



HEALTH CARE
A U T H O R I T Y

**REQUEST FOR APPLICATION FOR:
A Director-Level Position for Management and Oversight of the
Resilience in Communities After Stress and Trauma (ReCAST)
Project**

State Of New Mexico
Health Care Authority
P.O. Box 2348
Santa Fe, New Mexico 87504-2348
Kari Armijo, Secretary

RFA #25-BHSD-02

ISSUE DATE: November 15, 2024

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I. Information

A. Purpose

The New Mexico Health Care Authority (HCA), Behavioral Health Services Division (BHSD) is issuing this Request for Applications (RFA) through the New Mexico Behavioral Health Purchasing Collaboration to seek a director-level individual to provide grant and project management of the Resilience in Communities After Stress and Trauma (ReCAST) Federal grant. This contracted position will involve project oversight and management of all the sub-recipients of this grant to include SBS Evaluation & Program Development Specialists, LLC (SBS), Roots Eco-Therapy, LLC (RET), UNM-Health Sciences Center (UNMHSC), and City of Gallup with a substantial focus on project implementation in the City of Gallup.

SBS, located remotely, is responsible for co-facilitating the CARE Coalition, conducting data collection and performance measurement assessment for the grant, providing ongoing technical assistance in support of strategic plan development for the City of Gallup and the CARE Coalition, and ensuring all ReCAST sub-recipients are effectively supported. RET, located remotely, is responsible for providing Eye Movement Desensitization and Reprocessing (EMDR) psychotherapy and/or Reconsolidation of Traumatic Memories (RTM) therapy to first responders, program participants, and community members in Gallup and surrounding communities in McKinley County. UNMHSC, located in Albuquerque, NM, is responsible for supporting the identification and implementation of trauma-informed behavioral health training for the grant in collaboration with the CARE coalition. City of Gallup, located in Gallup, NM, is responsible for ReCAST project implementation, including establishing and co-facilitating the CARE Coalition, community outreach, providing and training community members to provide acudetox services, recruiting, certifying and contracting youth peer support workers.

B. Introduction

In August 2022, the City of Gallup experienced a traumatic incident at the Annual Gallup Ceremonial parade. This prompted HCA and key stakeholders to apply for the Substance Abuse and Mental Health Services Administration's (SAMHSA) Resiliency in Communities After Stress and Trauma (ReCAST) grant. In December 2022, HCA was awarded the four-year grant to be implemented in the City of Gallup. The purpose of ReCAST project in the City of Gallup is to promote resilience, trauma-informed approaches, and equity with a particular focus on high-risk youth and families by building community foundations of resilience, increase equitable access to behavioral health resources and ensure cultural competence. The four main goals of the ReCAST City of Gallup program are to: 1) Build communication foundation through resilience, 2) Increase access to Behavioral Health resources, 3) Integrate Behavioral Health services in social systems, and 4) Ensure cultural competence.

C. Contract Effective Date and Term

The term of the contract for the successful applicant is upon execution of the contract with

FCC through September 29, 2026.

D. Functions/Qualifications of the Project Director

- 1. Functions** - This is a brief description of the expected functions of the Project Director.
 - a. Duties will include, but are not limited to, convening and facilitating regular meetings to review project timeline and related deliverables and ensuring the delivery of regular sub-recipient federal and state reporting requirements.
 - b. Ensure and support the convening of regular CARE coalition meetings, which will oversee the creation and execution of ReCAST project goals.
 - c. Manage and work collaboratively with City of Gallup, UNM-HSC, RET and the CARE coalition to identify, plan, implement and solicit relevant trainings and therapy services to be provided to program participants, first responders, and community members.
 - d. Manage and work collaboratively with UNM-HSC to identify and implement trauma-informed behavioral health training for the grant in collaboration with the CARE coalition.
 - e. Ensure effective and efficient collaboration on training/therapy opportunities and community events between sub-recipients.
 - f. Manage and work collaboratively with City of Gallup staff and CARE coalition in managing and updating the Strategic Plan and drafting and releasing RFAs for services that come out of the Strategic Plan.
 - g. Support and collaborate with SBS in monitoring program benchmarks to show the impact and outcomes of ReCAST funded activities; including transmitting data required for federal and state reporting, providing regular reports of service utilization by demographic variables, and directing required data to the State's data warehouse.
 - h. Communicate program progress to all relevant stakeholders, both in written and oral forms.
 - i. Manage and maintain strong relationships with a broad set of stakeholders, including senior government officials and other stakeholders of City services.
 - j. Work cooperatively with and maintain ongoing communication between the Behavioral Health Services Division (BHSD), Sub-recipients, and the CARE Coalition.
 - k. Attend a monthly grant meeting with BHSD Finance in person or through TEAMS.
 - l. Conduct programmatic federal reporting as necessary

- 2. Qualifications** – An applicant may be a for-profit or a non-profit organization or a sole proprietorship, however, the grant is able to fund only the salary, fringe, supplies and travel expenses of the individual who will do the work. The successful applicant will be expected to have some or all of the following skills, abilities and knowledge:
 - a. Knowledge of organizational and management principles.
 - b. Knowledge of program planning, including evaluation, communication methods and techniques.
 - c. Knowledge of performance and effectiveness measures.

- d. Knowledge of institutional and structural racism, specifically the impact of the historic role of government policies and practices in Native American communities and other communities of color.
- e. Working knowledge of computer operations, applications, and software.
- f. In-depth understanding of the organization/operations, and work environment.
- g. Good human relations skills.
- h. Strong written and verbal presentations skills.
- i. Strong project and program management skills.
- j. Strong coalition-building and conflict management skills.
- k. Ability to thoughtfully communicate with and respectfully engage diverse stakeholders around a shared vision for achieving results.
- l. Ability to understand policy implications of issues and make appropriate recommendations.
- m. Ability to create comprehensive plans that identify all tasks, resources and deliverables required to achieve the desired results.

3. The ideal Candidate for this position will have some or all of the following qualities:

- a. Experience and interest in working with Native American populations.
- b. Strong skills in federally funded program compliance.
- c. Familiarity with mandatory federal reporting criteria.
- d. Be able to adhere to the following working conditions:
- e. Maintain a remote office setting with frequent community outreach in the City of Gallup and occasional travel to Santa Fe and Albuquerque, NM. Must reside in New Mexico. Travel to various community engagements outside of the standard workday will be required.

E. Funding Availability

- 1. The position of Project director shall receive \$40.87 per hour for services rendered, upon the execution of the contract with FCC through September 29, 2026. The amount is contingent upon satisfactory completion of contract requirements and available federal funds.
- 2. Supplies are approved within the Capacity Grant parameters. Vendor may expend federal fund allocation on the following:
 - a. Cell phone
 - b. Mileage for necessary travel
 - c. Per diem for necessary travel

F. RFA Manager

The agency has designated an RFA Manager who is responsible for the conduct of this pre-procurement activity whose name, address, and telephone number are listed below:

RFA Manager:	Brandi Reano
Office Address:	37 Plaza La Prensa, Santa Fe, NM 87507
Office Phone#:	505-795-1084
Office Fax:	505-476-9272
Email Address:	brandi.reano@hca.nm.gov

II. RFA Process and Timeline

This section of the RFA contains the schedule, description, and conditions governing the RFAs.

A. Sequence of Events

The RFA Manager will make every effort to adhere to the following schedule.

Action	Responsible Party	Due Dates *
(a) Issuance of RFA	BHSD/RFA Manager	November 15, 2024
(b) Acknowledgement of Receipt Form and RFA Distribution List	Potential Applicants/RFA Manager	November 22, 2024
(c) Deadline to Submit Questions	Potential Applicants	November 22, 2024
(d) Response to Written Questions	RFA Manager	November 25, 2024
(e) Submission of Applications	Applicants	December 6, 2024
(f) Application Evaluation	Evaluation Committee	December 9-10, 2024
(g) Selection of Finalist	Evaluation Committee	December 13, 2024
(h) Notice of Intent to Award Contract	RFA Manager	December 19, 2024
(i) Negotiate and Finalize Contract	Parties to the Contract	December 30, 2024
(j) Contract Execution	Parties to the Contract	January 3, 2025

* Dates subject to change at the discretion of the Department

B. Explanation of Events

The following paragraphs describe the activities listed in the sequence of events shown in **Section II. RFA Process and Timeline, A. Sequence of Events** above.

(a) Issuance of RFA

This RFA is being issued by the New Mexico HCA through the New Mexico Behavioral Health Purchasing Collaborative on the date indicated in **Section II. RFA Process and Timeline A. (a) Issuance of RFA** above.

(b) Acknowledgement of Receipt Form and RFA Distribution List

Potential applicants shall email the completed Acknowledgement of Receipt Form included as Appendix A of this document in order to have their organization placed on the RFA distribution list. The form shall be signed by an authorized representative of the organization, dated, and emailed to the RFA Manager by 5:00 pm Mountain Time on the date identified in **Section II. RFA Process and Timeline A. (b) Acknowledgement of Receipt Form and RFA Distribution List**. The email subject line shall read *Acknowledgement of Receipt Form: ReCAST RFA*.

The RFA distribution list will be used for the distribution of the RFA questions and the written responses to the questions and to alert potential applicants of any amendments to the RFA. Failure to return the Acknowledgement of Receipt Form shall not prohibit potential applicants from submitting a response to this RFA. However, it shall result in the applicant name not appearing on the distribution list, which in turn results in the applicant not receiving a copy of the RFA questions and answers and/or amendments, if applicable.

(c) Deadline to Submit Written Questions

Potential applicants shall email written questions to the RFA Manager as to the intent or clarity of this RFA until 5:00 pm Mountain Time on the date stated in **Section II. RFA Process and Timeline A. (c) Deadline to Submit Questions**. All written questions must be addressed to the RFA Manager and as declared in **Section I. H**.

(d) Response to Written Questions

As indicated in the sequence of events, written responses to written questions will be distributed to all potential applicants whose organization name appears on the RFA distribution list by 5:00 pm Mountain Time on the date indicated in **Section II. RFA Process and Timeline A. (d) Response to Written Questions** above. An e-mail copy will be sent to all applicants that provide Acknowledgement of Receipt Forms described in **Section II. B. (b)** before the deadline.

(e) Submission of Applications

ALL APPLICATIONS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE RFA MANAGER OR DESIGNEE NO LATER THAN 5:00 PM MOUNTAIN TIME ON THE DATE IDENTIFIED IN **SECTION II. RFA PROCESS AND TIMELINE A. (E) SUBMISSION OF APPLICATIONS**. Applications received after this deadline will not be accepted. The time and date of the email used to submit the applicant's application will be the official record of receipt date and time.

Applications must be emailed to the BHSD administrative team BHCA.ADMIN@hca.nm.gov with a copy to the RFA Manager. The subject line of the email shall read *Application Submission: ReCAST RFA*. Do not send your application through a zip drive. Applications submitted by facsimile or other electronic means will not be accepted.

A public log will be kept of the names of all applicant organizations that submitted applications. The contents of applications will not be disclosed to competing potential applicants during the negotiation process. The negotiation process is deemed to be in effect until the contract pursuant to this RFA is awarded. In this context "awarded" means all required signatures have been obtained on the contract(s) resulting from the RFA.

(f) Application Evaluation

Applications will be evaluated by an Evaluation Committee. This process will take place on the date indicated in **Section II. RFA Process and Timeline A. (f) Application Evaluation** in the sequence of events above, depending upon the number of applications received. During this time, the RFA Manager may initiate discussions for the purpose of clarifying aspects of an application with an applicant that submitted a responsive or potentially responsive application. However, applications may be accepted and evaluated without such discussion. Discussions shall **not** be initiated by applicants nor will discussion be an opportunity to modify an application.

(g) Selection of Finalists

The RFA Manager will notify the finalist applicants selected by the Evaluation Committee as per schedule **Section II. RFA Process and Timeline A. (g) Selection of Finalists** or as soon as possible.

(h) Notice of Intent to Award Contract

Any contractual agreement(s) resulting from this RFA will be finalized with the most advantageous applicant(s). Based on the selection of the successful applicant(s) by the Evaluation Committee and approval by BHSD, the RFA Manager shall send a Notice of Intent to Award to all applicants on the date indicated in **Section II. RFA Process and Timeline A. (h) Notice of Intent to Award Contract** above. This date is subject to change at the discretion of the HCA/BHSD.

(i) Negotiate and Finalize Contract

The contract will be negotiated and finalized with the successful applicant(s) between the dates indicated in **Section II. RFA Process and Timeline A. (i) Negotiate and Finalize Contract** above. This date is subject to change at the discretion of the BHSD.

The contract shall be awarded to the applicant(s) whose applications are most advantageous to the BHSD, taking into consideration the evaluation factors set forth in this RFA. The most advantageous application may or may not have received the most points. In the event that mutually agreeable terms cannot be reached with the apparent most advantageous applicant in the time specified, the BHSD reserves the right to finalize a contractual agreement with the next most advantageous applicant(s) without undertaking a new RFA process.

(j) Contract Execution

The anticipated date for contract execution is indicated in **Section II. RFA Process and Timeline A. (j) Contract Execution** above. This date is subject to change at the discretion of the BHSD.

III. General Requirements

A. Acceptance of Conditions Governing the RFA

Potential applicants must indicate their acceptance of the Conditions Governing the RFA section in the letter of transmittal. Submission of an application constitutes acceptance of the Evaluation Factors contained in **Section IV** of this RFA.

B. Incurring Cost

Any cost incurred by the potential applicant in preparation, transmittal, and/or presentation of any application or material submitted in response to this RFA shall be borne solely by the applicant. Any cost incurred by the applicant for set up and demonstration of the proposed equipment and/or system shall be borne solely by the applicant.

C. Prime Contractor Responsibility

Any contractual agreement that may result from this RFA shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with BHSD which may derive from this RFA. The BHSD entering into a contractual agreement with a contractor will make payments to only the prime contractor.

D. Subcontractors/Consent

The use of subcontractors is not allowed.

E. Amended Applications

An applicant may submit an amended application. An amended application must be a complete replacement for a previously submitted application and must be clearly identified as such in the transmittal letter. The BHSD personnel will not merge, collate, or assemble application materials.

F. Applicant's Rights to Withdraw an Application

Applicants will be permitted to withdraw their applications. The applicant must submit a written withdrawal request signed by the applicant's duly authorized representative and addressed to the RFA Manager.

G. Application Offer Firm

Responses to this RFA, including application prices for services, will be considered firm for 120 days after the due date for receipt of applications or 90 days after the due date for the receipt of a best and final offer, if the applicant is invited or required to submit one.

H. Disclosure of Application Contents

Applications will be kept confidential until negotiations and the award are completed by the BHSD. At that time, all applications and documents pertaining to the applications will be open to the public, except for material that is clearly marked proprietary or confidential. The RFA Manager will not disclose or make public any pages of an application on which the potential applicant has stamped or imprinted "Proprietary" or "Confidential" subject to the following requirements:

- i. Proprietary or confidential data shall be readily separable from the application in order to facilitate eventual public inspection of the non-confidential portion of the application.
- ii. Confidential data is restricted to:
 1. Confidential financial information concerning the applicant's organization.
 2. Data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978.
 - a. The cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an applicant has made a written request for confidentiality, the BHSD shall examine the applicant's request and make a written determination that specifies which portions of the application may be disclosed. Unless the applicant takes legal action to prevent the disclosure, the application will be so disclosed. The application shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

I. No Obligation

This RFA in no manner obligates the BHSD to the use of any applicant's services until a

valid written contract is awarded and approved by appropriate authorities.

J. Termination

This RFA may be canceled at any time and any and all applications may be rejected in whole or in part when the BHSD determines such action to be in the best interest of the BHSD.

K. Sufficient Appropriation

Any contract awarded as a result of this RFA process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected by sending written notice to the contractor. The BHSD decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

L. Legal Review

The BHSD requires that all applicants agree to be bound by the **Section III. General Requirements** contained in this RFA. Any applicant's concerns must be promptly submitted in writing to the attention of the RFA Manager.

M. Basis for Application

Only information supplied, in writing, by the BHSD through the RFA Manager or in this RFA should be used as the basis for the preparation of applications.

N. Applicant Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential applicant to adhere to the requirements specified within this RFA. The Evaluation Committee will reject the application of any potential applicant who is not a responsible applicant or fails to submit a responsive offer.

O. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements in instances where all responsive applications failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the RFA. This right is at the sole discretion of the Evaluation Committee.

P. Change in Contractor Representatives

The BHSD reserves the right to require a change in contractor representative(s) if the assigned representative(s) is (are) not, in the opinion of the BHSD, adequately meeting the needs of the BHSD.

Q. BHSD Rights

The BHSD, in agreement with the Evaluation Committee, reserves the right to accept all or a portion of a potential application.

R. Right to Publish

Throughout the duration of this RFA process and contract term, applicants and contractors must secure from BHSD written approval prior to the release of any information that

pertains to the potential work or activities covered by this RFA and/or /BHSD contracts deriving from this RFA. Failure to adhere to this requirement may result in disqualification of the application or removal from the contract.

S. Ownership of Applications

All documents submitted in response to the RFA shall become property of the BHSD.

T. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFA shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the BHSD.

The contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the written permission of BHSD.

U. Electronic mail address required

A large part of the communication regarding this RFA will be conducted by electronic mail (e-mail). The applicant must have a valid e-mail address to receive this correspondence.

V. Use of Electronic Versions of this RFA

This RFA is being made available by electronic means. In the event of conflict between a version of the RFA in the applicant's possession and the version maintained by BHSD, the applicant acknowledges that the version maintained by the BHSD shall govern.

W. Conflict of Interest; Governmental Conduct Act

The applicant warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the RFA.

IV. APPLICATION FORMAT AND ORGANIZATION

A. Number of Applications

Applicants shall submit only one application in response to this RFA.

B. Application Submission

Applicants shall send:

- i. One electronic copy of the application by email to the RFA Manager identified in **Section I – Information, Paragraph F**. Detailed submission instructions may be found in **Section II. RFA Process and Timeline, Paragraph B. (e)**.
- ii. All confidential information shall be clearly identified and segregated on the electronic version.

Any application that does not adhere to the requirements of **Section IV. Application Format and Organization** may be deemed non-responsive and rejected on that basis.

C. Application Order and Format

All applications shall be submitted typewritten on standard 8 ½ x 11 inch paper. Larger paper is permissible for charts, spreadsheets, and other graphics. Applications must be written in 12-point Times New Roman font and formatted with one-inch margins. The application is limited to 10 pages of program narrative. Other parts of the application as detailed below (including the cover letter, application summary, and forms) do not count against the 10-page limit.

All forms provided in the RFA must be complete and included in the appropriate section of the application. Applicants shall address the items in the order in which they appear below.

(a) Signed RFA Cover Letter (Appendix B)

Complete the form and have it signed by the person authorized to obligate the company or individual, whichever is appropriate.

(b) Table of Contents

The table of contents shall contain an indexed list of the application content and the page number where the information can be found.

(c) Application Summary (limited to one page)

An application summary is optional and may be included by the applicant to provide the Evaluation Committee with an overview of the qualifications and other features of the application. This material will not be used in the evaluation process unless specifically referenced from other portions of the application.

(d) Application Content/Program Narrative

Applicants, as a sole proprietorship or an organization, shall respond to each of the following questions in the order presented below. The maximum possible score for each component of the program narrative is described below.

1. Executive Summary (10 points)

Describe your organization or sole proprietorship, its legal status and, if you are currently licensed to do business in New Mexico, under what licensing authority. Also explain how your current or past work fits with the mission of this project.

2. Required Functions (25 points)

From the description of the potential functions the state is seeking to procure from a contractor (See Section I, D1), please describe the breadth of experience you have with each of these functions.

3. Experience (25 points)

From the description of the desired qualifications the state is seeking to procure from a contractor (See Section I, D2) please describe the breadth of experience you have with each of these qualifications.

4 Federal Grant Compliance (25 points)

Describe your experience in working with federal grants i.e. program compliance, programmatic reporting, financial reporting, technical assistance, etc.

5. Experience with Native American Populations (10 points)

Describe your experience and interest in working with Native American populations.

6. Travel Requirements (5 points)

Describe your ability to adhere to the travel requirements described in Section I, D3.

**APPENDIX A - ACKNOWLEDGEMENT OF RECEIPT FORM
FOR
DIRECTOR POSITION ReCAST PROJECT**

In acknowledgement of receipt of this Request for Applications the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents and ending with **APPENDIX B**.

The acknowledgement of receipt should be signed and returned to the RFA Manager no later than **the date defined in Section II. A. (b) of this RFA**. Only potential applicants who elect to return this form completed with the indicated intention of submitting an application will receive copies of all applicant written questions and the written responses to those questions as well as RFA amendments, if any are issued.

Firm/Organization: _____

Represented By: _____

Title: Phone No: _____

E-Mail: Fax No: _____

Address: _____

City, State, Zip Code: _____

Signature, Date: _____

This name and address will be used for all correspondence related to the Request for Application.
Applicant **does/does not** (circle one) intend to respond to this Request for Application.

Please return to:

Brandi Reano
RFA Manager
New Mexico Health Care Authority
Behavioral Health Services Division
P. O. Box 2348
Santa Fe, NM 87504
Brandi.Reano@hca.nm.gov

APPENDIX B - RFA COVER LETTER

RFA NAME _____ RFA NUMBER _____

1. Organization		
Name of Applicant Organization		
Mailing Address		
City	State	Zip Code

2. Person authorized by the organization to contractually obligate on behalf of this grant/contract award
Name
Title
E-Mail Address
Telephone Number

3. Person authorized by the organization to negotiate the grant/contract award
Name
Title
E-Mail Address
Telephone Number

4. Person authorized by the organization to clarify and respond to queries on behalf of this grant/contract award
Name
Title
E-Mail Address
Telephone Number

5. Use of Subcontractors (not allowed in this RFA)
<input type="checkbox"/> No subcontractors will be used.
<input type="checkbox"/> The following subcontractors will be used (describe purpose of sub-contracts):

6. Describe any relationship with other community, government, or business sectors (other than subcontractors listed in 5 above) that will support your efforts.

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On behalf of the submitting organization named above, I accept the Terms and Conditions stated in this RFA. I agree to comply with all requirements as described in this RFA, including all appendices, attachments, written clarifications, and amendments provided.

If the designated county is unwilling to comply with any terms, conditions or other requirements of this RFA the county shall clearly describe any deviations and include a complete explanation of why such deviations are proposed.

Signature: _____ Date: _____
Authorized Signature (By the person identified in 2, above.)

Attach additional sheets of paper, as necessary