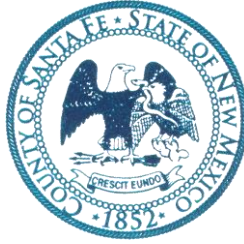


**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

June 11, 2019

**SANTA FE COUNTY**  
**RFP No. 2019-0246-HR/MM**  
**INVESTIGATIVE SERVICES**

**ADDENDUM NO. 1**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

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***Attachment A: Pre Proposal Agenda & Sign in Sheet***

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Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Maricela Martinez, Procurement Planner Analyst at [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov).



**PRE PROPOSAL CONFERENCE**  
**RFP No. 2019-0246-HR/MM**  
**INVESTIGATIVE SERVICES**  
**JUNE 5, 2019**  
**2:00 PM**

**Contracting Agency: Santa Fe County**

- |                     |                                 |                     |
|---------------------|---------------------------------|---------------------|
| • Maricela Martinez | Procurement Planner Analyst     | Purchasing Division |
| • Sonya Quintana    | Deputy Human Resources Director | Human Resources     |
| • Tori Gallegos     | Human Resources Administrator   | Human Resources     |

**Project Information**

Santa Fe County is seeking a vendors or firms to provide administrative investigative services on an as needed basis.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 8.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 18.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 20-21) will be scored by a three to four-member evaluation committee.
- Preferences -
  - 1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

**OR**

  - 2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**AND**

  - 3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit [https://www.santafecountynm.gov/asd/purchasing\\_division](https://www.santafecountynm.gov/asd/purchasing_division)

- Please submit all questions via email to Maricela Martinez at [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov). The last day for questions will be **Friday, June 7, 2019. (Please do not contact any other County staff.)**
- Addendum will be issued on **Tuesday, June 11, 2019. (Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)**
- Proposal Submittal –  
**Due Date: Tuesday, June 25, 2019**  
**Time: 2:00 PM**  
**Location: 142 W. Palace Avenue 2<sup>nd</sup> Floor, Santa Fe, NM**



**PRE-PROPOSAL CONFERENCE**  
**RFP NO. 2019-0246-HR/MM**  
**INVESTIGATIVE SERVICES**  
**WEDNESDAY, JUNE 5, 2019**  
**2:00PM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Maricela Martinez	SFC Purchasing	505-992-9864	mmartinez@santa-fe-county.nm.gov
Matt McWaters	RCI	505 934 6737	McWatersRCI@comcast.net
Sergio Quintana	SFC HR	(505) 995-6507	squintana@santa-fe-county.nm.gov