

Northern New Mexico College



REQUEST FOR PROPOSALS

RFP: #2022-003

Youth Art, Culture and Healing Project

Issue Date: Tuesday, August 30, 2022

Due Date: 4:00 p.m. MST, Tuesday, September 27, 2022

Office of Finance and Administration
921 N. Paseo de Oate
Española, NM 87532

CONTACT: Josephine Velasquez, CPO
505.747.2162
Josephine.velasquez@nnmc.edu

I. INTRODUCTION

A. Purpose of this Request for Proposals

The purpose of the Request for Proposal (RFP) is to solicit proposals to develop and implement a youth art, culture and healing project for high school students between grades 9 through 12, focusing on arts, cultural engagement and sustainable agriculture, while giving students choice and control over participation, creating shared power and relationships through collaboration, and empowering youth by building on their strengths.

The current funding available consists of \$110,000 that is expected to be recurring and \$50,000 that is a one-time (non-recurring funding). The proposals need to identify the recurring and non-recurring costs, and they cannot exceed these allocations. Any offer exceeding these limits will be deemed unresponsive.

Some recurring appropriations from the State have experienced decreases in prior years when the State has financial problems. Therefore, the proposal submitted should plan for potential reductions in the recurring funding for future years that can oscillate between 10% to 25%.

The awarded project will end on June 30, 2023 but may continue subject to legislature appropriation be extended on an annual basis subject to legislative appropriations.

This is a Request for Proposals (RFP), not a bid process. While financial considerations are a factor, they will not be the sole determinant for this award. Northern reserves the right to award multiple contracts under this RFP

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Northern Point of Contact: Josephine Velasquez, CPO
Email: Josephine.velasquez@nnmc.edu
Phone: (505) 747-2162

Proposals **must be emailed** in PDF format to the Procurement Manager by 4:00pm MST/DST Tuesday, September 27, 2022. Email submissions must clearly indicate that they are in response to the Youth Art, Culture and Healing Project, RFP: #2022-003.

Background Information

Northern is a state-funded institution of higher education, managed by a five-member Board of Regents appointed by the Governor of the State of New Mexico. Northern was founded in 1909 by the New Mexico Territorial legislature with an original mission to teach English to Spanish-speaking teachers in the area. Historically, Northern has been a community/technical college, but in 2005, the college began offering four-year degree programs. Currently, Northern is an accredited, two-year and four-year degree granting institution of higher learning and offers degrees

in biology, business administration, elementary education, engineering, environmental science, information technology, and nursing. The college primarily serves rural communities within a 40-mile radius of its main campus in Espanola, New Mexico and its branch location in El Rito, NM. Northern's mission is to provide accessible, affordable, community-based learning opportunities that meet the educational, employment, and enrichment needs of our culturally diverse region.

B. Scope of Work

This program will support youth-led efforts in arts, cultural engagement and sustainable agriculture. The project will take place during the Spring 2023 semester. The Youth Art, Culture and Healing Project is an opportunity to introduce collaborative efforts and develop partnerships among students, faculty, staff and the greater community.

Project Goals:

- 1) Provide afterschool activities in the arts/culture/agriculture areas to at least 100 students between grades 9 through 12 by June 30, 2023.
- 2) Develop a mentorship program where student participants are connected to a mentor.
- 3) Provide professional development to the student mentors.
- 4) Coordinates efforts with the NNMC Dual Credit program so that these students:
 - a. receive information related to dual credit courses in any of the academic programs offered by NNMC;
 - b. learn how to submit a FAFSA application;
 - c. receive exposure to the GoEducate platform;
 - d. include the NNMC academic chairs and the NNMC recruitment team to present programs to student participants and their parents. A measurable objective of this goal is to have a minimum of 35 students in this program participate in at least one dual credit course offered by NNMC by June 30, 2023.

Project Requirements:

- A written report and an oral presentation with the project's outcomes must be presented to the NNMC administration before June 15, 2023.
- Develop and maintain a simple electronic database that must contain the student participant information, including name, address, email, phone, and parent information. The database will be shared with NNMC in December and June, and be compliant with applicable FERPA and student privacy requirements.
- Detailed expense reports must be submitted monthly for reimbursement for all program related costs.
- Personnel hired under this project will not be employees of NNMC; and
- Proposals need to include proof of professional liability insurance coverage for activities performed.

Service Locations:

Services will be provided at Northern's Main Campus buildings at 921 N. Paseo de Oate, Espanola, NM 87532 and at the El Rito Campus located at 1190 NM-554, El Rito, NM 87530. Northern will provide suitable space for the youth art, culture and healing project in a designated building on each campus.

Multiple Contracts:

Northern reserves the right to award this contract in whole or in part, in order to best serve its students, staff, faculty, and community members utilizing college spaces, with Northern being the sole judge thereof.

Costs of Providing Requested Services:

Offerer shall provide cost proposal

Best and Final Negotiations:

Other considerations may be negotiated as part of the Best and Final negotiation process.

II. Submission Requirements

Offerors shall submit only one (1) proposal. The proposal shall be formatted for standard 8 1/2 x 11 paper size, in 12-point type font with page numbers, and organized in the following format:

- Transmittal Letter;
- Table of Contents;
- Summary of proposed services;
- Response to Mandatory Specifications;
- Supporting material and/or documentation; and
- Campaign Contribution Disclosure Form.
- Any applicable preferences.

Proposals must be emailed in PDF format to the Procurement Manager by the specified time/date. Email submissions must clearly indicate that they are in response to the RFP 2022-003 Youth Art, Culture, and Healing Project.

Please see Section III Specifications for details regarding mandatory specifications.

Procurement Manager

Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other Northern staff and faculty **do not** have the authority to respond on behalf of Northern with regard to this procurement. Please address all questions and RFP responses to:

Josephine Velasquez, CPO – Procurement Manager
Northern New Mexico College
921 N. Paseo de Onate
Española, New Mexico 87532
Office Telephone Number: 505.747.2162
Email: josephine.velasquez@nnmc.edu

Procurement Library

The Procurement Manager has established a Procurement Library. All documents listed in the Procurement Library are hereby incorporated into this RFP by reference. Offerors are encouraged to review the material contained in the Procurement Library by accessing the documents from the Northern's website at <https://nmmc.edu/home/facultystaff-gateway/business-services/information-on-current-rfp-s/>. Other than Offeror-reproduced copies, materials cannot be removed from the library.

The library contains information listed below:

- RFP and associated Appendixes
- Response to written Offeror questions
- Other relevant documents

I. CONDITIONS GOVERNING THE PROCUREMENT

A. RFP Conditions

Northern reserves the right to accept proposals, in whole or in part that most closely meet the criteria described herein. Northern also reserves the right to cancel this RFP in whole or in part at any time if it is in its best interests. An award will not be based solely on the lowest fee; instead, it will be based on several weighted criteria, as provided herein that will be used to determine the most advantageous offer. The successful Offeror will enter into a service contract with Northern. A sample of the contract is included as Appendix D.

B. Sequence of Events

<u>Action</u>	<u>Responsible Party</u>	<u>Target Date</u>
1. Issuance of RFP	Northern	August 30, 2022 (Tuesday)
2. Last Day to Submit Written Questions	Potential Offerors	5:00 p.m., September 19, 2022 (Monday)
3. Response to Written Questions	Procurement Manager	September 21, 2022 (Wednesday)
4. Deadline for Submission of Proposals	Potential Offerors	4:00 p.m. MDT, September 27, 2022 (Tuesday)
5. Proposal Evaluation	Evaluation Committee	Anticipated: September 29-30, 2022 (Thursday-Friday)
6. Selection of Finalist(s)	Evaluation Committee	Anticipated: September 30, 2022 (Friday)
7. Presentations/Demonstrations (if requested)	Finalist(s)	Anticipated: October 07, 2022 (Friday)
8. Best and Final Offer (if requested)	Finalist(s)	Anticipated: October 12, 2022 (Wednesday)
9. Anticipated Contract Award	Northern	Anticipated: October 17, 2022 (Monday)
10. Protest Deadline (anticipated)	Offerors	Anticipated: November 1, 2022 (Tuesday)

C. Explanation of Events

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

- a. Issuance of RFP: This RFP is being issued on behalf of the Northern on Tuesday, June 8, 2021.
- b. Deadline to Submit Written Questions: Offerors may submit written questions to the Procurement Manager to clarify information presented in this RFP until 5:00 p.m. MST/DST Monday, September 19, 2022 as indicated in the sequence of events.
- c. Response to Written Questions: The Procurement Manager will distribute responses to written questions publicly by close of business on Wednesday, June 23, 2021 via Northern's webpage at <https://nmmc.edu/home/facultystaff-gateway/business-services/information-on-current-rfp-s/>.
- d. Submission of Proposal: All Offeror proposals must be received for review and evaluation by the Procurement Manager or designee, **no later than 4:00 p.m. MST/DST on Tuesday, September 27, 2022. Proposals received after this deadline will not be accepted or considered.** Pursuant to Section 13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors prior to contract award. Proposals may be sent by email in PDF format to the Procurement Manager listed above. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals.
- e. Proposal Evaluation: An Evaluation Committee will evaluate proposals per the Sequence of Events above. The Evaluation Committee will be appointed by Northern management. During this time, the Procurement Manager may initiate discussions with Offerors for the purpose of clarifying aspects of the proposals if deemed necessary. Discussions shall not be initiated by the Offerors. The most advantageous proposal may or may not have received the most points.
- f. Selection of Finalists: The Procurement Manager will notify finalists and provide a schedule for the presentations/demonstration per the Sequence of Events above.
- g. Presentations/Demonstrations: Finalists Offerors may be required to make an oral presentation/demonstration of their products/services. The Procurement Manager will schedule the time for each Offeror's demonstration/presentation. All presentations will be made via remote access Zoom meeting and limited to a fixed amount of time.
- h. Best and Final Offers: Finalists may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers on the date indicated in the Sequence of Events above.
- i. Contract Award: After Northern management's review and acceptance of a) the Evaluation Committee's recommendation, b) any Contractor requested modifications of the proposed contract, and/or c) any Contractor specific terms and conditions, an award will be issued on the date indicated in the Sequence of Events, or as soon thereafter as possible. This date is subject to change at the discretion of the Chief Procurement Officer. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, Northern reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.
- j. Protest Deadline: Any protest by an Offeror must be timely and in conformance with

Section 13-1-172 NMSA 1978 and applicable procurement regulations. A Protest Manager has been named in this RFP, pursuant to NMSA 1978, § 13-1-172. ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this RFP. The 15-calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm MST/DST on the 15th day. Written protests must include the name and address of the protestor, the RFP number, a statement of the grounds for protest, (including appropriate supporting exhibits), and it must specify the ruling/remedy requested. Protests received after the deadline will not be accepted. The protest must be delivered to:

Josephine Velasquez, CPO – Protest Manager
Northern New Mexico College
921 N. Paseo de Oñate
Española, NM 87532

II. SPECIFICATIONS

A. Mandatory Specifications

In addition to providing responses to the items in the Scope of Work, Offerors must provide a written response and/or a reference to an appropriate paragraph(s) in supporting technical documentation for each specification. The proposal response must follow the order in which the specifications are listed. All specifications are **mandatory**. Offerors should respond in the form of a thorough narrative to each specification. The narratives along with required supporting materials, will be evaluated and awarded points accordingly.

1. Letter of Transmittal

Each proposal must be accompanied by a completed Letter of Transmittal signed by a person authorized to obligate the company. The letter of transmittal **must**:

- a) Identify the submitting organization;
- b) Identify the name, title, telephone number, and e-mail address of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title, telephone number, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles, telephone numbers, and e-mail addresses of persons to be contacted for clarification;
- e) Explicitly indicate acceptance of the conditions governing the procurement (per Appendix B – General Requirements);
- f) Be signed by the person authorized to contractually obligate the organization; and
- g) Acknowledge receipt of any and all amendments to this RFP.

2. Proposed Services

Offerors shall submit a summary of proposed services in response to Northern's Youth, Culture and Healing Project RFP #2022-003, as detailed in the Scope of Work. Summary should include full list of proposed services, delivery schedules, proposed plan for implementation.

3. Offeror's Company Experience

Offerors shall submit a statement of relevant company experience, including experience of subcontractors, if applicable. Include in your narrative information: years in business; information on your current financial status; any current litigation and/or bankruptcy; insurance coverages; and if background checks are a standard practice for the company. Please also provide a list of current customers utilizing your proposed solution/product.

4. Offeror's Company References

Offeror's proposals shall include three (3) external references from clients who are willing to validate the Offeror's past performance on similar, recent contracts. The minimum information that shall be provided for each client reference follows:

- a) Name of the contact person;
- b) Name of the company or governmental entity;
- c) Address of the contact person;
- d) Telephone number of contact person;
- e) Email address of the contact person;
- f) A description of the products and services provided and dates the products and services were provided.

5. Proposed Key Personnel Experience and Qualifications

Offerors shall provide short experience narratives of a Key Personnel who will be performing services under the contract. Narratives(s) should include a thorough description of the individual's education, knowledge, and relevant experience, as well as certifications or other professional credentials.

6. Campaign Disclosure Form

A completed Campaign Contribution Disclosure Form is required for all contracts secured by competitive sealed bid pursuant to NMSA 1978 13-1-191.1.

7. Project Plan

Offerors shall submit a project plan, including a milestone chart of tasks to be performed to successfully implement the proposed services within in a concise period of time, in order to compliment annual fiscal year 2023 audit efforts.

8. Cost

Offerors shall provide an itemized cost proposal, including hourly rates, as applicable to include fringe benefits, overhead costs and any associated fees/expenses.

9. Resident Business Preference

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident business possessing a valid resident business certificate shall receive an additional 50 points. The Offeror’s proposal must contain a copy of a valid Resident Business Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference. Please note: An Offeror may only receive one preference.

10. Resident Veterans Preference

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident veteran possessing a valid New Mexico Resident Veterans Preference Certificate shall receive an additional 100 points. The Offeror’s proposal must contain a valid Resident Veterans Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference. Please note: An Offeror may only receive one preference.

IV. EVALUATION

A. Evaluation Point Summary

The following is a summary of evaluation factors with point value assigned to each.

<u>FACTOR</u>	<u>POINTS AVAILABLE</u>
1. Letter of Transmittal	Pass/Fail
2. Proposed Services	200
3. Company Experience	150
4. Company References	100
5. Proposed Personnel Experience and Qualifications	200
6. Campaign Contribution Disclosure Form	Pass/Fail
7. Project Plan	150
8. Cost	100
SUBTOTAL	900
Additional Optional Points	
9. New Mexico Resident Business Preference; <u>or</u>	50
10. New Mexico Resident Veteran Preference	100

B. Evaluation Factors

Points will be awarded on the basis of the following evaluation factors:

1. Letter of Transmittal (Pass or Fail).
2. Summary of Proposed Services (200 points)
Point will be awarded based on upon the Offeror’s proposed services and responsiveness to Northern’s Youth Art, Culture, and Healing project needs as detailed in the Scope of Work.

3. Offeror's Company Experience (150 points)
Points will be awarded based upon an evaluation of the documented company experience including subcontractors, if applicable, on similar projects and engagements.
4. Offeror's Company References (100 points)
Points for company references will be awarded based upon an evaluation of the Offeror's work for previous clients receiving similar services to those proposed by the Offeror for this contract. Note: points are awarded based upon the responses to the Past Performance Questionnaires.
5. Proposed Personnel Experience and Qualifications (200 points)
Points for personnel experience will be awarded based upon an evaluation of each staff member's experience as it relates to their proposed role and the needs of this contract.
6. Campaign Contribution Disclosure Form (Pass/Fail)
A completed Campaign Contribution Disclosure Form is required for all contracts secured by competitive sealed bid pursuant to NMSA 1978 13-1-191.1.
7. Project Plan (150 points)
Points will be awarded for this evaluation factor based upon the quality and thoroughness of the project plan, including milestones of tasks to be performed to successfully implement the proposed services within a concise period of time, in order to compliment annual fiscal year 2023 audit efforts.
8. Cost (100 points)
The evaluation of each Offeror's itemized cost proposal
9. Resident Business Preference (50 points)
Fifty (50) points will be awarded if the proposal contains a copy of the New Mexico Taxation and Revenue Department's resident business preference certificate unless a Resident Veterans Preference Certificate is also submitted in which case the higher number of points from the Resident Veterans Preference shall be awarded instead.
10. Resident Veterans Preference (100 points)
One hundred (100) points will be awarded if the proposal contains a copy of the Taxation and Revenue Department's Resident Veterans Certificate.

C. Evaluation Process

The evaluation process will follow the steps listed below:

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of proposal

- responses.
3. The Evaluation Committee may use other sources of information to perform the evaluation.
 4. Responsive proposals will be evaluated on the factors that have been assigned a point value. Responsible Offerors with the highest scores will be selected as Finalists. Finalists who are asked to submit revised proposals for the purpose of obtaining Best and Final offers will have their points recalculated accordingly. Points awarded from the oral presentations will be added to the previously assigned points to attain final scores. The responsible Offeror whose proposal is most advantageous to the Northern will be recommended for contract award. Please note: a serious deficiency in the response to any one factor may be grounds for non-selection regardless of overall score.

Appendixes

Appendix A – Letter of Transmittal

Appendix B – General Requirements

Appendix C – Campaign Contribution Disclosure Form