

Questions & Answers
Civil Legal Services for Low Income Persons Living in New Mexico
RFP# 22-341-23-16914

Question 1:

In Section V “Evaluation” (on pg 25) Governmental Conduct is listed in the chart and narrative as a Mandatory Specification with a “pass/fail” assignment of points. It is also mentioned in Appendix A - Sample Contract. But it does not appear elsewhere in the proposal. How do we respond to this Mandatory Specification? What must we provide and where would it go in the “Proposal Format” outlined in Section III “Response Format and Organization” Part C “Proposal Format” listed on page 20?

Answer: This requirement was inadvertently left in on page 25. The Offeror is not required to provide anything for this specification.

Question 2:

In Section II “Conditions Governing the Procurement” Part C. “General Requirements” Item 26 "New Mexico Employees Health Coverage" (page 16) it lays out the requirements regarding New Mexico Employees Health Coverage. The only other references to health coverage appear in Appendix A - Sample Contract. Do we need to provide anything in the proposal submission to document health coverage? If so, where would it go in the “Proposal Format” outlined in Section III “Response Format and Organization” Part C “Proposal Format” listed on page 20?

Answer: No documents are required to be submitted for this requirement.

Question 3:

Do we need to provide a Statement of Concurrence, or any other statement or materials, regarding Pay Equity?

Answer: No

Question 4:

Are these the only Statements of Concurrence required or recommended? 1) A statement of concurrence that the Offeror currently has at least one full-time attorney dedicated solely to providing these services and provide the attorney’s name.
and 2) A statement of concurrence indicating whether the organization is willing to cooperate with state and local bar associations, pro bono legal service programs, private attorneys, and other entities to increase the availability of free high quality legal services in New Mexico.

Answer: Yes

Question 5:

What is meant by Item F "Other Supporting Material (if applicable)" in Section III "Response Format and Organization" Part C "Proposal Format" on page 20?

Answer: “Other Supporting Material” is not defined in this RFP and may include promotional material or other documents supporting the Offeror’s proposal.

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Question 6:

In Section I "Introduction" Part H "Proposal Electronic Submission" (bottom of page 9) it instructs Offerors to: "send an email to Procurement Manager, notifying that the Offeror is ready to submit a proposal. The Procurement Manager will then email you a secured link to upload the documents." Once we request and receive the secure link, is there a time period for which that link will be active? We seek clarification as to whether the link will expire after a certain time period.

Answer: The secured link will expire after 5 days.

Question 7:

Can additional information be provided regarding the (CHOICE – MULTI-YEAR) listed in Appendix A - Draft Contract, on page 29 of the RFP? This is not explained elsewhere in the RFP. How would this work? Do Offerors need to provide anything regarding this billing option in the cost proposal?

Answer: Appendix A is a draft contract. During the award process, the Agency will complete this section. Offerors do not need to provide anything regarding this.

Question 8:

Can the Offeror utilize several attorneys that combined equals 1 full-time attorney dedicated to the grant? For example, would 5 staff attorneys each working 0.2 of their full-time status on the CLS grant (which combined equals 1 full-time attorney on the CLS grant) be sufficient to meet the requirements of the RFP?

Justification for Question: Because attorneys specialize in different areas of law, it is detrimental to clients to have 1 full-time attorney dedicated to the CLS grant provide legal services on all areas of law that the Offeror covers. Offeror believes having multiple attorneys, who each specialize in a different area of law, combined time for a total of 1 full-time position, would provide a higher quality of legal services for low-income persons eligible under the CLS grant. This approach also maximizes the value of the CLS grant, as less time and research would be spent on cases, as each attorney would be working their area of expertise.

Answer: No

Question 9:

We are unclear what hourly rate calculation to use in order to prepare the Hourly Rate Table portion of the Cost Response Form (Section IV.A.6. of the RFP). In Appendix A – Draft Contract, there is Attachment 1 – Hourly Rates per Position, but that is blank. Could you please provide the rate calculation that we should use, or direct us as to how to locate that?

Answer: The RFP does not provide a rate calculation to use. Appendix A – Draft Contract is just an example of how the contract may look. The Offeror does not need to complete Attachment 1 of the Draft Contract.

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Question 10:

On page 7 of the RFP (#21 of Definitions of Terminology) it states only in exceptional circumstances, and within limits set by this RFP and through the contracts awarded by Commission resulting from this RFP, services may be provided to person in households whose income is no more than 200% of the Federal Policy Guidelines? What circumstances would justify providing services to someone between 125% and 200% of the poverty level? Will an organization be given more points in the "Desirable Specifications" section of the Evaluation based on whether they are serving under 125% only or under 200%?

Answer: "Exceptional circumstances" is not defined in this RFP. Each Offeror may determine what exceptional circumstances means for its program.

See page 26 B.3. for how points may be awarded.

Question 11:

In assessing our Scope of Work (as described on page 5 of the RFP), should we refer to both the 2014 State Plan dated January 2015 as well as the JFA Proposed Strategic Framework for 2020-2021? Legal areas mentioned in the Scope of Work section do not exactly align with the "Essential Legal Needs" categories defined in the Proposed Strategic Plan Framework for 2020-2021 for New Mexico's Civil Legal System. Will priority be given to legal areas specifically mentioned in the Proposal Strategic Plan Framework for 2020-2021?

Answer: No

Question 12:

Are there any formatting requirements for the narrative with respect to page limits, font size, spacing and margins? We don't see any in the RFP but want to make sure we are not missing something.

Answer: No