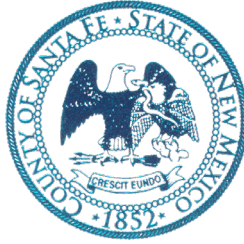


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

June 13, 2019

SANTA FE COUNTY
2019-0233-CSD/MAM
NAVIGATIONAL SERVICES FOR
MAGISTRATE COURT
ADDENDUM #1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre Proposal Agenda, Sign in Sheet and Appendix A

Question# 1: Are participants mandated to participate or is it voluntary?

Answer# 1: Participants will be mandated.

Question# 2: Are participants going to be monitored in any way by the court?

Answer# 2: The Court will monitor participants through scheduled hearing and by progress reports provided to the court by the Navigator.

Question# 3: What is the incentive for participants to fully participate?

Answer# 3: Access to community based services and improved overall health. Any incentives granted will be at the discretion of the presiding Judge.

Question# 4: What is the process to access the emergency flexible funds?

Answer# 4: Emergency Flexible Funds are used to respond to a client's crisis involving housing, transportation, utilities, access to food or personal safety and activities related to achieving goals in a navigational plan. A

list of pre-approved uses is provided in Exhibit A. Other uses may be allowed by prior written approval of the DWI Coordinator. Emergency Flexible Funds are intended to serve as the payor of the last resort, not to supplant other available funding sources.

Emergency Flexible Funds also should not be used to pay for uses that arise from needs that require ongoing funding, unless the client has secured a source of ongoing funding, such as employment, prior to the request.

When using Emergency Flexible Funds, navigator(s) are encouraged to exercise discretion and be innovative. To extend the available funds, navigators should seek community partners to donate or partially fund the purchase and encourage the individual to contribute, no matter the amount.

Any client of a navigation service is eligible to receive Emergency Flexible Funds. There is no limit on the number of items, frequency or amount of the Emergency Flexible Funds that a client may receive, except that a client may not receive funds for the same item more than once, and the navigation service cannot expend or commit more funds than are present in the account for Emergency Flexible Funds at the time of the request.

The navigation service may obtain an item with Emergency Flexible Funds and give it to the client, or accompany the client and pay for an item with Emergency Flexible Funds, but cannot give the Emergency Flexible Funds to the client to pay for an item.

Emergency Flexible Funds cannot be used for any purpose not specified in this policy.

Navigation services must maintain an internal record of the client's name, item, date and amount of Emergency Flexible Funds, and each invoice must report the aggregate amount expended for each item and category, and attach the receipts for those expenditures.

Question# 5: Is Unite Us already up and running?

Answer# 5: Yes, the Unite Us program is operational at this time.

Question# 6: Will there be 20 new participants each month or 20 participant's total that will be receiving services up and until they are sentenced?

Answer# 6: There will be 20 participants in the program at all times.

Question# 7: Do the 20 participants include follow-up participants or just new participants?

Answer# 7: New participants.

Questions# 8: Can we charge for attending monthly meetings?

Answer# 8: The agency can outline in their budget submission now and for what services they plan on billing the County.

Questions# 9: Can we charge administrative fees for data collection compliance?

Answer# 9: The agency can outline in their budget submission how they plan on billing the county.

Questions# 10: Will invoicing need to be itemized or can it be a flat rate per person?

Answer# 10: The agency can outline in their budget submission how they plan on billing the county.

Question# 11: Will mileage be included?

Answer# 11: The agency can outline in their budget submission how they plan on billing the county.

Question# 12: What is the turnaround time for receiving payment for services provided?

Answer# 12: The County will have 30 days to provide payment upon reception of a billing statement provided by the agency.

Please add this Addendum #1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Michelle A. Marmion, Senior Procurement Specialist at mmarmion@santafecountynm.gov

APPENDIX A

HOUSING: **YES**
Rent (first, last)
Sleeping mat
Sleeping bag
Mold remediation
Pest removal
Housing repairs or safety modifications such as plumbing and water leaks,
electrical, heat, oven, hot water repairs, smoke detectors or grab bars
Fees for identification needed to obtain housing

NO:
Security Deposit
Tent

TRANSPORTATION: Bus pass
Uber and Lyft gift cards
Fees for Driver's License or identification needed to obtain license
Vehicle repairs and parts to keep vehicle roadworthy
Car seat
Vehicle insurance (one time)
Bicycle parts and repair

UTILITIES: Emergency cell phone
Pellets
Firewood
Propane
Fan
Gas, Electric or Water Bill payment (one time)
Flashlight
Fees for identification needed to obtain utilities

FOOD: Groceries
Hot meal
MoGro membership
Baby formula
Breast feeding supplies
Pre-natal vitamins
Fees for identification needed for SNAP application

**INTERPERSONAL
SAFETY:** One-way train, bus fare for safe destination
Emergency hotel (up to one week)
Court fees such as filing fees for new birth certificate, social security card,
and ID/Driver's License
Asylum application fee

Fee for name change needed for safety

OTHER:

Weather-appropriate clothing

Expenses related to education and securing employment (e.g., registration fees, clothing for work, cap and gown for graduation)

Child care center application or supply fee, interim coverage before CYFD subsidy begins

NOTE: Medical bills, prescriptions and durable medical equipment will not be paid for.



**PRE PROPOSAL CONFERENCE
RFP NO. 2019-0233-CSD/MAM
NAVIGATIONAL SERVICES
JUNE 6, 2019
2:00PM**

Contracting Agency: Santa Fe County

- Michelle A. Marmion Procurement Specialist Senior Purchasing Division
- Lupe Sanchez DWI Coordinator Community Services Department

Santa Fe County is requesting proposals from licensed and qualified Offerors to provide Navigational Services for Magistrate Court.

Proposal Information - Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract, Appendix D (page 31).

- Proposal Organization - Proposal should be organized as outlined in the RFP (page 19).
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 21) will be scored by a three to five member evaluation committee.

• Preferences -

1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

OR

2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit www.santafecountynm.gov/departments/purchasing

- Please submit all questions via email to Michelle A. Marmion at mmarmion@santafecountynm.gov. The last day for questions will be **Monday, June 10, 2019**. *It is important to keep in mind that this is an open procurement and ALL questions should be filtered through Michelle A. Marmion, do not contact any County staff, it could result in grounds for disqualification.*
- Addendum will be issued on **Thursday, June 13, 2019**. *Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*

CLARIFICATION: *Due date is Wednesday, not Monday*

Proposal Submittal – Due Date: Wednesday, June 26, 2019

Time: 2:00 PM (Bokum Building)

Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM