

City of Albuquerque

Request for Proposals

Solicitation Number: RFP2006-014-VC

Homemaker, Respite and Personal Care Services



Due Date: Monday, April 17, 2006: NLT 4:00 p.m. (Local Time)

The time and date proposals are due shall be strictly observed.

**City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division
03/13/06**

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INTRODUCTION

Background

The City of Albuquerque, Department of Family and Community Services, Area Agency on Aging, administers funds to provide multiple services to persons aged 60 and over within Bernalillo County as authorized under the Albuquerque/ Bernalillo County Older Americans Program Area Plan. Among the services funded are programs for frail seniors in need of homemaker and personal care services, and respite for caregivers. The amount of funds which may be made available under this solicitation approximates **\$631,230** which is earned through an hourly rate for direct services provided. Such funds may be available subject to receipt of funding by the City.

Purpose

a. Funds to be awarded under this solicitation will enable homebound, frail older persons to remain independent in their own homes and delay or avoid institutionalization. Homemaker and Respite Care services which may include the delivery of personal care services and possible Home Health Aide assistance, as needed. Applicants may apply for all, or portions of the service categories shown in the Scope of Services.

b. Services to be funded under this solicitation are not expected to replace existing Homemaker, Respite and Personal Care services offered within Bernalillo County, or to replace funds currently available to support existing services requested.

c. Two or more agreements may be awarded for all, or portions, of services solicited and shall commence upon approval of the agreement or July 1, 2006, whichever is the latter and conclude on June 30, 2007.

d. Agreements may be renewed for an additional year or more, at the discretion of the City, contingent upon satisfactory performance, the availability of funds, and a determination that an Agreement renewal is in the best interest of the City.

General Provisions

- a. Successful applicants will be expected to provide services only to clients referred by the Department of Senior Affairs Case Management Program. The program will specify the services to be provided, the number of hours, frequency of services to be offered, and the duration of services for each client.
- b. Homemaker and Respite care services may require the delivery of personal care services including the services of a home health aide, as identified in Care plans for clients referred.
- c. Successful applicants will be responsible for assuring that all staff providing services in a client's home meet State regulations regarding criminal background checks.

- d.** Successful applicants will also be required to maintain documentation on individual clients served which includes times and dates services were received as confirmed by the client or caregiver upon completion of each visit.
- e.** Service delivery, staff training and recordkeeping requirements and procedures are detailed in Exhibit B of this solicitation. The City's Department of Family and Community Services reserves the right to make modifications to any agreement awarded as a result of this RFP should policies and procedures governing the Older Americans Act Program at the Federal, State or local level change or warrant modification.
- f.** Additional funds outside of those identified in the RFP may be made available during the Agreement period. At the discretion of the City's Department of Family and Community Services, such funds may be provided to the successful applicants of this RFP.

**PART I
INSTRUCTIONS TO OFFERORS**

I.1 RFP Number and Title: RFP2006-014-VC, "Homemaker, Respite and Personal Care Services"

I.2 Proposal Due Date: April 17, 2006 - NLT 4:00 PM (Local Time)

The time and date proposals are due shall be strictly observed.

I.3 Purchasing Office: This RFP is issued on behalf of the City of Albuquerque by the Purchasing Office, which is the sole point of contact during the entire procurement process.

I.4 Authority: Chapter 5, Article 5 of the Revised Ordinances of the City of Albuquerque, 1994, (the "Public Purchases Ordinance"). The City Council, pursuant to Article I of the Charter of the City of Albuquerque and Article X, Section 6 of the Constitution of New Mexico, has enacted this ordinance as authorized by such provisions and for the purpose of providing maximum local self-government. To that end, it is intended that this ordinance shall govern all purchasing transactions of the City and shall serve to exempt the City from all provisions of the New Mexico Procurement Code, as provided in Section 13-1-98K, NMSA 1978.

I.5 Acceptance of Offer: Acceptance of Offer is contingent upon Offeror's certification and agreement by submittal of its offer, to comply and act in accordance with all provisions of the following:

I.5.1 City Public Purchases Ordinance

I.5.2 City Purchasing Rules and Regulations: City of Albuquerque Purchasing Rules and Regulations: These Rules and Regulations (hereinafter "Regulations") are written to clarify and implement the provisions of the Public Purchases Ordinance. These Regulations establish policies, procedures, and guidelines relating to the procurement, management, control, and disposal of goods, services, and construction, as applicable, under the authority of the Ordinance.

I.5.3 Civil Rights Compliance: Acceptance of offer is contingent upon the Offeror's certification and agreement by submittal of its offer, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances and resolutions relating to the enforcement of civil rights and affirmative action. Questions regarding civil rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Division, Community Services Department.

I.5.4 Americans with Disabilities Act Compliance: Offeror certifies and agrees, by submittal of its offer, to comply and act in accordance with all applicable provisions of the

Americans With Disabilities Act of 1990 and Federal regulations promulgated there under.

1.5.5 Insurance and Bonding Compliance: Acceptance of offer is contingent upon Offeror's ability to comply with the insurance requirements as stated herein. Please include a copy(s) of such certification or statement of compliance in your proposal.

1.5.6 Ethics:

1.5.6.1 Fair Dealing. The Offeror warrants that its proposal is submitted and entered into without collusion on the part of the Offeror with any person or firm, without fraud and in good faith. Offeror also warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or will be offered or given by the Offeror, or any agent or representative of the Offeror to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

1.5.6.2 Conflict of Interest. The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The Offeror also warrants that, to the best of its knowledge, no officer, agent or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the Offeror's business.

1.5.7 Participation/Offeror Preparation: Offeror may not use the consultation or assistance of any person, firm company who has participated in whole or in part in the writing of these specifications or the Scope of Services, for the preparation of its offer or in the management of its business if awarded the contract resulting from this RFP.

1.5.8 Debarment or Ineligibility Compliance: By submitting its offer in response to this RFP, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

1.5.9 Goods Produced Under Decent Working Conditions. It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its offer in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which

employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [Council Bill No. M-8, Enactment No. 9-1998]

I.6 City Contact: The sole point of contact for this Request for Proposals is the City of Albuquerque Purchasing Division. Contact the following individual(s) regarding this RFP:

- Viola E. Cunningham, Senior Buyer, Department of Finance and Administrative Services, Purchasing Division,
- Phone: (505) 768-3340 or E-Mail: VCunningham@cabq.gov
- Post Office Box 1293, Albuquerque, New Mexico 87103

I.7 Contract Management: The contract resulting from this RFP will be managed by the Department of Family and Community Services, Area Agency on Aging Division.

I.8 Clarification: Any explanation desired by an Offeror regarding the meaning or interpretation of this Request For Proposals must be requested in writing not less than ten (10) working days prior to the hour and date specified for the receipt of offers to allow sufficient time for a reply to reach Offerors before the submission of their offers. All inquiries must be directed to the Purchasing Office as stated herein. Oral explanations or instructions given before the award of the contract or at any time will not be binding. Any information given to a prospective Offeror concerning this Request For Proposals, will be furnished to all prospective Offerors as an amendment to this Request for Proposals, if such information is necessary to Offerors in submitting offers on this Request For Proposals or if the lack of such information would be prejudicial to uninformed Offerors.

I.9 Submission of Offers: The Offeror's sealed proposal must be in the format outlined in Part 2 of this Request for Proposals and mailed or delivered pursuant to the following requirements:

I.9.1 Envelope preparation. Offers and modifications thereof shall be enclosed in sealed envelopes and have the following identifying information on the outside:

- Name and address of Offeror
- Closing Date and Time
- Request for Proposals Number
- RFP Title

I.9.2 Ship, Deliver or Hand Carry Sealed Offers to: The Office of the City Clerk, City/County Government Center, 11th Floor, One Civic Plaza, Albuquerque, New Mexico 87102. Mark all packages as stated above.

I.9.3 Mail Sealed Responses to: Office of the City Clerk, Post Office Box 1293, Albuquerque, New Mexico 87103. (Certified Mail is recommended). The City shall not be responsible for the failure of mailed offers to actually be received by the Office of the City

Clerk by 4:00 of the day of closing.

Note: The City picks up mail at the post office **once** every morning at 7:00 AM (Local Time). **Note: ALL SEALED PROPOSALS MUST BE RECEIVED BY THE OFFICE OF THE CITY CLERK NO LATER THAN 4:00 PM, LOCAL TIME AS RECORDED IN THE CITY CLERK'S OFFICE.**

1.9.4 No other methods of offer delivery: Neither telephone, facsimile, electronic, nor telegraphic offers shall be accepted.

1.9.5 Submit 1 original and 3 copy of your Technical Proposal. Submit 1 original and 1 copy of your Cost Proposal.

1.9.6 Modification: Offers may be modified or withdrawn by written notice provided such notice is received prior to the hour and date specified for receipt of offers.

1.9.7 Failure to Submit Offer: If no offer is to be submitted, the recipient shall not return the Request For Proposals.

1.10 Receipt of Proposals: The only acceptable evidence to establish the time of receipt of proposals at the City Clerk's Office is the time-date stamp of such office on the proposal wrapper or other documentary evidence of receipt maintained by the office.

1.11 Acknowledgment of Amendments To the Request For Proposals: Receipt of an amendment to the Request For Proposals by an Offeror must be acknowledged (a) by signing and returning the amendment, or (b) by letter. Such acknowledgment may be submitted with your offer. Such acknowledgment must be received prior to the hour and date specified for receipt of offers.

1.12 Modifications to Scope of Services: In the event that sufficient funds do not become available to complete each task in the Scope of Services, the Scope of Services may be amended, based upon the cost breakdown required in the Cost Proposal.

1.13 Draft Agreement: A copy of the Draft Agreement to be entered into is attached. Please state that you accept the terms and conditions of the Draft Agreement, or note exceptions.

1.14 Evaluation period: The City reserves the right to analyze, examine and interpret any offer for a period of ninety (90) days after the hour and date specified for the receipt of offers.

1.15 Evaluation Assistance: The City of Albuquerque, in evaluating proposals, reserves the right to use any assistance deemed advisable, including City contractors and consultants.

1.16 Rejection and Waiver: The City reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received.

1.17 Debarment of Offeror: Any proposal received from an Offeror that is, at the time of submitting its proposal or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.

1.18 Award of Contract:

1.18.1 When Award Occurs: Award of contract occurs when a Purchase Order is issued or other evidence of acceptance by the City is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

1.18.2 Award: If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose offer conforming to the Request for Proposals will be most advantageous to the City as set forth in the Evaluation Criteria.

1.18.3 Contract Term: The contract term shall be for a period of one year from the effective date of execution of the contract and/or final execution by the City. This contract term may be extended for up 4 or more years by mutual written agreement between the City and the Contractor.

1.18.4 Type of Contract: Fee for Service.

1.18.5 Debarment/Cancellation of Contract: Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this RFP (the "Contractor"), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, the City shall have the right to cancel the contract with the Contractor resulting from this RFP for cause as provided in accordance with the terms of said contract.

1.18.6 Graffiti Free: When required, the Contractor will be required to furnish equipment, facilities, or other items required to complete these services, that are "graffiti free". Failure of Contractor to comply with this requirement may result in cancellation of the contract resulting from this RFP.

1.19 Cancellation: This Request for Proposals may be canceled and any and all proposals may be rejected in whole or in part when it is in the best interest of the City.

1.20 Negotiations: Negotiations may be conducted with the Offeror(s) recommended for award of contract.

1.21 City-Furnished Property: No material, labor, or facilities will be furnished by the City unless otherwise provided for in the Request for Proposals.

1.22 Proprietary Data: This Request for Proposals shall be open to public inspection after the recommendation of award of a contract has been signed by the Mayor, except to the extent the

Offeror designates trade secrets or other proprietary data to be confidential. Material so designated must be separated from the Offeror's main proposal and each page shall be clearly marked in order to be considered confidential and to facilitate public inspection of the non-confidential portion of the proposal. Prices and makes and models or catalog numbers of the items offered, deliveries, and terms of payment shall be publicly available regardless of any designation to the contrary. The City of Albuquerque will endeavor to restrict distribution of the material designated as confidential or proprietary to only those individuals involved in the review and analysis of the proposals. Offerors are cautioned that materials designated as confidential may nevertheless be subject to disclosure under the New Mexico Inspection of Public Records Act (Sections 14-2-1 et seq, NMSA 1978).

1.23 Local and Resident Preference: A preference for local and state businesses is available under the City of Albuquerque Public Purchases Ordinance, for this procurement (Part 6). If a completed Local Preference Certification Form, or a current and correct Resident Preference Number, or evidence to indicate that a company is a manufacturer (if applicable), is not received with the Offeror's response a preference will not be applied for that offer. The Form, the Number, or other evidence will not be accepted after the deadline for receipt of proposals. For those Offerors qualifying for the preference, a 1.05 multiplier will be applied to the total raw score. Only one preference will apply for this procurement. Local Preference supersedes all other preferences.

1.24 REQUEST FOR PROPOSALS (RFP) PROTEST PROCESS:

1.24.1 When: If the protest concerns the specifications for a competitive solicitation or other matters pertaining to the solicitation documents, it must be received by the Purchasing Officer no later than ten working days prior to the deadline for the receipt of offers.

1.24.2 Recommendation of Award: If the protest concerns other matters relating to this solicitation, the protest must be filed within ten working days after the receipt of notice of the Recommendation of Award.

1.24.3 Timely Protests: Protests must be received by the Purchasing Officer prior to the appropriate deadline as set out herein, or they will not be considered valid. The Purchasing Officer may waive the deadline for good cause, including a delay caused by the fault of the City. Late delivery by the U.S. Postal Service or other carrier shall not be considered good cause.

1.24.4 How to File: The protest shall be addressed to the Purchasing Officer, must be submitted in written form and must be legible. Protests may be hand-delivered or mailed. Facsimile, telephonic, telegraphic or electronic protests will not be accepted.

1.24.5 Required Information: The protest shall contain at a minimum the following;

- The name and address of the protesting party;
- The number of the competitive solicitation;
- A clear statement of the reason(s) for the protest;

the City shall relieve the Contractor of full responsibility to maintain the required insurance in full force and effect. If part of the contract is sublet, the Contractor shall include any or all subcontractors in its insurance policies, or require the subcontractor to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the Contractor's insurance policies.

I.25.3 Coverage Required: The kinds and amounts of insurance required are as follows:

I.25.3.1 Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$1,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire Legal
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of the contract resulting from this RFP.

I.25.3.2 Automobile Liability Insurance. A comprehensive automobile liability insurance policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The policy must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

I.25.3.3 Workers' Compensation Insurance. Workers' compensation insurance policy for the Contractor's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Contractor employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Contractor will notify the City and comply with the Act should it employ three or more persons during the term of the contract resulting from this RFP.

I.25.3.4 Professional Liability Insurance. Professional Liability Insurance in an amount not less than \$1,000,000.00 per claim and aggregate.

I.25.4 Increased Limits: During the life of the contract the City may require the Contractor to increase the maximum limits of any insurance required herein. In the event that the Contractor is so required to increase the limits of such insurance, an appropriate adjustment in the contract amount will be made.

PART 2 PROPOSAL FORMAT

2.1 Technical Proposal Format, Section One

2.1.1 Offeror Identification: State name and address of your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors if any must be identified in a similar manner. Include name and telephone number of person(s) in your organization authorized to execute the Draft Agreement. Submit a statement of compliance with all laws stated herein. Submit a statement of agreement of the terms and conditions of the Draft Agreement; state exceptions. Show receipt of Addenda if applicable. Provide a statement or show ability to carry the insurance specified.

2.1.2 Experience:

2.1.2.1 Current Experience. State relevant experience of the company and person(s) who will be actively engaged in the proposed project, including experience of subcontractors. Submit resumes for the individuals who will be performing the services for the City.

2.1.2.2 Past Experience. Describe a minimum of three (3) projects of similar scope and size, which are now complete; state for whom the work was performed, year completed, and a reference person who can be contacted regarding the work. References must be for work performed in the past three to five (3 to 5) years. State relevant experience with other municipalities or government entities.

2.1.3 Proposed Approach to Tasks: Discuss fully your proposed approach to each of the tasks described in Part 3, Scope of Services. Use charts to illustrate the number of hours dedicated to each task and who will be performing each task [individual(s)/firm(s)]. Reference Appendix A, attached hereto, without stating the price structure.

2.1.4 Management Summary: Describe individual staff and subcontractor's responsibilities with lines of authority and interface with the City of Albuquerque staff. Describe resources to be drawn from in order to complete tasks.

2.2 Cost Proposal Format, Section Two

2.2.1 Total Cost: Submit one original and one copy of your Cost Proposal, in a **separate** binder, or folder distinctly marked with the following information, in a "spread sheet" format as given in the example provided in Appendix A, and attached hereto.

2.2.2 The cost proposal should contain at least the following information:

SERVICE RATE FORM

For service categories checked on the Scope of Work/Service Category Form, identify the rate or rates per hour for services being proposed, and number of annual hours to provide services identified.

SERVICE CATEGORY	RATE(S) PER HOUR TO PROVIDE SERVICE	MAXIMUM & MINIMUM # HRS BEING PROPOSED SERVICE BLOCKS
Homemaker only	_____	_____
Homemaker/Personal Care	_____	_____
Home Health Aide	_____	_____
Respite Care	_____	_____
Respite Care/Personal Care	_____	_____
Respite Care/Homemaker	_____	_____

A. Days services are available (i.e. Monday-Sunday) _____

B. Hours services are available _____

2.2.3 Offerors should show detailed costs by task and number of hours dedicated to each task as listed in the specifications.

2.2.4 An example of the preferred format is contained in Appendix A, attached hereto as described above. Your response to this section will be used in performing a cost/price analysis.

2.2.5 All Costs: All costs to be incurred and billed to the City should be described by the Offeror for each item, to allow for a clear evaluation and comparison, relative to other offers received. The Offeror should understand that the City will not pay for any amounts not included -- for example, insurance or taxes -- and that liability for items not included remains with the Offeror.

PART 3 SCOPE OF SERVICES

3.1 Services To Be Provided, Section One

The Offeror needs to demonstrate their knowledge, expertise and ability to provide one or more of the following services:

3.1.1 Homemaker/Personal Care Attendant Services: May include, but is not limited to, the following services in which a client must be able to assist and participate in his/her care

3.1.1.1 Homemaker Category: Activities include: laundry, make and change bed, light housekeeping such as wash dishes, vacuum, dust and mop, clean kitchen, bathroom, and appliances, remove trash, wash inside windows, assist with menu planning, prepare snack/meal, feeding, encouraging fluids.

3.1.1.2 Personal Care Category: Assist with: Bath, toileting, shampoo, shave, oral care, nail care, dressing, skin care, ambulation, transfers, mobility assistance, prompting or cuing, turning and positioning, reminding to take medications.

3.1.1.3 Home Health Aide Category: Includes activities in Homemaker/ Personal Care Attendant Services, as time allows, with the primary focus of the service being to initiate and provide direct hands on activities in providing personal care without the Client's assistance.

3.1.1.4 Respite Care Category: Activities include: companionship, emotional support, supervision to assure safety, services to provide temporary relief to caregivers.

3.2 Service Delivery Requirements, Section Two

The Offeror needs to demonstrate their knowledge, expertise and ability to:

3.2.1 Accept referrals from the Department of Senior Affairs (DSA) Case Management Program and provide the delivery of services identified in a case plan prepared by the case Management Program which specifies services to be provided, and the frequency and duration of such services. Costs associated with the delivery of service to clients other than those approved by the Case Management Program may not be billed by the Contractor.

3.2.2 Arrange for services to be provided to individual clients within two but no more than four working days of the receipt of a referral or at the date specified in the case plan. Confirm with the Case Management Program that services to each client have been initiated at the time requested. Where the Contractor cannot arrange for services

to be delivered within the specified time period, the Case Management Program shall be notified immediately. Repeated failure to initiate services in a timely manner may be considered grounds for termination of this Agreement.

- 3.2.3** Provide notification to the caregiver and to the Case Management Program of any interruption in the delivery of services to a client, prior to the scheduled visit.
- 3.2.4** Monitor the provision of services provided to assure that all case plans are being adhered to.
- 3.2.5** Provide all home care employees shall have received a criminal background check in accordance with State law and be cleared of any criminal activities prior to delivering services under this Agreement. Evidence of such a check shall be maintained in personnel records.

3.3 Staff Training Requirements, Section Three

The Offeror must demonstrate the ability to provide services by qualified personnel who have completed a minimum of ten hours of a care provided training curriculum which shall include an understanding of behavioral manifestations and intervention techniques for persons with dementia, including Alzheimer's disease. Personnel providing services to clients under this Agreement will receive a minimum of ten additional hours of training/education during the period of the Agreement.

3.4 Recordkeeping Requirements, Section Four

The Offeror must demonstrate the ability and to provide adequate recordkeeping. Documentation shall be maintained on all services provided under this Agreement. Such documentation must indicate the name of the client, the Services received by each, the number of hours of service received and the dates that service was received. The documentation must include a statement signed by the client, or representative of the client, at the completion of each visit. The Offeror must demonstrate the ability to provide detailed monthly reports on services rendered and the ability to submit them to the Area Agency on Aging in a form to be specified by the City. The Offeror must have the capacity to retrain staff to bill according to Area Agency on Aging protocol and billing codes.

PART 4 EVALUATION OF OFFERS

4.1 Selection Process. The Mayor of Albuquerque shall name, for the purpose of evaluating the proposals, an Ad Hoc Advisory Committee. On the basis of the evaluation criteria established in this RFP, the committee shall submit to the Mayor a list of qualified firms in the order in which they are recommended. Proposal documentation requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of documentation that will be used by the Ad Hoc Advisory Committee. Offerors should be prepared to respond to requests by the Purchasing Office on behalf of the Ad Hoc Advisory Committee for oral presentations, facility surveys, demonstrations or other areas deemed necessary to assist in the detailed evaluation process. Offerors are advised that the City, at its option, may award this request on the basis of the initial offers.

4.2 Evaluation Criteria. The following general criteria, not listed in order or significance, will be used by the Ad Hoc Advisory Committee in recommending contract award to the Mayor. The proposal factors will be rated on a scale of **0-1000** with weight relationships as stated below.

4.2.1 Evaluation Factors:

- | | |
|------------|--|
| 200 points | Organizational capacity to deliver the services, proven approach and past performance. |
| 100 points | Demonstrated understanding of the need for the requested services and the target population/area. |
| 350 points | Method of service of service delivery and number of persons to be served, including scope of work activity, project description and goals, methods, and monitoring and evaluation plans. |
| 350 points | Consistency of budget with program goals and anticipated outcomes. The amount and reasonableness of costs for the proposed project with respect to allowability, necessity, appropriateness and relationship to services identified. |

4.2.2 Cost/Price Factors: The evaluation of cost factors in the selection will be determined by a cost/price analysis using your proposed figures. Please use the format described in Appendix A. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic, and cost effective, but also, the Offeror's ability to organize and perform the services. Please note that the lowest cost is not the sole criterion for recommending contract award.

4.2.3 Cost Evaluation. The cost/price evaluation will be performed by the City Purchasing Division or designee. A preliminary cost review will ensure that each Offeror has complied with all cost instructions and requirements. In addition, proposals will be

examined to ensure that all proposed elements are priced and clearly presented. Cost proposals that are incomplete or reflect significant inconsistencies or inaccuracies will be scored accordingly or may be rejected by the Ad Hoc Advisory Committee if lacking in information to determine the value/price/cost relative to the services proposed.

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**PART 5
DRAFT AGREEMENT**

THIS AGREEMENT is made and entered into this ___ day of _____, 20__ by and between the City of Albuquerque, New Mexico a municipal corporation, (hereinafter referred to as the "City"), and _____, hereinafter referred to as the "Contractor"), a _____, whose address is _____.

RECITALS

WHEREAS, the City issued a Request For Proposals for the _____ Department, RFP____ - ____ - __, titled “ _____”, dated _____, which is attached hereto as Exhibit A, and by this reference made a part of this Agreement; and

WHEREAS, the Contractor submitted its proposal, dated _____, in response to RFP____ - ____ - __, which proposal is attached hereto as Exhibit B, and by this reference made a part of this Agreement; and

WHEREAS, the City desires to engage the Contractor to render certain services in connection therewith, and the Contractor is willing to provide such services.

NOW, THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. Scope of Services. The Contractor shall perform the following services (hereinafter the "Services") in a satisfactory and proper manner, as determined by the City:

Provide homemaker, respite and personal care services in accordance with Exhibit A as supplemented by Exhibit B.

2. Time of Performance. Services of the Contractor shall commence on the date of final execution of this Agreement and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purposes of this Agreement; provided, however, that in any event, all of the Services required hereunder shall be completed within _____ years of the date of execution of this Agreement. This Agreement may be extended for up to _____ additional one-year periods upon written agreement of the parties.

3. Compensation and Method of Payment.

A. Compensation. For performing the Services specified in Section 1 hereof, the City agrees to pay the Contractor up to the amount of _____ Dollars (\$_____), which amount includes any applicable gross receipts taxes and which amount shall constitute full and complete compensation for the Contractor's Services under this Agreement, including all expenditures made and expenses incurred by the Contractor in performing such Services.

B. Method of Payment. Such amount shall be paid to the Contractor at the rate of _____ Dollars (\$_____) per month. Payment shall be made to the Contractor monthly upon receipt by the City of a properly documented requisition for monthly payment as determined by the budgetary and fiscal guidelines of the City and on the condition that the Contractor has accomplished the Services to the satisfaction of the City.

C. Appropriations. Notwithstanding any other provisions in this Agreement, the terms of this Agreement are contingent upon the City Council of the City of Albuquerque making the appropriations necessary for the performance of this Agreement. If sufficient appropriations and authorizations are not made by the City Council, this Agreement may be terminated at the end of the City's then current fiscal year upon written notice given by the City to the Contractor. Such event shall not constitute an event of default. All payment obligations of the City and all of its interest in this Agreement will cease upon the date of termination. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

4. Independent Contractor. The Contractor is considered as an independent contractor at all times in the performance of the services described in Section 1. The Contractor further agrees that neither it nor its employees are entitled to any benefits from the City under the provisions of the Workers' Compensation Act of the State of New Mexico, or to any of the benefits granted to employees of the City under the provisions of the Merit System Ordinance as now enacted or hereafter amended.

5. Personnel.

A. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing all of the Services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the City.

B. All the Services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such Services.

C. None of the work or Services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or Services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

6. Indemnity. The Contractor agrees to defend, indemnify, and hold harmless the City and their officials, agents, and employees from and against any and all claims, actions, suits, or proceedings of any kind brought against said parties for or on account of any matter arising from the Services performed by the Contractor under this Agreement. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage in this Agreement.

7. **Bonds and Insurance.** The Contractor shall not commence any work under this Agreement until the insurance required in Exhibit A, Section 1.25, has been obtained and the proper certificates (or policies) have been submitted to the City.

8. **Discrimination Prohibited.** In performing the Services required hereunder, the Contractor shall not discriminate against any person on the basis of race, color, religion, gender, sexual preference, sexual orientation, national origin or ancestry, age, physical handicap or disability, as defined in the Americans With Disabilities Act of 1990, as currently enacted or hereafter amended.

9. **ADA Compliance.** In performing the Services required hereunder, the Contractor agrees to meet all the requirements of the Americans With Disabilities Act of 1990 (the "ADA"), which are imposed directly on the Contractor or which would be imposed on the City as a public entity. The Contractor agrees to be responsible for knowing all applicable rules and requirements of the ADA and to defend, indemnify and hold harmless the City, its officials, agents and employees from and against any and all claims, actions, suits or proceedings of any kind brought against said parties as a result of any acts or omissions of the Contractor or its agents in violation of the ADA.

10. **Reports and Information.** At such times and in such forms as the City may require, there shall be furnished to the City such statements, records, reports, data and information, as the City may request pertaining to matters covered by this Agreement. Unless authorized by the City, the Contractor will not release any information concerning the work product including any reports or other documents prepared pursuant to the Agreement until the final product is submitted to the City.

11. **Establishment and Maintenance of Records.** Records shall be maintained by the Contractor in accordance with applicable law and requirements prescribed by the City with respect to all matters covered by this Agreement. Except as otherwise authorized by the City, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement.

12. **Audits and Inspections.** At any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination all of the Contractor's records with respect to all matters covered by this Agreement. The Contractor shall permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. The Contractor may be required to provide such information and records and appear as a witness in hearings for the City's Board of Ethics and Campaign Practices pursuant to Article XII, Section 8 of the Albuquerque City Charter.

13. **Publication, Reproduction and Use of Material.** No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute and

otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

14. Compliance with Laws. In providing the Scope of Services outlined herein, the Contractor shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments.

15. Changes. The City may, from time to time, request changes in the Scope of Services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be incorporated in written amendments to this Agreement.

16. Assignability. The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of the City thereto.

17. Termination for Cause. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this Agreement or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving five (5) days written notice to the Contractor of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, and reports prepared by the Contractor under this Agreement shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purposes of set-off until such time as the exact amount of damages due the City from the Contractor is determined.

18. Termination for Convenience of City. The City may terminate this Agreement at any time by giving at least fifteen (15) days notice in writing to the Contractor. If the Contractor is terminated by the City as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the Services actually performed bear to the total Services of the Contractor covered by this Agreement, less payments of compensation previously made. If this Agreement is terminated due to the fault of the Contractor, the preceding section hereof relative to termination shall apply.

19. Construction and Severability. If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

20. Enforcement. The Contractor agrees to pay to the City all costs and expenses including reasonable attorney's fees incurred by the City in exercising any of its rights or remedies in connection with the enforcement of this Agreement.

21. Entire Agreement. This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

22. Applicable Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Mexico, and the laws, rules and regulations of the City of Albuquerque.

23. Approval Required. This Agreement shall not become effective or binding until approved by the City's Chief Operations Officer acting as the Director of the Area Agency on Aging.

IN WITNESS WHEREOF, the City and the Contractor have executed this Agreement as of the date first above written.

CITY OF ALBUQUERQUE

CONTRACTOR:

Approved By:

By: _____

**Ed Adams, Chief Operations Officer
Director, Area Agency on Aging**

Title: _____

Date: _____

Date: _____

Fed Tax ID No: _____

State Tax ID No: _____

**Valorie A. Vigil, Director
Department of Family and Community
Services**

Date: _____

EXHIBIT A
CITY OF ALBUQUERQUE REQUEST FOR PROPOSALS

EXHIBIT B
OFFEROR'S PROPOSAL

RFP Number and Title:																	
	Principal (\$70)	Design/Fiscal (\$355)	Staff (\$35)	Direct Costs	Principal (\$100)	Associate Planner (\$75)	Urban Designer (\$65)	Staff (\$45)	Direct Costs	Principal (\$90)	Staff Engineer (\$60)	Technician (\$40)	Direct Costs	Principal (\$90)	Staff (\$40)	Direct Costs	Dr. X
Phase A - Goals and Issues																	Totals
A.1 Review Existing Planning	1,050	660			450									900			
A.2 Review Existing Infrastructure	1,050				450				4,410	1,200	400			900			
A.3 Goals and Objectives	1,400		210		200	600								540			
A.4 Establish Public Participation	1,400		210														
A.5 Establish Multi-Cultural Forum	840		175													1,000	
Phase A Subtotals	\$8,995		\$505	\$1,700				\$500	\$6,010				\$2,340		\$500	\$1,000	\$19,550
Phase B - Sub Area(s) Development																	
B.1 Economic Trends	4,200	660	210			300								900	500		
B.2 Map Benefits & Constraints	580	2,200				600			900	600	2,000			540			
B.3 Overlay Public/Private Plans	580	2,750				300			900	600	800			540			
B.4 Coordinate Other Studies	1,880					300								540			
B.5 Service Level Perf. Standards	1,680													2,700			
B.6 Regional/Sub-Area Issues	840													1,800	500		
B.7 Building Common Vision	3,150		210		200	600			1,800		800			540			1,000
B.8 Dev. Scenarios/Charette	2,940	2,750	210		4,000	9,225	7,670	6,390	4,500	3,000				2,700			2,000
B.9 Infrastructure/Service Neds	1,050	660				660				3,600	2,400			540			
B.10 Fiscal Impacts	1,680	5,500							900		800			540	500		
B.11 Community Review	2,800	660			800	600			900		800			720			1,000
B.12 Preferred Scenario	1,050	825	175		400	1,200	1,040	1,080						720			
Phase B Subtotals	\$39,000		\$1,500	\$35,305				\$4,195	\$25,300			\$2,000	\$14,280		\$1,000	\$4,000	\$126,500
Phase C - Sub Area(s) Implementation																	
C.1 Regional Agency Strategy	2,800		350		100	300								3,150			
C.2 Sub Area Strategy	2,800		350		100	300								3,330			
C.3 Funding Approaches	2,800	220	350			300				300	400			2,700			
C.4 Action Strategy (& Final Report)	3,850		1,400		200	300								2,700	1,000		1,000
Phase C Subtotals	\$14,920		\$1,080	\$1,600			\$500	\$700				\$12,880		\$1,000	\$1,000	\$33,680	
Grand Totals	\$64,000			\$43,800					\$34,010			\$32,000		\$6,000	\$179,810		

Note: Direct Costs include printing, travel, materials, etc.
Project totals include fees and direct costs, NM Gross Receipts Tax has not been included. (NMGR= \$10,451)
All Subcontractor costs have been identified.

Flow Chart: Responsibilities by Firm

Responsibilities by Firm	ABC Corporation	Dr. John Smith	Jones & Company	XYZ Planners, Ltd.	Jon Paislee, Ph.D.	City Planning/PWD
Site Analysis/Goals	■		■		■	■
Public Participation Process	■				■	■
Economic Research/Trends	■			■		■
Map Benefits and Constraints	■		■			■
Policy Review/Other Studies	■	■	■	■	■	■
Inter-Agency Coordination	■		■		■	■
Development Scenarios	■	■	■	■	■	■
Workshop/Charette	■		■	■	■	■
Infrastructure Estimate		■	■			■
Preferred Development Scenario	■		■	■	■	■
Sub-Area Implementation Strategy	■	■	■	■		■
Implementation Review Process	■			■		■
Final Plan Preparation	■			■		

Project Schedule (or Project List)

T A S K S	M O N T H S											
	1	2	3	4	5	6	7	8	9	10	11	12
Analysis, Goals and Issues												
Review Existing Planning												
Review Existing Infrastructures												
Goals and Objectives with City												
Public Participation												
Establish Multi-Cultural Forum												
Sub-Area(s) Development												
Social and Economic Trends												
Maps Benefits and Constraints												
Overlay Public/Private Plans												
Coordination with Other Studies												
Service Level Standards												
Regional, Sub-Area Issues												
Development Scenarios (Workshop)												
Infrastructure Service Needs/Costs												
Fiscal Impact Analysis												
Preferred Development Scenario												
Sub-Area Implementation												
Regional Agency Strategy												
Sub-Area strategy												
Funding Approaches												
Action Strategy												
Meetings												
Inter-Agency Technical Team	■		■			■		■		■		■
Public/Neighborhood			■			■		■		■		■
City Staff (Monthly)	■	■	■	■	■	■	■	■	■	■	■	■
Multi-Cultural Forum	■		■			■		■		■		■