. This form can be downloaded off the CVRC webpage with the RFP and other documents. An electronic copy of the document(s) must be included in the Required PDF file submitted.

### **BYLAWS AND ARTICLES OF INCORPORATION**

Non-profit programs must furnish CVRC with copies of their Bylaws and Articles of Incorporation. An electronic copy of the document(s) must be included in the Required PDF file submitted.

### **PROOF of 501c3**

Additionally, non-profits must provide evidence of their 501c3 status. An electronic copy of the document(s) must be included in the Required PDF file submitted.

### **LIST OF BOARD**

Additionally, non-profits must provide a list of all current Board members, including their name, mailing address, email, phone number, start of term, end of term and their position on the Board. An electronic copy of the document(s) must be included in the Required PDF file submitted.

## **FINAL STEP INSTRUCTIONS**

*It is strongly advised that you return to the proposal format and organization section to make sure that you have included all necessary items in the required sequence and format.*

*Proof your work.*

*A completed application consists of all PDF documents emailed to [Marivel.BacaI@state.nm.us](mailto:Marivel.BacaI@state.nm.us). Follow the instructions outlined in the proposal format and organization section.*

*Make sure your proposal arrives to the New Mexico Crime Victims Reparation Commission via email by 4:00 pm (Mountain Standard Time) on Thursday, June 9, 2022. Email address: [Marivel.BacaI@state.nm.us](mailto:Marivel.BacaI@state.nm.us)*

## **PROPOSAL ADDITONAL FORMS**

# Appendix A Acknowledge of Interest Form

# ACKNOWLEDGEMENT OF INTEREST FORM

## REQUEST FOR PROPOSAL

Sexual Violence, Child Abuse and Neglect and/or Intimate Partner Violence

RFP # 23-780-P707-00100

This Acknowledgement of Interest Form should be signed and submitted no later than **May 30, 2022, by 4:00 pm (Mountain Standard Time)**. Only potential applicants who elect to return this form will receive copies of all submitted questions and the written responses to those questions, as well as any RFP amendments, if any are issued.

In acknowledgement of Interest of this Request for Proposal, the undersigned agrees that he or she has received a complete copy of the RFP, beginning with the title page, and ending with Application Form.

The name and address below will be used for all correspondence related to the Request for Proposal.

ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

### Submit Acknowledgement of Interest Form to:

To: Marivel Baca, Procurement Manager

Email: [Marivel.Baca1@state.nm.us](mailto:Marivel.Baca1@state.nm.us)

Subject Line: Sexual Violence, Child Abuse and Neglect and/or Intimate Partner Violence

RFP #23-780-P707-00700

# Appendix B Campaign Contribution Form

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money



or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**Name(s) of Applicable Public Official(s) if any:** \_\_\_\_\_  
**(Completed by State Agency or Local Public Body)**

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250)  
WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**Appendix C State Grant Application Form (including Primary Project Components and Line Item Budget)**

