

**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*

September 3, 2025

**SANTA FE COUNTY**  
**RFP No. 2025-0307-PSD/TJ**  
**SERVICES FOR PSYCHOLOGICAL AND PRE-EMPLOYMENT EVALUATIONS**

**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: Can we get information on the budget for the RFP and amount spent on previous contract years?

Answer No. 1a: The budget is undetermined at this time and is incumbent upon the department's needs.

Answer No. 1b: FY 2025 approximately \$56,000.00

Question No. 2: Are there any improvements you want from the incumbent?

Answer No. 2: No.

Question No. 3: Can there be a waiver on the resident certificate? Or meet that via subcontracting?

Answer No. 3: The prime proposer and/or bidder is not eligible for waiver of the Resident Business Certificate and cannot be met via subcontractor(s).

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. 2025-0307-PSD/TJ  
SERVICES FOR PSYCHOLOGICAL AND PRE-EMPLOYMENT EVALUATIONS  
AUGUST 27, 2025 AT 10:30 AM**

**Contracting Agency: Santa Fe County**

- |                            |                               |                     |
|----------------------------|-------------------------------|---------------------|
| • Tammy Jim                | Procurement Specialist Senior | Purchasing Division |
| • Christine Martinez       | Department Administrator      | Public Safety Dept  |
| • Amanda Patterson-Sanchez | Procurement Planner Analyst   | Purchasing Division |

**Project Information**

Santa Fe County Public Safety Department is seeking qualified psychological and pre-employment evaluators for the Sheriff's Office, Corrections Department, Fire Department and the Regional Emergency Communications Center.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 10.
- Proposal Organization – Proposal should be organized as outlined in the RFP on page 21-22.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 23-24) will be scored by a three to four-member evaluation committee.
- Preferences -

1) N.M. In-State Resident/Native American In-State Preference Certificate 80 points total of all evaluation factors added to score.

**OR**

2) N.M. Resident/Native American 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, August 29, 2025**. *(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, September 3, 2025**. *(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: Wednesday, September 24, 2025**

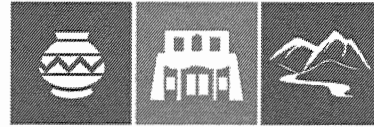
**Time: 2:00 PM**

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

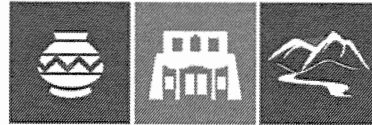
**Electronic submission also available via Dropbox utilizing  
Dropbox link:**

<https://www.dropbox.com/request/G1NZApM8SgLVruZtvMjZ>

## Attachment A


**SANTA FE COUNTY**
**PRE-PROPOSAL CONFERENCE**
**RFP No. 2025-0307-PSD/TJ**
**SERVICES PSYCHOLOGICAL AND PRE-EMPLOYMENT EVALUATIONS**
**AUGUST 27, 2025 AT 10:30 AM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Christen Martinez <i>CM</i>	Public Safety Dept	505-992-3080	<a href="mailto:clmartinez@santafecountynm.gov">clmartinez@santafecountynm.gov</a>
Tammy Jim <i>TJ</i>	SFC Purchasing Dept	505-986-6370	<a href="mailto:tjim@santafecountynm.gov">tjim@santafecountynm.gov</a>
Amanda Patterson-Sanchez <i>APS</i>	SFC Purchasing Dept	505-992-6753	<a href="mailto:apatterson-sanchez@santafecountynm.gov">apatterson-sanchez@santafecountynm.gov</a>
Clarissa Garcia <i>CG</i>	Sheriff's Office	505-986-2444	<a href="mailto:cgarcia@santafecountynm.gov">cgarcia@santafecountynm.gov</a>
Michael Delgado <i>MD</i>	Sheriff's Office	505-986-2400	<a href="mailto:MDDELGADO@SANTAFECOUNTYNM.GOV">MDDELGADO@SANTAFECOUNTYNM.GOV</a>
Gabe Gonzales	Sheriff's Office	505-986-2489	<a href="mailto:gmgonzales@santafecountynm.us">gmgonzales@santafecountynm.us</a>
Danielle Tennyson <i>online</i>	Fire Department	505-986-2429	<a href="mailto:dchochavez@santafecountynm.gov">dchochavez@santafecountynm.gov</a>
Jacob Black <i>online</i>	Fire Department	505-992-3083	<a href="mailto:jblack@santafecountynm.gov">jblack@santafecountynm.gov</a>
Salvatore Caputo <i>online</i>	Fire Department	505-992-3087	<a href="mailto:scaputo@santafecountynm.gov">scaputo@santafecountynm.gov</a>
Susan Cave <i>online</i>	Susan B. Cave PhD PC	505-988-7616	<a href="mailto:susan@susancave.com">susan@susancave.com</a>



**SANTA FE COUNTY**

**PRE-PROPOSAL CONFERENCE**

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**AUGUST 27, 2025 AT 10:30 AM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
<i>Sanmi</i> online	<i>KENTECH Consulting Inc</i>	<i>708-286-5151</i>	