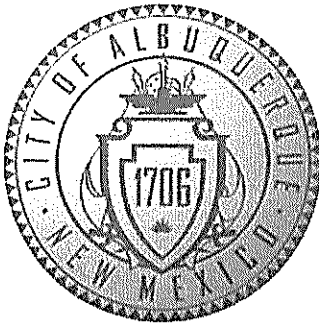


EC-21-271



Mayor Timothy M. Keller

# CITY OF ALBUQUERQUE


Albuquerque, New Mexico

Office of the Mayor

## INTER-OFFICE MEMORANDUM

February 4, 2021

**TO:** Cynthia D. Borrego, President, City Council

**FROM:** Timothy M. Keller 

**SUBJECT:** Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-092-HRM-IC, "Onsite Mindfulness Based Stress Reduction Employee Program"

The City of Albuquerque's Human Resources Department, Benefits Division in conjunction with the Finance and Administrative Services Department, Purchasing Division, issued the RFP for an onsite mindfulness based stress reduction employee program.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on October 16, 2020 and advertised in the Albuquerque Journal on October 18, 2020.


The City received one (1) response to this solicitation. The ad hoc evaluation committee evaluated and scored the proposal received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposal, Embodied Spirit Therapies earned a score of 839 points. The ad hoc committee found Embodied Spirit Therapies to be both responsive and qualified and recommends an award to Embodied Spirit Therapies.

I concur with this recommendation.

The City of Albuquerque's Human Resources Department will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-092-HRM-IC, "Onsite Mindfulness Based Stress Reduction Employee Program"

Approved:

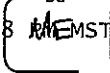

  
\_\_\_\_\_  
Sarita Nair  
Chief Administrative Officer

2/19/21  
\_\_\_\_\_  
Date

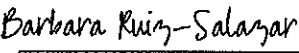
Approved as to Legal Form:

DocuSigned by:  
\_\_\_\_\_  
Esteban A. Aguilar, Jr.  
City Attorney

2/17/2021 | 1:58 PM MST  
\_\_\_\_\_  
Date

DS  
  
DS  


Recommended:

DocuSigned by:  
  
\_\_\_\_\_  
Barbara Ruiz Salazar  
Acting Director, Human Resources Department

2/11/2021 | 9:45 AM MST  
\_\_\_\_\_  
Date

## **Cover Analysis**

### **1. What is it?**

The RFP allows for the competitive bid process and vetting of professional mindful-based stress reduction providers. Programs will be available to City of Albuquerque and Participating Entity employees and their families. These programs will enhance the work culture for all employers, and create an organizational climate that provide employees with the tools to improve their mental and emotional well-being.

### **2. What will this piece of legislation do?**

The legislation will approve the funding and contracting with Embodied Spirit Therapies to administer innovative and effective employee mindfulness-based wellness interventions.

### **3. Why is this project needed?**

Conditions such as diabetes, hypertension, coronary artery disease, congestive heart failure, asthma, and chronic obstructive pulmonary disease have preventable health risk factors. These risk factors include excess weight, insufficient physical activity, poor nutrition, elevated blood pressure, prediabetes, abnormal lipid panel, smoking, high stress, lack of sleep, and insufficient social support. Embodied Spirit Therapies will address these risks through mindfulness-based stress reduction programs to prevent and reduce the burden of the prevalent chronic conditions caused by anxiety. Employees and family members will be guided through various breathing and meditation techniques that will make sustainable improvements in their well-being.

### **4. How much will it cost and what is the funding source?**

This will be funded out of Fund 735, an Internal Service Fund. The Human Resources Department will be utilizing the existing fund balance for the contract. The current appropriation will need to increase by \$40,000.

### **5. Is there a revenue source associated with this Plan? If so, what level of income is projected?**

There is no revenue source associated with this contract.

FISCAL IMPACT ANALYSIS

TITLE: MBSR RFP R: O:  
FUND: DEPT: Human Resou

- [ ] No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- [x] (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	Fiscal Years			
	2021	2022	2023	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses	40,000	-		40,000
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ 40,000	\$ -	\$ -	\$ 40,000
[ ] Estimated revenues not affected				
[ ] Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.  
\* Range if not easily quantifiable.

Number of Positions created

COMMENTS: This will be funded out of Fund 735, an Internal Service Fund. The Human Resources Department will be utilizing the existing fund balance for the contract. The current appropriation will need to increase by \$40,000.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

APPROVED:

DocuSigned by:  
Tanya E. Gallegos  
FISCAL ANALYST

DocuSigned by:  
Barbara Ruiz-Salazar 2/11/2021 | 9:45 AM MST  
DIRECTOR (date)

REVIEWED BY:

DocuSigned by:  
Jayne Aranda  
EXECUTIVE BUDGET ANALYST

DocuSigned by:  
Lawrence L. Davis 2/17/2021 | 10:28 AM MST  
BUDGET OFFICER (date)

DocuSigned by:  
Christina Boerner  
CITY ECONOMIST



# City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

## Interoffice Memorandum

Date 12/9/2020 | 5:23 PM MST

**TO:** Sarita Nair, Chief Administrative Officer

**FROM:** Barbara Ruiz Salazar, Acting Director, Human Resources Department

**SUBJECT:** **Recommendation of Award –**  
RFP Number: RFP-2021-092-HRM-IC  
RFP Name: Onsite Mindfulness Based Stress Reduction Employee Program

DS  
BR

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Human Resources Department for an onsite mindfulness based stress reduction employee program.

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were one (1).

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to Embodied Spirit Therapies.

I concur with this recommendation. Listed below are the composite scores for the top three responses received:

COMPANY NAME	SCORE
Embodied Spirit Therapies	839

The Department that will be managing this contract is the Human Resources Department.

Approved:

DocuSigned by:

12/11/2020 | 10:20 AM MST

Sarita Nair (Date)  
Chief Administrative Officer

Attachment: Scoring Summary





## RFP-2021-092-HRM-IC - Onsite Mindfulness Based Stress Reduction Employee Program Scoring Summary

	Total	General Approach	Experience and Qualifications	Quality and Innovation	Overall Ability	Cost Proposal
Supplier	/ 1,000.00 pts	/ 300 pts	/ 200 pts	/ 200 pts	/ 100 pts	/ 200 pts
Embodied Spirit Therapies	839	250	156	156	76	200

## Eliminated Submissions

Supplier	
The Mindful Center	The vendor provided the cost proposal within the Technical Proposal. 2.2.1 Total Cost: Upload your Cost Proposal separately from your technical Proposal in the City's eProcurement system. Failure to submit the Cost Proposal separately shall result in the Offeror being deemed non-responsive.