



NOTICE OF REQUEST FOR APPLICATIONS

The NM Human Services Department, Behavioral Health Services Division (BHSD), through the New Mexico Behavioral Health Purchasing Collaborative, is seeking applications for the provision of services under the RFA, "Building a More Inclusive Community: Services for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) Individuals".

Applications will be accepted from private non-profit organizations statewide for services and programs that will help improve the quality of and access to behavioral health services for the LGBTQIA+ community, including but not limited to the following service types: mental health and substance abuse therapeutic services, suicide prevention and crisis intervention services. Services will begin July 1, 2022. Multiple awards are intended to be made throughout the state.

The Request for Applications (RFA), Solicitation No. RFA #23-BHSD-01 will be issued on February 9, 2022. Interested parties may request an electronic copy of the RFA from the RFA Manager, Lisa Salazar who can be reached at Lisa.Salazar2@state.nm.us. Electronic RFAs may also be found on the New Mexico Network of Care website, <https://newmexico.networkofcare.org/mh>. Proposals must be received by the HSD/BHSD, no later than 5:00 PM Mountain Standard Time on March 23, 2022. Proposals received after this deadline will not be accepted.

REQUEST FOR APPLICATIONS

ISSUED BY

Behavioral Health Services Division

THROUGH THE

New Mexico Behavioral Health Purchasing
Collaborative



HUMAN
SERVICES
DEPARTMENT

FOR

**“Building a More Inclusive Community for
LGBTQIA+ Individuals”**

RFA Solicitation #: 23-BHSD-01
February 14, 2022

Preface: RFA Organization

Thank you for your interest in working with the Behavioral Health Services Division (BHSD) to provide LGBTQIA+ services to help build a more inclusive community. This RFA will provide the information you need to write and submit an application for this service. Any questions you may have can be addressed by the RFA Manager who is identified in this document.

The RFA is organized into 5 sections plus 3 Appendices. Each Section is briefly explained below.

SECTION I – INFORMATION

This section provides the information you need to know to apply for funding under this RFA, including:

- **General Information**
 - The purpose of the RFA
 - Who is managing the RFA
 - Terminology used within the RFA.
- **Information on the contracts that will result from this RFA:**
 - Contract Term
 - Funding Availability
 - Applicant Qualifications
- **Information on the services being procured through this RFA**
 - Background
 - Service Description and/or requirements
 - Program Requirements, Background

SECTION II – RFA PROCESS TIMELINE

This section identifies the dates and activities relevant to managing this RFA and applying for funding. A description of each activity is also included.

SECTION III – GENERAL REQUIREMENTS

This section identifies the standard terms and requirements that providers are expected to follow and abide by in writing an application and providing services for BHSD.

SECTION IV – APPLICATION FORMAT AND ORGANIZATION

This is the section that will guide you on how to write your application. It explains how to format the application and the questions you will need to respond to in your application.

SECTION V – EVALUATION

This section explains how the applications will be evaluated and awards made.

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I. INFORMATION

A. PURPOSE

Behavioral Health Services Division

The Human Services Department, Behavioral Health Services Division (BHSD) is issuing this RFA through the NM Behavioral Health Purchasing Collaborative (Collaborative) to solicit applications from non-profit agencies throughout the state interested in submitting proposals for the provision of behavioral health-related services for the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) community. The BHSD is the Single State Authority for the NM Behavioral Health system and works with the Collaborative to establish policy and implement strategies to manage the behavioral health system for adults.

The BHSD plans to fund agencies that can develop and implement programs to help improve the quality of and access to behavioral health services for the LGBTQIA+ community, including but not limited to the following service types: mental health, and substance abuse therapeutic services, suicide prevention, and crisis intervention services. Other services as needed can include outreach, technical assistance, training, care coordination, and therapeutic services. The successful applicant will demonstrate the capacity to provide these interventions, services, and supports in a manner likely to promote innovation and inclusivity while creating a comprehensive and sustainable program.

BACKGROUND INFORMATION

According to a February 2021 Gallup poll, 5.6% of adults in the US identified themselves as lesbian, gay, bisexual, or transgender (LGBT). While another Gallup Daily Tracking Survey reported that thirteen million people ages 13 and older in the US identify as LGBT.¹ There are currently 13,042,000 LGBT people ages 13+ living in the US. Of this number, 22% of adults are living in poverty, 9% are unemployed ages 16+, 698,000 adults, and 350,000 younger than 18 years old have undergone conversion therapy. In New Mexico, there are over 72,000 individuals who self-identified as LGBT, which is 4.5% of NM's population. 29% of them have children (Gallup, 2020).

The United States has seen an increase in data, information, and knowledge-sharing, especially about the LGBTQIA+ community. This is due in large part to social media and the collection of sexual orientation and gender identity (SOGI) data.² Despite this, there is hardly enough information about topics that are uniquely relevant to LGBTQ people and other marginalized groups in NM such as mental and behavioral health, substance use disorder, health disparities, gender identity development, employment, public accommodations, incarceration, homelessness/housing insecurity, and health discrimination, just to mention a few topics. Numerous literature and studies by advocacy organizations detail findings on many of these topics; however, they are limited only if it "hits home" or in small, random settings and samples to explain a larger dataset, such as in demographic data.

LGBTQIA+ people have an increased risk of depression, homicide, anxiety, suicidality, smoking, and substance use disorders compared to the general population.³ Organizations in NM can offer a range of behavioral health services to meet the needs of the LGBTQIA+ community with mental health and

¹ <https://www.gallup.com/174155/gallup-daily-tracking>

² Centers for Disease Control and Prevention

³ Ploderl M, Tremblay P. Mental health of sexual minorities. A systematic review. *Int Rev Psychiatry*. 2015;27(5):367-85.

substance use disorders. Clinicians and non-clinical staff should be able to provide affirming treatment based on minority stress principles (i.e., the concept that ongoing stigma-related stress produces negative health outcomes).⁴

B. CONTRACT EFFECTIVE DATE

The term of the contract to be issued as a result of this RFA is July 1, 2022, through June 30, 2023, with an option to renew annually for up to three additional years, contingent on funding availability and successful contract compliance.

C. FUNDING AVAILABILITY

The anticipated amount to be awarded under this RFA is approximately \$600,000.00 per year. BHSD seeks to fund organizations (throughout the state of NM) contingent upon complete, competitive, and innovative applications received from Applicants who can demonstrate the capacity to provide problem-focused services.

Successful applicants will enter into a contract with Falling Colors Corporation (FCC), the Administrative Services Organization (ASO) for BHSD which is responsible for making payments to the successful applicant(s) based on BHSD-approved invoices for services provided. The BHSD will have overall programmatic oversight, including the scope of work (SOW), of the funded Provider(s) and programs. The BHSD reserves the right to adjust the awarded amounts, as needed, to comply with state and federal funding and/or budget mandates, including possible reductions or increases in the budget.

D. APPLICANT QUALIFICATIONS

Applicants of this RFA are required to be private non-profit community-based programs with a 501(c)(3) status.

E. PROGRAM EXPECTATIONS

1. Have an informed understanding and an intimate knowledge of New Mexico's LGBTQIA+ community's history, culture, politics, and populations, and support the community's leading-edge issues.
2. Be able to take direct action to advance the community's shared vision of social justice and mental health issues through public education and local initiatives, challenging ignorance and injustices, bridging gaps across communities and issues, and creating paradigm shifts, especially in New Mexico's rural communities.
3. Use evidence-based and/or evidence-informed treatment service models, if possible.
4. Be trauma-informed, trauma-responsive, and deliver services using the principles of Trauma-Informed Care (TIC).
5. Provide therapeutic services to include individual and group counseling.
6. Establish innovative, impactful and sustainable programs and services such as but not limited to prevention, outreach, education and training programs that address issues relevant to the target population. These programs shall provide, at a minimum, education and information services to other relevant community agencies including, but not limited to, local schools, police departments,

⁴ Pachankis JE. Uncovering clinical principles and techniques to address minority stress, mental health, and related health risks among gay and bisexual men. *Clin Psychol (New York)*. 2014;21(4):313-30.

- district attorney's offices, social service agencies, hospitals, and tribal communities.
7. Ensure LGBTQIA+ individuals who are seeking services shall receive information regarding the legal options available to them so they may make informed choices about their employment, educational, mental, and behavioral health, substance use disorder, and other treatment options.
 8. Offer care coordination to their clients and families if needed. Care coordination activities may include but are not limited to: coordinating with other providers; identifying and referring clients to appropriate resources, maintaining written communication and documentation, coordinating and communicating with law enforcement and the judicial system, helping to obtain financial support, procuring suitable housing, employment, accessing appropriate medical treatment and other basic care, providing clinical consultation and supervision either by telephone or in-person, communicating with the client, or to their significant others of the survivor about discrimination and/or hate and/or sexual assault crimes against them.
 9. Follow all state-based requirements to ensure that staff can maintain licensure, certificate-appropriate skill levels for the services provided.
 10. Demonstrate cross-sector collaboration (i.e. working with law enforcement, tribal and local communities, private businesses, education, transportation, banking, etc.) in service delivery and outreach.

F. RFA MANAGER

BHSD has assigned an RFA Manager who is responsible for the conduct of this RFA, whose name, and e-mail address are listed below:

Lisa Salazar, RFA Manager
Human Services Department
Behavioral Health Services Division
Email: Lisa.Salazar2@state.nm.us

Any inquiries, or requests regarding this RFA shall be submitted in writing via email to the RFA Manager. The emails shall have a subject line that reads: ***RFA: LGBTQIA+ Services***. Applicants may contact ONLY the RFA Manager for inquiries and requests. Other BHSD employees or Evaluation Committee members do not have the authority to respond on behalf of the RFA Manager. **Please see Section II of the RFA for instructions on the submission of the application.**

G. DEFINITION OF TERMINOLOGY

This section contains definitions of terms used throughout this RFA document, including appropriate abbreviations:

“Applicant” is any person, corporation, or partnership that chooses to apply for this RFA.

“Award” means the final execution of the contract document with Falling Colors Corporation.

“Business Hours” means 8:00 AM thru 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“Close of Business” means 5:00 PM Mountain Standard or Daylight Time, whichever is in use at that time.

“Contract” means an agreement for the procurement of services entered into between BHSD or its designee, Falling Colors Corporation, and the successful Applicant.

“Contractor” means any business having a contract with BHSD or its designee, Falling Colors Corporation.

“Desirable” – the terms "may", "can", "should", "preferably", or "prefers" identify a desirable or discretionary item or factor.

“Evaluation Committee” means a body appointed to evaluate the applications.

“Evaluation Committee Report” means a report prepared by the RFA Manager and the Evaluation Committee for contract award. It will contain written determinations resulting from the RFA.

“Finalist” means an Applicant who meets all the mandatory specifications of this Request for Applications and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“LGBTQIA+” acronyms to describe the community of people who do not identify as heterosexual, straight, or cisgender. Acronyms: lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and “+” represent members of the community who identify with the sexual orientation or gender identity that is not included within the LGBTQIA acronym.

“Mandatory” – the terms "must", "shall", "will", and "required" identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of an application.

“Minor Technical Irregularities” is anything in the application that does not affect the price quality and quantity or any other mandatory requirement.

“Multiple Source Award” means an award of an indefinite-quantity contract to more than one Applicant, for one or more similar services.

“Natural Supports” means relationships with family, friends, co-workers, neighbors, and acquaintances, and are reciprocal. Natural supports help veterans develop a sense of social belonging, dignity, and self-esteem. Further information can be found on the New Mexico Behavioral Collaborative web page at www.bhc.state.nm.us.

“Problem-focused” identifies the issue, problem, and/or gaps in services and finds an innovative solution(s) to remove the root cause of the specific issue or problem(s).

“RFA Manager” means the person or designee authorized by BHSD to manage or administer a Request for Applications (RFA) process.

“RFA Agency” means the New Mexico Human Services Department, Behavioral Health Services Division, through the New Mexico Behavioral Health Purchasing Collaborative.

“Request for Applications (RFA)” means all documents, including those attached or incorporated by reference, used for soliciting applications.

“Responsible Applicant” means an applicant that submits a complete application and that has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the application.

“Responsive Application” means an offer that conforms in all material respects to the requirements outlined in the request for applications. Material respects of a request for applications include, but are not limited to price, quality, quantity, or delivery requirements.

“Staff” means any individual who is a full-time, part-time, or independently contracted employee with an Applicant’s company.

“Trauma-Informed Care (TIC)” means behavioral health providers shall be aware of the pervasive, adverse impact of trauma commonly found with persons who are experiencing mental health and/or substance use disorders. The entire system of care shall be designed to be trauma-informed to create a healing environment and evidence-based or best practices shall be delivered to address trauma in the treatment process. Further information can be found on the New Mexico Behavioral Collaborative web page at www.bhc.state.nm.us.

II. RFA PROCESS AND TIMELINE

This section of the RFA contains the schedule, description, and conditions governing the request for applications.

A. SEQUENCE OF EVENTS

The RFA Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFA	BHSD/RFA Manager	February 14, 2022
2. Acknowledgment of Receipt Form	Potential Applicants/RFA Manager	February 18, 2022
3. Deadline to submit Questions	Potential Applicants	February 18, 2022
4. Response to Written Questions	RFA Manager	February 25, 2022
5. Submission of Applications	Applicants	March 28, 2022
6. Application Evaluation	Evaluation Committee	March 29-April 5, 2022
7. Selection of Finalists	Evaluation Committee	April 5, 2022
8. Best and Final Offers	Evaluation Committee	If needed.
9. Notice of Intent to Award Contract	RFA Manager	April 25, 2022
10. Negotiate and Finalize Contract	Parties to the Contract	April 25 – May 11, 2022
11. Contract Execution	Parties to the Contract	July 1, 2022

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A. above.

1. Issuance of RFA

This RFA is being issued by the New Mexico Human Services Department through the New Mexico Behavioral Health Purchasing Collaborative on **February 14, 2022**

2. Acknowledgment of Receipt Form and RFA Distribution List

Potential Applicants shall email the completed "Acknowledgement of Receipt Form" that is attached to this document, as **Appendix A**, to have their organization placed on the RFA Distribution List. The form shall be signed by an authorized representative of the organization, dated, and returned to the RFA Manager (identified in Section I Paragraph F of this RFA) by 5:00 pm Mountain Standard Time on **February 18, 2022**. The email subject line shall read: Acknowledgement of Receipt Form – RFA: LGBTQIA+ Services.

The RFA Distribution List will be used for the distribution of the RFA questions and the written responses to the questions and to alert potential applicants of any amendments to the RFA. Failure to return the Acknowledgement of Receipt form will not prohibit potential applicants from submitting a response to this RFA. However, it shall result in the applicant's name not appearing on the Distribution List, which in turn results in the Applicant not receiving a copy of the RFA questions and answers and/or amendments, if applicable.

3. Deadline to Submit Written Questions

Potential applicants may email written questions to the RFA Manager as to the intent or clarity of this RFA until 5:00 p.m. Mountain Standard Time **February 18, 2022**. All written questions must be addressed to the RFA Manager (identified in Section I, Paragraph F of this RFA). Please email the written questions to placeholder@state.nm.us. The email subject line shall read **Written Questions, RFA: LGBTQIA+ Services**.

4. Response to Written Questions

Written responses to written questions will be distributed to all potential Applicants whose organization name appears on the RFA distribution list by 5:00 p.m. Mountain Standard Time **February 25, 2022**. An e-mail copy will be sent to all Applicants that provide Acknowledgement of Receipt Forms described in II.B.2 before the deadline.

5. Submission of Applications

ALL APPLICATIONS MUST BE RECEIVED BY BHSD NO LATER THAN 5:00 PM MOUNTAIN STANDARD TIME ON **March 28, 2022**. Applications received after this deadline will not be accepted. The time and date of the email used to submit the applicant's application will be the official record of the receipt date and time.

Applications must be sent to BHSD by email to BHSD.Admin@state.nm.us. The subject line of the email shall read **Application Submission- RFA: LGBTQIA+ Services. Please do not send your application through a zip drive**. Applications submitted by facsimile, or other electronic means, will not be accepted.

A public log will be kept of the names of all Applicant organizations that submitted applications. The contents of applications will not be disclosed to competing potential Applicants during the negotiation process. The negotiation process is deemed to be in effect until the contract pursuant to this Request for Applications is awarded. In this context "awarded" means all required signatures on the contract(s) resulting from the RFA have been obtained.

6. Application Evaluation

Applications will be evaluated by an Evaluation Committee. This process will take place on **March 29, 2022 thru April 5, 2022**, depending upon the number of applications received. During this time, the RFA Manager may initiate discussions to clarify aspects of an application with an Applicant that submitted a responsive or potentially responsive application. However, applications may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by Applicants nor will Discussions be an opportunity

to modify an application.

7. Selection of Finalists

The RFA Manager will notify the finalist Applicants selected by the Evaluation Committee by **April 5, 2022** or as soon as possible.

8. Best and Final Offers

Finalist Applicants may be asked to submit revisions to their applications to obtain the best and final offers. If this is needed, the subsequent dates in the “Sequence of Events” will be adjusted to allow for such.

9. Notice of Intent to Award Contract

Any Contractual agreement(s) resulting from this RFA will be finalized with the most advantageous Applicant(s). Based on the selection of the successful Applicant(s) by the Evaluation Committee and approval by BHSD, the RFA Manager shall send a Notice of Intent to Award to all Applicants on approximately **April 25, 2022**. This date is subject to change at the discretion of the HSD/BHSD.

10. Negotiate and Finalize Contract

The Contract will be negotiated and finalized with the successful Applicant(s) between **April 25 thru May 11, 2022**. This date is subject to change at the discretion of the BHSD.

The contract shall be awarded to the Applicant (or Applicants) whose applications are most advantageous to the BHSD, taking into consideration the evaluation factors outlined in this RFA. The most advantageous application may or may not have received the most points. In the event that mutually agreeable terms cannot be reached with the apparent most advantageous Applicant in the time specified, the BHSD reserves the right to finalize a contractual agreement with the next most advantageous Applicant(s) without undertaking a new RFA process.

11. Contract Execution

The anticipated date for contract execution is **7-01-22**. This date is subject to change at the discretion of the BHSD.

III. GENERAL REQUIREMENTS

- A. **Acceptance of Conditions Governing the RFA**
Potential Applicants must indicate their acceptance of the Conditions Governing the RFA section in the letter of transmittal. Submission of an application constitutes acceptance of the Evaluation Factors contained in Section IV of this RFA.
- B. **Incurring Cost**
Any cost incurred by the potential Applicant in preparation, transmittal, and/or presentation of any application or material submitted in response to this RFA 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.
- C. **Prime Contractor Responsibility**
Any contractual agreement that may result from this RFA shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with BHSD which may derive from this RFA. The BHSD entering into a contractual agreement with a Contractor will make payments to only the prime contractor.
- D. **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, an Applicant shall disclose, in its application, plans for using subcontractors, if applicable. The prime contractor must receive written approval from the BHSD awarding any resultant contract, before any subcontractor is used during the term of this agreement.
- E. **Amended Applications**
An Applicant may submit an amended application before the deadline for receipt of applications. An amended application must be a complete replacement for a previously submitted application and must be clearly identified as such in the transmittal letter. The BHSD personnel will not merge, collate, or assemble application materials.
- F. **Applicant's Rights to Withdraw an Application**
Applicants will be permitted to withdraw their applications at any time prior to the deadline for receipt of applications. The Applicant must submit a written withdrawal request signed by the Applicant's duly authorized representative and addressed to the RFA Manager.
- The approval or denial of withdrawal requests received after the deadline for receipt of the applications is governed by the applicable procurement regulations.
- G. **Application Offer Firm**
Responses to this RFA, including application prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of applications 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.

H. Disclosure of Application Contents

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

- a. Proprietary or confidential data shall be readily separable from the application in order to facilitate eventual public inspection of the non-confidential portion of the application.
- b. Confidential data is restricted to:
 1. Confidential financial information concerning the Applicant's organization.
 2. Data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978.
 3. PLEASE NOTE: 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 BHSD shall examine the Applicant's request and make a written determination that specifies which portions of the application may be disclosed. Unless the Applicant takes legal action to prevent the disclosure, the application will be so disclosed. The application shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

I. No Obligation

This RFA in no manner obligates the BHSD to the use of any Applicant's services until a valid written contract is awarded and approved by appropriate authorities.

J. Termination

This RFA may be canceled at any time and any and all applications may be rejected in whole or in part when the BHSD determines such action to be in the best interest of the BHSD.

K. Sufficient Appropriation

Any contract awarded as a result of this RFA 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 BHSD decision as to whether sufficient appropriations and authorizations are available will be accepted by the Contractor as final.

L. Legal Review

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

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

M. Basis for Application

Only information supplied, in writing, by the BHSD through the RFA Manager or in this RFA should be used as the basis for the preparation of applications.

N. 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 RFA. The Evaluation Committee will reject the application of any potential Applicant who is not a Responsible Applicant or fails to submit a responsive offer.

O. 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 in instances where all responsive applications failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the RFA. This right is at the sole discretion of the Evaluation Committee.

P. Change in Contractor Representatives

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

Q. BHSD Rights

The BHSD in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential application.

R. Right to Publish

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

S. Ownership of Applications

All documents submitted in response to the RFA shall become property of the BHSD.

T. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFA 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 BHSD.

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 written permission of BHSD.

U. Electronic mail address required

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

V. Use of Electronic Versions of this RFA

This RFA is being made available by electronic means. In the event of conflict between a version of the RFA in the Applicant's possession and the version maintained by BHSD, the Applicant acknowledges that the version maintained by the BHSD shall govern.

W. Conflict of Interest; Governmental Conduct Act.

The Applicant 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 or services required under the Agreement

IV. APPLICATION FORMAT AND ORGANIZATION

A. NUMBER OF APPLICATIONS

Applicants shall submit only one application in response to this RFA.

B. APPLICATION SUBMISSION

Applicants shall send:

1. One (1) electronic copy of the application by email to the BHSD.Admin@state.nm.us. Detailed submission instructions may be found in Section II, Paragraph B 5. The subject line of the email shall read **Application Submission – RFA: LGBTQIA+ Services**.
2. **Please do not send your application through a zip drive.** Applications submitted by facsimile, or other electronic means, will not be accepted.
3. An email confirmation of receipt will be sent to the Applicant by the BHSD/Finance. It will be a manual confirmation not an automated one.
4. All Confidential Information shall be identified and segregated on the electronic version.

Any application that does not adhere to the requirements of Section IV, Application Format and Organization, may be deemed non-responsive and rejected on that basis.

C. APPLICATION ORDER AND FORMAT

All applications shall be submitted typewritten on standard 8 ½ x 11-inch paper. Applications must be 1.5 spaced written in 12-point Times New Roman font and formatted with one-inch margins. The application is limited to 20 pages of narrative excluding the summary and forms

All forms provided in the RFA must be complete and included in the appropriate section of the application. Applicants shall address the items in the order in which they appear below.

1. **Signed RFA Cover Letter (Appendix B)**

Complete the form and have it signed by the person authorized to obligate the company.

2. **Table of Contents**

The table of contents shall contain an indexed list of the application content and the page number where the information can be found.

3. **Application Summary (limited to one page)**

An application summary is optional and may be included by the Applicant to provide the Evaluation Committee with a short overview of the qualifications and other features of the application. This material will not be used in the evaluation process unless specifically referenced from other portions of the application.

4. **Program Narrative**

The applicant shall address each of the following questions in the order presented below. The maximum possible score for each question is defined in each category below.

PROGRAM NARRATIVE

A. Organizational Structure and Competencies (20 Maximum Points)

1. Executive Summary: In 1,000 words or less, describe in narrative form the organizational structure of your agency. The summary must provide an overall vision of how the proposed programs and services will create an affirmative and more inclusive community for LGBTQIA+ individuals in New Mexico.
2. Narrative: In 2,000 words or less, the narrative must provide a detailed description of the following:
 - Describe a current and previous experience in working with the LGBTQIA+ community or their families in each of the service areas you are proposing to address in your application.
 - Describe the strengths and weaknesses in your collaborations with stakeholder groups, managed care organizations (MCO's), and non-traditional partners. Include your experience with all proposed subcontractors.
 - Describe the management structure, staffing plan, and the responsibilities and credentials of each project staff member. Immediately, following the budget narrative, attach resumes of project staff, both clinical and non-clinical, detailed in this question, and an organizational chart.
 - Describe your agency's ability to begin the project upon the receipt of a contract.

B. Population and Need (20 Maximum Points)

1. Describe the nature and scope of the need for the proposed services using current data and research as support. Identify any service gaps that will be addressed by your proposed project.
2. Describe the demographics of the target population to be served in your geographic service area (i.e., age, race or ethnicity, etc) and the counties to be served. Provide the minimum number of individuals to be served; cite the basis for this number.
3. Describe your plan to deliver innovative and relevant services to the target population experiencing gender bias and culturally based health disparities.
4. Describe the accessibility of your services to your target population and how will you address the barriers.

C. Service Description (20 Maximum Points)

1. Identify the services proposed by this project to meet the unique needs of your target population and how they will be provided.
2. Provide a project implementation plan with tasks, time- frames, and key staff identified.
3. Describe what Evidence-Based Practices (EBPs) or best practice services your program will provide.
4. If you have previously received funding from BHSD for LGBTQIA+ services, please describe how you intend to change your program to improve outreach and engagement with members of this community. What changes will you make to improve outcomes? What have you learned that you can improve upon, and how will you implement those changes?

If you have never received funding from BHSD for LGBTQIA+ services, please describe your outreach and engagement with members of this community. What have you learned that could be improved upon, and how would you implement those changes.

5. Describe current and anticipated service barriers that may be encountered by your project and strategies for overcoming these barriers.
6. Describe public awareness/educational activities to the community and potential clients.
7. Describe how you will provide and ensure that all service provision meets the requirements of Trauma-Informed Care (TIC).
8. Explain how you will maintain client records that conform to HIPAA compliance and all applicable laws including State licensing and national certification board standards along with medical, financial, and administrative records.
9. Describe your data collection methods, tracking, and reporting.
10. Describe your sustainability plan for this program if funding is not renewed.

D. Program Evaluation/Quality Improvement (20 Maximum Points)

1. Identify and describe your system for measuring proposed project outcomes.
2. Describe your plan to ensure successful outcomes.
3. Describe your agency's Quality Improvement process. How will the proposed project be included in this process?
4. Describe your system for documenting and reporting services provided for the target population served. Describe system strengths and areas needing improvement.

E. Financial Forms/Narrative (20 Maximum points)

1. Describe the qualifications and experience of the staff responsible for the financial management of the proposed project. Resume(s) are required. Please attach after Budget Forms.
2. If your organization is required to obtain an audit, please provide a copy of your complete, most recent audit. You may provide a link to the audit instead of submitting an electronic copy of the audit.
3. If your organization was not required to submit an audit (i.e., if your organization's operating budget is less than \$750,000 in federal funds per year), attach your organization's profit/loss statement and/or balance sheet for the past 12 months.
4. Please provide a copy of any formal financial policies and procedures used by your agency that are related to these controls. If formal policies and procedures are not available, describe financial controls that ensure the financial integrity of all organizational funds.
5. What other funding sources do you have and do any of your funding requirements have any impact on your ability to provide services as required in this project?
6. Please complete the Line Item Budget and Budget Justification Forms. Please ensure the budget and budget justification are complete, accurate, reasonable, show the relevance to the project being proposed, and the evidence of need.

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential applications by sub-category.

Evaluation Factors	Points Available
RFA Cover Letter (Appendix B)	accept/reject
Proposal Format	
C. 4 a. Organizational Structure and Competencies	20
C. 4 b. Population and Need	20
C. 4 c. Service Description	20
C. 4 d. Program Evaluation/Quality Assurance	20
C 4 e. Financial Forms/Narrative	20
TOTAL	100

A. Evaluation Factors

1. Organizational Structure and Competencies

Points will be awarded based on the Applicant's ability to concisely convey their innovative vision for the program(s) and services, and how services will create a more affirmative and inclusive LGBTQIA+ community in NM. The Evaluation Committee will also weigh the relevancy and extent of the Applicant's experience, expertise, and knowledge as an organization, experience, and industry-specific, industry-based certifications and/or licenses. In addition, points will be awarded based on the extent of coordination of services among relevant stakeholders and agencies in the community and upon a candid and thorough response to the strengths and weaknesses of your collaborations with other community service agencies. Points will also be awarded for the Applicant's proposed management structure and staffing plan.

2. Population and Need

Points will be awarded based on the thoroughness and clarity of the Applicant's response in this Section. The Evaluation Committee will also weigh the organization's knowledge of the service population, the needs and demographics of the population, and its service gaps as well as the current citations, research, and documentation to support the response. In addition, points will be awarded based on the extent of the plan to provide culturally relevant services and address culturally based health disparities and service accessibility.

3. Service Description

Points will be awarded based on the thoroughness and clarity of the Applicant's response in this Section. The Evaluation Committee will also weigh the depth and breadth of the service plan, implementation plan, data collection, data reporting, and the staff credentials for providing the services.

In addition, several other factors will be assessed by the Evaluation Committee including whether there is a candid and well-thought-out plan providing Evidence-Based Practices or best practices; a candid and well-thought-out plan to service programming and meeting client needs; program changes resulting from previous experience providing BHSD-funded LGBTQIA+ services; identifying barriers, and how you will address them; addressing client outreach, community networking, public awareness; Trauma-Informed Care (TIC), and a reasonable sustainability plan if funding is not renewed. The Evaluation Committee will evaluate the responses.

4. Program Evaluation and Quality Improvement

Points will be awarded based on the Program Evaluation/Quality Improvement Plan(s) described as evidence of success and, its candidness and potential for meeting the described client outcomes. The Evaluation Committee will look for a well-thought-out response to successes and failures, as well as the ability to learn from past experience.

The Evaluation Committee will contact any or all business references for validation of information submitted. If this step is taken, the RFA Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the RFA Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it (outside of the Organizational Reference information required herein), in its evaluation of applicant responsibility per Section III, Paragraph N.

5. Financial Forms/Narrative

Points will be awarded based on whether the budget is accurate, complete, reasonable, relevant to the project being proposed, and shows evidence of need.

Unallowable costs include the purchase of furniture over \$5,000 per unit; cars (a car lease is allowable); buildings and structures; utilities, land and administrative cost rates unless approved by the federal government (note: the BHSD typically does not pay more than a 10% administrative cost rate if justified).

B. EVALUATION PROCESS

1. All Applicant proposals will be reviewed for compliance with the requirements and specifications stated within the RFA. If the Application is incomplete or does not meet the requirements of the RFA, the Application will be deemed non-responsive and will be eliminated from further consideration.
2. The RFA Manager may contact the Applicant for clarification of the response as specified in Section II. B.6.
3. Responsive proposals will be evaluated and scored based upon the factors presented in Section IV, which have been assigned a point value as described in Section V. Proposals that are most advantageous to the State will be recommended for the award (as specified in Section II.B.10). Please note, however, that a serious deficiency in the response to any factor may be grounds for rejection regardless of the overall score.

APPENDIX A
ACKNOWLEDGEMENT OF RECEIPT FORM
FOR LGBTQIA+ SERVICES

In acknowledgment of receipt of this Request for Applications, the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents, and ending with APPENDIX C.

The acknowledgment of receipt should be signed and returned to the RFA Manager no later than the date identified in Section II of the RFA. Only potential Applicants who elect to return this form completed with the indicated intention of applying will receive copies of all Applicant written questions and the written responses to those questions as well as RFA amendments if any are issued.

FIRM/ORGANIZATION: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Applications. The applicant does/does not (circle one) intend to respond to this Request for Applications.

Lisa Salazar
RFA Manager
Human Services Department
Behavioral Health Services Division
P. O. Box 2348 Santa Fe,
NM 87504
Email: Lisa.Salazar2@state.nm.us

APPENDIX B
LETTER OF TRANSMITTAL FORM

RFA NAME _____ RFA NUMBER _____

1. Organization		
Name of Applicant Organization:		
Mailing address:		
City:	State: NM	Zip Code

2. Person authorized by the organization to contractually obligate on behalf of this grant/contract award:		
Name:		
Title:		
E-Mail Address:		
Telephone Number:		

3. Person authorized by the organization to negotiate the grant/contract award:		
Name:		
Title:		
E-Mail Address:		
Telephone Number:		

4. Person authorized by the organization to clarify, and respond to queries on behalf of this grant/contract award :		
Name:		
Title:		
E-Mail Address:		
Telephone Number:		

5. Use of Sub-Contractors (Select one)*	
<input type="checkbox"/>	No sub-contractors will be used
<input type="checkbox"/>	The following sub-contractors will be used (describe purpose of sub-contracts):

APPENDIX B
LETTER OF TRANSMITTAL FORM

Page 2

6. Please describe any relationship with other community, government, or business sectors (other than Subcontractors listed in (4) above) that will support your efforts.

7. On behalf of the submitting organization named, above, I accept the Terms and Conditions stated in this RFA. I agree to comply with all requirements as described in this RFA, including all appendices, attachments, written clarifications and amendments provided.

If the designated county is unwilling to comply with any terms, conditions or other requirements of this RFA the county shall clearly describe any deviations and include a complete explanation of why such deviations are proposed.

Signature: _____
person identified in item #2, above.)

Date: _____ Authorized Signature (By the

Authorized Signature and Date
(Must be signed by the person identified in item #2, above.)

***Attach additional sheets of paper, as necessary.**

APPENDIX C
BUDGET FORM AND BUDGET NARRATIVE

(1 of 2)

The Budget Form must be completed by all Applicants. Specify the amount of funds you are requesting under this RFA. Specify how funding will be allocated to achieve the performance outcomes using the budget form. Add additional lines as necessary. This form must be fully completed.

A narrative detailing and justifying each line item budget is required as part of this form.

BHSD BUDGET REQUEST	Part/ Full Time? (If part-time include number of work hours)	Total Salary (from all sources)	Hourly Rate	% Time Devoted to this Project	Salary Requested for this Project	Total Fringe Benefits Requested for this project (break down in Appendix D)	Total Salary and Fringe Benefits Requested
Personnel Services							
Position Title:							
Position Title:							
Position Title:							
Position Title:							
Position Title:							
Position Title:							
Position Title:							
TOTAL SALARIES							

APPENDIX C
BUDGET FORM AND BUDGET NARRATIVE

OPERATING COSTS							
Mileage:							
Per Diem:							
Insurance							
Supplies							
Equipment:							
Telephone:							
Insurance:							
Rent:							
Utilities:							
Contracts:							
GRAND TOTAL							

BUDGET NARRATIVE

(Page 3 of Budget Form and Budget Narrative)

Please provide a detailed, written justification for each budget line item requested in the Budget Form (Appendix C). Include the line item description, the requested funds for each line item, and the narrative justification. Be specific on how you arrived at the cost. For example, use mileage rates x number of miles to justify mileage costs. Provide projected monthly costs for each operating cost requested.

Also provide a narrative on how your budget will change if funding were renewed in subsequent years, contingent on funding availability and satisfactory service provision.

Unallowable costs: purchase or improvement of land; purchase of vehicles (though vehicles may be leased); major construction/reconstruction or major remodeling of any building or other facility; purchase of major medical equipment; cash payments to intended recipients of health services; hypodermic needles or syringes so that the intended recipients may use illegal drugs; administrative costs or overhead unrelated to direct service provision by clinical providers; and inherently religious activities, such as worship, religious instruction, or proselytization.