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County Manager

August 27, 2025

SANTA FE COUNTY
RFP No. 2026-0035-HR
EMPLOYEE DENTAL ADMINISTRATIVE 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.

Below is the County's response to questions received

1. Can you please clarify if final proposals are supposed to be submitted via drop box or via email or both?

*Response: Proposals are to be submitted via drop box. Please **do not submit via email** or in mail any hard-copy proposals*

2. If final proposals are supposed to be submitted via drop box can you please confirm if we are able to upload a test file ahead of time to make sure our firewalls will allow?

Response: Yes. Offerors may confirm access to the drop box by uploading a test file. Please notify the Procurement Manager once the test file is uploaded so that we may remove the test document.

3. Can you please provide a dental certificate/spd?

Response: This was provided with the RFP on the County's website.

4. Can you please confirm the OON reimbursement methodology and percentile?

Response: The current dental administrator utilizes internally developed, proprietary fee schedules based on regional determinants instead of R&C.

5. Can you please provide current and renewal fees/rates?

Response: These will not be provided.

6. In the interest of time is it possible to receive responses and additional data related our questions sooner than the 8/27 date. With this date being so close to the due date we are concerned with the timing.

Response: The response to questions and the submittal date for proposal cannot be changed at this time.

7. If we cannot receive the information sooner, is it possible to get an extension to the due date? We want to ensure we provide the most accurate and thorough responses to allow for ease of Santa Fe County's evaluation.

Response: The response to questions and the submittal date for proposal cannot be changed at this time.

8. In addition to uploading to drop box, can you please clarify if we are supposed to also email our proposal to the two people listed on page 13 of the RFP?

*Response: Please upload all proposal documents to the drop box. **Do not email proposal.***

9. In Section IV (Response Format and Organization), Item B (Proposal Format), 1.d.4 refers to "Exhibit E – Network Discount Analysis." Please provide that file.

Response: Exhibit E was emailed with the other secure files to those who submitted the Acknowledgement form

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, 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 Bill Taylor, Procurement Manager at wtaylor@santafecountynm.gov