



MEMORANDUM

To: Raton City Commission
From: Michael Anne Antonucci, Treasurer
Date: June 9, 2017
Subject: Recommendation for Award
City of Raton – Direct Youth Services
RFP #2017-05-11

The City of Raton is the fiscal agent for the Juvenile Justice Grant. The goal of the grant is to improve the Juvenile Justice System and decrease the incidences of juvenile delinquency in the community while increasing the emphasis on prevention and early intervention in juvenile justice services. The objective is to provide a continuum of cost effective services and temporary, non-secure alternatives to detention in the City of Raton, Colfax County and Union County for youth who have been arrested or referred to the juvenile probation office or are at risk of such referral. In order to meet this objective the City of Raton employs a part-time continuum coordinator and has a Community Advisory Board who oversee the programs. The City of Raton, contingent upon CYFD funding, agrees to Sub-Contract with a Sub-Contractor to provide the direct youth services through the Girls Circle Program, the Boy's Council Program, and the Restorative Justice Program.

As a result the City of Raton solicited proposals from interested parties to provide the direct youth services for the Juvenile Justice Program. Proposals were received and opened on June 5, 2017. Two proposals were submitted from Valle del Sol of New Mexico and Human Resource Development Associates, Inc. Proposals were reviewed by an evaluation committee consisting of 4 Continuum Advisory Board members. It was determined by the committee scores that Human Resource Development Associates, Inc. scored the highest and met all of the criteria for them to be considered a responsive proposer.

Based on the outcome of the scoring I would recommend that the City Commission approve award of the attached contract to Human Resource Development Associates, Inc. for FY 2018.

6. Subcontractor and any persons acting under them, are independent contractors, and shall not accrue any rights as to retirement, benefits, or anything else, otherwise conveyed by the City to its employees and shall be subject to all applicable sales taxes, State and Federal Income taxes.

7. The City, contingent upon CYFD funding, will employ a part-time JJAC Coordinator position for the Raton Continuum Board making this position independent from the subcontractor. The JJAC Coordinator will report to the Raton Continuum Board and the Contractor to ensure compliance with all program requirements.

8. The Sub-Contractor will work with the Continuum Coordinator who is independent from the Sub-Contractor and hired by the City of Raton to ensure compliance with all program requirements and to coordinate with the Sub-Contractor's JJAC program facilitators.

9. The Sub-Contractor will employ two Girls Circle facilitators, two Boy's Council facilitators, one Restorative Justice facilitator and will pay for all training costs that are necessary to ensure certified facilitators.

10. The City of Raton Shall be required to source a minimum of forty-percent (40%) of the total budgeted grant amount with local matching funds. The Sub-Contractor is required to report all expenses not covered by the FY18 Grant as a Match Contribution to the \$85,500.00 of Grant Funding. The local matching funds may consist of money, land, equipment, of in-kind services to be reported to the Continuum Coordinator every month with monthly invoicing by the Subcontractor. Invoicing will be due to the Continuum Coordinator by the 5th of every month for the month prior. Upon receiving Sub-Contract approval, the City of Raton Continuum Coordinator will meet with the FY18 Sub-Contractor and will train all staff and program management about the Match Requirements and will distribute a schedule for the FY18 Contract that must be met and Signatures of all in attendance will be obtained on the training record sheet provided by the City of Raton Continuum Coordinator and a copy will be given to every individual in attendance as proof for individual records and Sub-Contractor record.

11. The Sub-Contractor will have a system in place for the Girls Circle, Boy's Council, and Restorative Justice Facilitators to purchase the necessary supplies for each upcoming group. The Budget Fee Per Service Schedule is the following: \$250.00 per Girls Circle Session, \$250.00 per Boys Council Session, \$75.00 per Pre Circle Restorative Justice, \$200.00 per Circle Restorative Justice, \$75.00 per Post Circle Restorative Justice.

12. The Sub-Contractor shall not bill any insurance for the services provided in the Girls Circle, Boy's Council, and Restorative Justice Programs.

13. The City of Raton will bind Sub-Contractor to the terms of the Agreement No. 18-690-14481 provided by the State of New Mexico Children, Youth and families department agreement. (copies of which are attached hereto)

14. The Sub-Contractor will be responsible for having an electronic copy and a hard copy of all Contracts, Notes, Participant Demographics, Data, and Trainings.

15. The Sub-Contractor will ensure facilitators are available to attend all Community Advisory Board Meetings to give Program Updates and Upcoming Events Information.

16. The Sub-Contractor will work with the Continuum Coordinator on Referrals for Participants of each Program and will provide all data necessary to allow the Contractor to be

able to measure Outcomes and Performance measures as set in the Agreement No. 18-690-14481 between the City of Raton and CYFD.

17. The Sub-Contractor will provide a Final Report of every Final Group and every Final RJ Client to the Continuum Coordinator and to the Referring Entity. The Final Report should be written by the facilitator providing the direct youth service.

18. The Sub-Contractor will follow the schedule for all upcoming groups provided by the Continuum Coordinator.

19. The Sub-Contractor will report all referrals to the Continuum Coordinator no later than three (3) days after receiving the referral.

20. The Sub-Contractor will ensure the facilitators are available for a Scheduled Team Meeting once every month to ensure the success of the programs and sustainability.

21. The Sub-Contractor shall submit certified and documented invoices and vouchers monthly for actual work performed and expenses incurred to the Contractor. The Sub-Contractor's failure to submit such payment vouchers, invoices, and supporting documentation within 5 days after they are due the 5th of every month, may result in the non-availability of funds for payment and/or denial of payment by the City of Raton.

22. The Sub-Contractor will provide services in all locations in Colfax and Union Counties as outlined in the Monthly Schedule provided to the facilitators by the Continuum Coordinator and provided once per month by email.

23. The Sub-Contractor will maintain all Collaborative Partnerships and Continue Collaborative Efforts to ensure the success of the Programs in the Girls Circle, Boy's Council, and Restorative Justice Programs.

24. The Sub-Contractor will provide program services to all participants who may be referred by self, by parent, by school, by JPO, and by any Collaborative Partner.

25. The Contractor has the right to terminate services with a 30 day written notice to the Sub-Contractor if any areas of the scope of procurement are not being fulfilled. The Sub-Contractor must also provide a 30 day written notice if terminating services under this contract.

26. This subcontract does not relieve the City from any obligations and liabilities under its agreement with CYFD. The City, with the assistance of its JJAC Coordinator and the Raton Continuum Board, will perform all other required duties as defined by Agreement Number 18-690-14481

CONTRACTOR

SUBCONTRACTOR

CITY OF RATON

BY: _____
Sandra Mantz – Mayor

BY: _____

ATTEST

By: _____
Tricia Garcia – City Clerk