

**Request for Applications  
Family Reunification Program  
#17-770-17000-5445**

**Questions and Responses:**

Q. I didn't notice if food was allowed to be part of the budgeting or not for the family reunification proposal.

A. The budget does not include food

Q. Are you going to be requiring receipts based on the specific categories in the budget or are you just trying to get an idea of how we anticipate the funding will be spent?

A. We may require receipts for the expenditures to stay in compliance just in case of an audit.

Q. Are we using the Federal or State mileage?

A. State mileage for 2017

Q. How or what do you envision taking place in these two facilities?

A. Per the purpose of the request for application, NMCD's Recidivism Reduction Division (RRD) is requesting innovative proposals that will assist incarcerated women at the Springer and Western facilities with the knowledge, skills, and tools necessary to assist with their reintegration process as well as assisting the women's relationships with their families and communities.

It is up to the applicant to provide an innovative proposal that speaks to the aforementioned criteria. You may find 11 helpful questions to consider when writing your proposed application. These questions are found on page 7 of the RFA application.

Q. The word workshop is used but also its referred to as a three month workshop. Are you looking for a once a week class, three day workshop, or something different?

A. The RFA was written so that the applicant is able to create an innovative program and/or workshop that would assist the women as they transition out to their communities, while providing the women with tools, skills, and resources to assist with family reunification. The application is for 3 months. The applicant is responsible for conveying how they envision their workshop to look like.

Q. How many women are you looking to serve?

A. RRD is leaving that decision to the applicant. In addition, serve women who will be reintegrating to their respective communities within 1 to 2 years to the door.

Q. Will the facility select the women or will they volunteer (in which case how would it be marketed).

A. Once the evaluation committee determines the finalist, RRD would provide next steps.

Q. How many hours at a time or in a day could the women be available for the workshop?

A. This will be up to the applicant.

Q. Is there adequate space to hold a workshop without displacing some other activities, especially if it was like 3 days in a row?

A. Yes.

Q. Would it be possible to receive the budget spreadsheets in an excel version?

A. No

Q. The budget spreadsheets do not have a total at the bottom (we see one at the top), as well as an overall total. Could that be added?

A. No

Q. Just to clarify, the total of the three separate spreadsheets added together cannot exceed \$15K, correct?

A. Correct

Q. Is it possible to add items such as insurance somewhere in the spreadsheet? We noted that there was not a line for "other" costs. Could that line be added?

A. Yes under the benefits area of the budget

Q. We note that on page 7, Under D. Budget, it states,

“Please note that indirect and administrative costs included in the budget shall not exceed the applicable state approved indirect cost rate on file with the Agency. The budget template is provided in Word format; the rows will adjust as information is entered.”

There is not, however, a line for indirect or administrative costs in the budget sheets. Could that be added?

A. No

Q. Also, is there a cap on the amount of indirect that can be allocated other than our own approved indirect cost rate?

A. As stated above the indirect and administrative costs included in the budget shall not exceed the State of New Mexico's approved indirect cost rate.

Q. Would a federal approved indirect cost rate be the same as the state approved indirect cost rate? If not, how would a bidder pursue a state approved indirect cost rate?

A. State rates apply not federal. Travel for instance is paid at the rate of .43 per mile. Without identifying your indirect cost, we cannot supply an answer.

Q. We note that the funds are for a "workshop". Can "workshop" be interpreted to be a multiple day event, spread out over time? Or a one-time event?

A. The RFA was written so that the applicant is able to create an innovative program and/or workshop that would assist the women as they transition out to their communities, while providing the women with tools, skills, and resources to assist with family reunification. The application is for 3 months. The applicant is responsible for conveying how they envision their workshop to look like.