



Proposal Preparation Memo #1 for CVRC SA Funding April 2022

Kim Alaburda, Executive Director

To all agencies that intend to submit a proposal for CVRC Sexual Assault Funding through NMCSAP, we will be providing tips and important dates over the next few days. If you have not reviewed the CVRC SA Funding Request for Proposals, we strongly encourage you to download this for immediate review. <https://www.cvrc.state.nm.us/sas-statewide-funding/>

PROGRAM AREA 3 – SAS, SANE, PREA

- All agencies planning to submit a proposal for SANE, SAS and/or PREA services, will write for **ONLY** Program Area 3. You will prepare one (1) proposal that will request funds for one, two or all three types of services.
- If you currently have a SANE, SAS and/or PREA subcontract with NMCSAP it will not automatically renew next fiscal year. These funds have been absorbed into the current CVRC RFP under Program Area 3.
- **IMPORTANT** - if you currently have a SANE, SAS and/or PREA subcontract with NMCSAP, you will need to write one (1) proposal in response to Program Area 3 in the CVRC RFP. If you wish to receive these funds going forward, your proposal budget will need to include the current amount you are receiving, **plus** any new funds you want to request. (*Please note, for agencies that receive NMCSAP SASP funds, managed by Baily Oliva, these are not included in this proposal. The federally supported funds will continue to be subcontracted separately).
- Please be sure to speak with your Executive Director. For current SANE and PREA subcontractors with NMCSAP, this will be the first formal proposal your agency is being asked to submit for these particular services. It is important that you speak with them regarding your PREA position or your SANE program to ensure inclusion in your agency's proposal.

SUBMITTAL CHOICE

Whether your agency chooses to submit your Program Area 3 proposal through NMCSAP or through NM CVRC, it will be reviewed by CVRC's proposal review team. NMCSAP will not be making funding decisions. Your proposal will not be affected scoring wise by which agency you decide to submit.

Once awarded, all programs will be reporting with the same forms, regardless of whether your contract is housed at CVRC or NMCSAP.

There are two primary benefits to submitting your proposals through NMCSAP:

1. NMCSAP will review your proposal to ensure that all required items have been submitted; and

2. Once your contract is in place, budget changes, additions and subtractions are made in house at NMCSAP, allowing for timely decisions and changes to your work. When funds are reverted, we are able to transfer funds to other programs in need within a day or two.

DATES

The turn around time for the RFP is shorter than usual (no fault of CVRC), so we highly recommend beginning the process immediately to allow for questions to CVRC

- **By this Friday, April 15, 2022**, please complete and submit the CVRC's **Acknowledgement of Interest (AOI) form** found on page 42 of the Request for Proposals (RFP) to Marivel.Baca1@state.nm.us I've also attached the copy of this form to this email.
 - This guarantees that you will receive updates on the proposal process and answers provided for questions that we all submit (see below for the first round of answers).
 - **The last date to submit questions to Marivel.Baca1@state.nm.us is MONDAY, APRIL 18th**
 - Also by **Monday, April 18th**, please email kimalaburda@msn.com to let us know if you will be submitting your Program Area 3 proposal through NMCSAP.
 - If submitting your proposal through **CVRC, the due date is Wednesday, May 4th at 4pm**. ZERO exceptions by state procurement code.
 - If you are submitting through **NMCSAP, the proposal must be received by 9am on Monday, May 2, 2022** to allow for staff to review each proposal for required elements and to be able chart them for our proposal.
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First set of questions and answers from potential bidders

FROM: Marivel Baca, NM CVRC

Sexual Assault Services and Infrastructure of Sexual Violence Services Request for Proposal Number: 23-780-P707-00100

Questions and Answers #1 (4.12.2022)

1. What is the email that we should address all questions related to this Request for Proposal?
 - ANSWER: Marivel.Baca1@state.nm.us (from Kim: Please note that your email system may have her other address also (same address without the number 1).

2. Just to be clear - everything we send needs to be PDF'd? Seems so, just wanted to clarify
 - ANSWER: All documents must be converted to a PDF and submitted in that format.

3. If the proposers choose to submit their proposals to an umbrella organization (like our Coalition), do they still need to submit an acknowledgement of interest (AOI) form to CVRC?
 - ANSWER: Only those who submit an acknowledgement of interest (AOI) will receive emails related to questions for the RFP and any amendments to the RFP. It is at the discretion of each agency if they would like to receive those answers.

4. Oh, form says April 13, but instructions say April 15th. I take it the 15th is the correct deadline to email the AOI?
 - ANSWER: The correct deadline is April 15th to submit the acknowledgement of interest (AOI) form.

5. Proposers: if you will be going through our Coalition (NMCSAP), please email me at kimalaburda@msn.com to let me know that you'll be proposing under ours no later than April 18th (a Monday).
 - ANSWER: Applicants who choose to submit under an umbrella of the NMCSAP please see this question.

6. As an example of a deliverable based budget, that also requires details - Can you please tell me which example is correct? Or if we should add both types: Or- a combination of the detailed traditional budget along with deliverable ask? For instance, DOH has us propose a detailed traditional budget, but then we invoice per deliverable.

	Total Salary/benefits	x % of total salary/benefits	Requested Salary/Benefits	
PA 3 SAS				
Therapist salary and benefits	80,000	0.6	48000	
OR				
b. Deliverable		billed monthly	Monthly Invoice	Documentation
Therapeutic Services to survivors of sexual violence	48000	12	4000	Statewide Data Project Form submitted

- ANSWER: The example provided, in its entirety, would be accepted and clear to the proposal review committee. In the deliverables (goals/objectives) we would also want to know the number of clients to be served per month as well.
7. For Proposers that intend to submit through NMCSAP, you will be applying for Purpose Area 3 (SANE, SAS, PREA, etc.). NMCSAP will then submit your proposals under ours, which is Purpose Area 1.
- ANSWER: Applicants who choose to submit under an umbrella, such as NMCSAP, must provide a complete application for Purpose Area 3, this is for all SANE, SAS, PREA, etc. NMCSAP would NOT include that within Purpose Area 1. NMCSAP or the umbrella agency would submit them under Purpose Area 3. NMCSAP or the Umbrella agency would submit each application for any and all agencies who have applied under them with a memo and spreadsheet as outlined within the RFP.
8. To clarify, anyone submitting for Purpose Area 1, must be able to provide all 9 components and propose deliverables and budget for all 9 components. Correct?
- ANSWER: Correct.
9. For the certificates of consultation, do we complete a form for each consultation? We will have a minimum of 9, one for each component and I don't imagine it will all fit on one form.
- ANSWER: If needed, agencies can submit multiple forms for the consultations held.
10. Is there a specific form we need to send in for the Acknowledgment of Interest Form?
- ANSWER: Yes, please refer to page 42 of the RFP.