

Henry P. Roybal
Commissioner, District 1



Kathleen Holian
Commissioner, District 4

Miguel M. Chavez
Commissioner, District 2

Liz Stefanics
Commissioner, District 5

Robert A. Anaya
Commissioner, District 3

Katherine Miller
County Manager

September 28, 2016

SANTA FE COUNTY
RFP# 2017-0059-HR/MM
LABOR & EMPLOYEE RELATIONS CONSULTING SERVICES

ADDENDUM #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 1: SIGN IN SHEET & AGENDA

CLARIFICATION 1: PROPOSALS ARE DUE OCTOBER 14, 2016 @ 2:00PM.

CLARIFICATION 2: APPENDIX C IS THE LAST DOCUMENT IN THE RFP.

Question# 1- Who should be listed on the Campaign Contribution Form?

Answer# 1- *Any elected official that your firm contributes money to should be listed on this form.*

Question# 2- Who is your current Contractor and what is their current hourly rate for these services?

Answer# 2- *Holcomb Law Office and the hourly rate is \$175/hour for legal services and \$150/hour for collective bargaining services. Please note: This Request for Proposal is qualification based. Costs for these services*

and items will not be a determining factor and the costs will be negotiated with the awarded contractor.

Question# 3- How many hours are currently billed for this service?

Answer# 3- ***There is not a set amount of hours, it is a case by case basis.***

Please add this Addendum #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, Senior Procurement Specialist at mcmartinez@santafecountynm.gov.

PRE PROPOSAL MEETING
RFP# 2017-0059-HR/MM
LABOR & EMPLOYEE RELATIONS CONSULTING SERVICES
SEPTEMBER 22, 2016
2:00PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Jacqueline V Kofke	Sutton Thayer Browne	(505) 883-2500	jk@Suttonf.com.com
Maricela Martinez	SFC Purchasing	(505) 992-9864	mmartinez@santafecountymn.gov
Sonye Quintana	San Joaquin County	(505) 995-6507	Sonye.Quintana@sanjoaquincounty.ca.gov
Bernadette Salazar	SFC	992-9886	bsalazar@santafecountymn.gov

Pre-Proposal Conference
RFP# 2017-0059-HR/MM
Labor & Employee Relations Consulting Services
September 22, 2016
2:00PM

Contracting Agency: Santa Fe County

- | | | |
|----------------------|------------------------------------|---------------------|
| • Maricela Martinez | Procurement Specialist Senior | Purchasing Division |
| • Bernadette Salazar | Human Resources Director | Human Resources |
| • Sonya Quintana | Assistant Human Resources Director | Human Resources |

Project Information

Santa Fe County is soliciting for proposals from qualified Offerors for the purpose of procuring consulting services for labor and employee relations.

Proposal Information

- Proposal Organization - Proposal should be organized as outlined in the RFP on page 19.
- Selection of finalist(s) – the most qualified proposals received based on the evaluation factors outlined in the RFP (pages 21-23) will be scored by a three to five member evaluation committee. The evaluation committee may make the determination to have the top finalists participate in oral presentations.
- 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%, 8% or 7% total weight of all evaluation factors added to score. For more information on State Preference visit 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 http://www.santafecountynm.gov/asd/purchasing_division.
- Please submit all questions via email to Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Monday, September 26, 2016**. *Please do not contact any Human Resources staff with questions, please send any and all questions to me directly.*
- Addendum will be issued on **Wednesday, September 28, 2016**. *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: October 14, 2016**
 - Time: 2:00PM**
 - Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM**