

**Call for Providers for New Mexico Family Services Division
Response to Written Questions**

1. What is the total amount available to distribute to successful applicants under this RFP in the first year?
The total amount distributed to successful applicants is based on proposed services and families served.
2. Could the state please advise on all ineligible costs for this initiative? **Proposals will be reviewed for eligible/non-eligible cost upon receipt of proposal.**
3. Would the state be amenable to an initial advance to begin the work, with remaining payments done as stated in the RFP's scope of work. **No, initial advance is not allowed.**
4. May applicants attach videos as part of the three marketing sample options? Currently, the description of eligible marketing samples includes "flyers, brochures, event announcements, community engagement projects, etc." **Yes, applicants may attach videos.**
5. Must a location be named for the Family Resource Center? **Yes, a location must be named.**
6. Is an applicant allowed to provide alternative sites for the Family Resource Center? **Applicants may provide alternatives sites in the proposal, but the proposal must include one targeted county.**
- 7a. What is the expectation the state is going to place on state departments regarding the time commitment of frequency, duration, and hours per week of those state departments to be co-located at selected FRC sites? **This has not been determined yet.**
- 7b. Largely dependent on the time commitment ordered from the state to the state departments to co-locate at FRC sites and the state's rules/regulations on co-located space, should the FRC sites dedicate and reserve separate office space for each specific state department that will co-locate at the FRC sites or is rotating and/or office drop-in space an option? **See answer 7a. above; however, we do anticipate a rotation of some state agencies.**
8. May applicants charge occupancy fees toward the grant for costs incurred for state co-location (e.g., rent)? **No. This award will cover the cost of the initial co-location for state agencies.**
9. Are there expectations regarding the number of families served when preparing the budget?
We expect each applicant to review the needs of their community and estimate the number of families to be served in their community. This number would be used to determine the number of navigators, services, space needed, etc. for budgeting.
10. Is there a budget minimum/maximum that can be requested? **No. The budget is based on the number of families to be served in the identified county.**
- 11a. What is the state's timeline to notify and direct state departments to be co-located in the successful applications space? **This has not been determined yet.**

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11b. In determining the configuration and size of FRC office space, how many state departments and what state departments is the state going to include —or not include—in the FRC model in its plan to create co-located FRC spaces?

See answer 7b.above. This will be a discussion with the final applicant.

12. On page 7 of the Call for Proposals, within section E. Marketing Plan, there is a statement as follows - "this will not count toward the page limit." After review of the RFP, there is no mention of a page limit. Could the state please advise on the page limitation for the proposal narrative? **This is an error. There is no page limit.**

13. Are resumes required for all staff in the grant or only those that are responsible for supervision?
Only Supervisor resumes are needed at this time.

14. The link on pages 7 and 9 returns a page indicating No Results Found.

Use the link <https://www.tax.newmexico.gov/forms-publications/> for page 7 and 9.