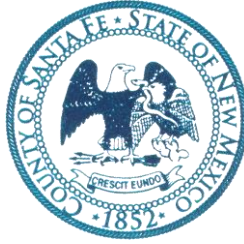


**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



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

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

November 15, 2018

**SANTA FE COUNTY**  
**RFP No. 2019-0051-CSD/MAM**  
**COORDINATION SERVICES AND FISCAL SPONSORSHIP**  
**FOR THE FOOD POLICY COUNCIL**

**ADDENDUM #1**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility 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 Of the departmental files.

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

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- Question# 1:** May I name additional people to answer any qualifying questions regarding the submission of our proposal? Should I address this (as per #15 Contract Terms and Conditions)?
- Answer# 1:** **Yes, please indicate their names on the “Letter of Transmittal”.**
- Question# 2:** If our proposal is ranked the highest, would you consider our response to A. Sequence of Events, 9, 10, 11 and 12 be negotiated?
- Answer# 2:** **The dates listed on the Sequence of Events are part of the negotiation process with the prospective awarded contractor.**
- Question# 3:** Should we submit a proposed budget as per the \$25,000.00? If so, does this go in the supplemental section? If requested, do we put it in the Proposal Summary?
- Answer# 3:** **No, this is a qualification based procurement. The budget on page 5 is for informational purposes.**

Question# 4: Under II, Contract Objectives, E. Insurance Requirements, do you want copies of the Certificate of Insurance in the packet, and if so, where?

**Answer# 4: Yes, this would be included in the Appendix.**

Question# 5: Do we provide a copy of our City of Santa Fe Business License?

**Answer# 5: The City issued Business License is not a requirement.**

Question# 6: As per Section C. General Requirements, #26, Procurement Preferences, would our City of Santa Fe Business License be in a NM Residence Business License? Do we provide a copy of our City of Santa Fe Business License in the section?

**Answer# 6: No, the City Business License is not the preference considered; it must be issued from the State of NM Taxation and Revenue Department or by the Santa Fe County Purchasing Office. Please refer to page 17, number 26. (a), (b) & (c) for qualifying certificates.**

Question# 7: Do I sign the Appendix D, Professional Services Agreement as part of the proposal to be submitted?

**Answer# 8: No, this is a sample agreement. Santa Fe County Purchasing includes the sample agreement in order for Offeror's to become familiar with the Terms and Conditions of the Agreement.**

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 Michelle Marmion, Senior Procurement Specialist at [mmarmion@santafecountynm.gov](mailto:mmarmion@santafecountynm.gov).



**PRE PROPOSAL CONFERENCE  
RFP NO. 2019-0051-CSD/MAM  
COORDINATION SERVICES AND FISCAL SPONSORSHIP  
FOR THE FOOD POLICY COUNCIL  
NOVEMBER 9, 2018  
11:00AM**

**Contracting Agency: Santa Fe County**

- Michelle A. Marmion Procurement Specialist Senior Purchasing Division
- Patricia Boise CSD Program Coordinator Community Services
- Gina Capener Operations Manager Community Services

**Project Information**

Santa Fe County is requesting proposals from qualified Offerors to provide Coordination Services and Fiscal Sponsorship for the Santa Fe City/County Advisory Council and Food Policy.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 20.
- 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 five 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 Michelle Marmion at [mmarmion@santafecountynm.gov](mailto:mmarmion@santafecountynm.gov). The last day for questions will be **Thursday, November 15, 2018**. (Please do not contact any other County staff.)
- Addendum will be issued on **Tuesday, November 20, 2018**. (*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: November 29, 2018**  
**Time: 2:00 PM**  
**Location: 142 W. Palace Avenue 2<sup>nd</sup> Floor, Santa Fe, NM**



PRE PROPOSAL CONFERENCE  
RFP NO 2019-0051-CSD/MAM  
COORDINATION SERVICES FOR THE  
FOOD POLICY COUNCIL  
NOVEMBER 9, 2018  
11:00AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Michelle Norman	SFC	---	---
Patrice Boies	SFC	---	---