

**Justin S. Greene**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Camilla Bustamante**  
*Commissioner, District 3*



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

**Hank Hughes**  
*Commissioner, District 5*

**Gregory S. Shaffer**  
*County Manager*

March 13, 2024

**SANTA FE COUNTY**  
**RFP No. 2024-0208-CMO/TJ**  
**SERVICES FOR POLICY ANALYSTS**  
**AND TECHNICAL WRITERS**

**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 and Sign-In Sheet***

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Question No. 1: Will the technical writers work remotely or have to be onsite?

Answer No. 1: **Tech writers can work remotely and are not required onsite.**

Question No. 2: Our company has liability insurance for 1 million. Each contractor will be driving their own cars onsite if requested. Do they need 1 million in auto insurance and their own liability insurance, or can that be waived?

Answer No. 2: **Each contractor will not need \$1 million in auto insurance, but they will need to provide proof of insurance for their vehicles.**

Question No. 3: Page 20 mentions the proposal should be done with “normal spacing”. Is that single spacing?

Answer No. 3: **Yes, single line spacing.**

Question No. 4: Do you want the Campaign Contribution Form to be included with the main proposal (not cost proposal)?

Answer No. 4: **The Campaign Contribution Form should be included with the main proposal.**

Question No. 5: How does the county distinguish between policy analyst and technical writer?  
Answer No. 5: A policy analyst reviews the current policy documents to identify gaps and opportunities to improve efficiencies. A technical writer creates (or revises) descriptive, understandable guides for complex topics, including County policies and procedures. A technical writer can create checklists, flowcharts, and graphs, and format documents for consistency, easy access and readability.

Question No. 6: Do work samples count in the page limit?  
Answer No. 6: Work samples will not count against the page limit. Please reference work samples in your proposal as attachments or appendices.

Question No. 7: Are you looking for an hourly rate per team member or a flat rate for this proposal?  
Answer No. 7: Please provide hourly rates per team member. Hourly rates should be fully loaded to include your firms profit and overhead, equipment, materials, etc.

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 Tammy Jim, Procurement Specialist Senior at [tjim@santafecountynm.gov](mailto:tjim@santafecountynm.gov).



**PRE PROPOSAL CONFERENCE**  
**RFP No. 2024-0208-CMO/TJ**  
**SERVICES FOR TECHNICAL WRITERS**  
**MARCH 5, 2024 AT 10:30 AM**

**Contracting Agency: Santa Fe County**

- Tammy Jim Procurement Specialist Senior Purchasing Division
- Bill Taylor Procurement Manager Purchasing Division
- Cindy McKee Strategic & Operational Planning Director County Managers Office

**Project Information**

Santa Fe County Managers Office is requesting proposals from qualified Offerors to provide qualified and experienced policy analysts and technical writers.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 9.
- Proposal Organization – Proposal should be organized as outlined in the RFP on page 20-21.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 22-23) will be scored by a three to four-member evaluation committee.
- Preferences -
  - 1) N.M. In-State Business Preference Certificate 50 points total of all evaluation factors added to score.

**OR**

- 2) N.M. Resident Veterans Preference Certificate, 100 points total of all evaluation factors added to score or Native American Preference. For more information on State Preference visit [www.tax.newmexico.gov](http://www.tax.newmexico.gov)

**AND**

- 3) Santa Fe County Preference, 50 points total of all evaluation factors added to score. For more information on County Preference visit <https://www.santafecountynm.gov/finance/purchasing-division>
- Please submit all questions via email to Tammy Jim at [tjim@santafecountynm.gov](mailto:tjim@santafecountynm.gov). The last day for questions will be **Friday, March 8, 2024**. (*Any contact with any other County staff member or persons other than the Procurement Specialist Senior may be grounds for disqualification.*)
  - Addendum will be issued on **Wednesday, March 13, 2024**. (*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: Thursday, April 4, 2024**

**Time: 2:00 PM**

**Location: 102 Grant Avenue 1<sup>st</sup> Floor, Santa Fe, NM**

**Electronic submission also available via Dropbox utilizing Dropbox link:**

<https://www.dropbox.com/request/uSNluBwEpS4FgRCK2gRx>



**SANTA FE COUNTY**

**PRE-PROPOSAL CONFERENCE  
RFP No. 2024-0208-CMO/TJ  
SERVICES FOR TECHNICAL WRITERS  
MARCH 5, 2024 AT 10:30 AM**

| NAME                     | COMPANY                       | TELEPHONE    | E-MAIL ADDRESS   |
|--------------------------|-------------------------------|--------------|--|
| Barbra Portaline         | Organizational Rebel          | 505-933-7801 | <a href="mailto:barbra@organizationalrebel.com">barbra@organizationalrebel.com</a>                 |
| Anita Campbell           | Organizational Rebel          |              |  |
| Bill Taylor              | SFC Purchasing Dept           | 505-986-6373 | <a href="mailto:wtaylor@santafecountynm.gov">wtaylor@santafecountynm.gov</a>                       |
| Amanda Patterson-Sanchez | SFC Purchasing Dept           | 505-992-6753 | <a href="mailto:apatterson-sanchez@santafecountynm.gov">apatterson-sanchez@santafecountynm.gov</a> |
| Tammy Jim                | SFC Purchasing Dept           | 505-986-6370 | <a href="mailto:tjim@santafecountynm.gov">tjim@santafecountynm.gov</a>                             |
| Cindy McKee              | SFC County<br>Managers Office | 505-995-2710 | <a href="mailto:cmckee@santafecountynm.gov">cmckee@santafecountynm.gov</a>                         |
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