Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3

SANTA FE COUNTY

Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

November 2, 2026

SANTA FE COUNTY
RFP No. 2027-0015-CLK/TJ
STENOGRAPHY & TRANSCRIPTION 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.

Attachment A
REVISED: III. CONDITIONS GOVERNING THE PROCUREMENT

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.

III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsibility	Date
1. Issuance of RFP	Purchasing Division	November 1st & 2nd
2. Pre-Proposal Conference	Owner/Offerors/ Purchasing	November 24th
3. Acknowledgement of Receipt Form	Offerors	November 25th
4. Deadline to Submit Additional Questions	Offerors	December 2nd
5. Response to Written Questions	Purchasing Division	December 4th
6. Submission of Proposal (2:00 PM)	**Offerors**	December 22nd
7. Proposal Evaluation Review	Evaluation Committee	December 28th
8. Selection of Finalist	Evaluation Committee	December 2026
9. Oral Presentation by Finalists (if applicable)	Offeror	January 2027
10. Contract Negotiations	County, Offeror	January 2027
11. Contract Award	Purchasing Division	January 2027

Note: If the Evaluation Committee makes a selection at the Selection of Finalists, event 9 will not occur.