

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 20, 2024

SANTA FE COUNTY
RFP No. 2025-0096-PSD/BT
ENTERPRISE RESOURCE PLANNING (ERP)
CONSULTATION 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: Pre-Proposal Agenda & Sign in Sheet

Clarification No. 1: This is a Request for Proposal (RFP) and is qualification based. Appendix D will not have any weighted factors and will not be opened until the most qualified offeror has been selected. Appendix D “Cost Proposal” is to be provided for budgeting and negotiation purposes only. It is the Offeror’s responsibility to create a budget for services as well as for travel including air fare, overhead, profit and any other costs associated with this contract.

Question 1: What are the driving factors to replace CentralSquare?

Answer 1: The County wishes to consolidate all Departments system that are able to interface into one ERP system.

Question 2: a. Does the Human Resources replacement include payroll?
b. If yes, how many employees are on payroll?
c. If yes, do you have any union employees?

Answer 2: a. Yes.
b. Approximately 1600
c. Yes, the County has 4 unions.

Question 3: Is the current Jail Management System also CentralSquare, if not what is it called?

Answer 3: **Securus Xjail, now acquired by CentralSquare but no longer being supported**

Question 4: How many Santa Fe County employees are in HR, Finance and IT?

Answer 4: **Finance 33
IT 22
HR 17**

Question 5: How many users are using the JMS, including police and admin staff?

Answer 5: **There are approximately 360 users at this time.**

Question 6: Does the County have target dates for certain project milestones (eg., receiving proposals, negotiating a contract, system go-live)? If so, what are they?

Answer 6: **The current RFP is to select a qualified Firm to assist the County with setting the project milestones.**

Question 7: Will the County accept proposals from firms that develop and/or sell software?

Answer 7: **The County is accepting proposals from firms that can assist the County with the selection of an ERP system.**

Question 8: Does the County have an established budget, or an expected budget range, for the phases of work leading up to the implementation of a new ERP and JMS-and if so, can this be shared?

Answer 8: **The budget will be shared with the selected Firm to this RFP.**

Question 9: What level of planning has the County performed into market research with departmental staff in Finance, Human Resources, Information Technology, and JMS, to understand the availability and range of offerings of more modern ERP and JMS Systems?

Answer 9: **The County has not conducted market research.**

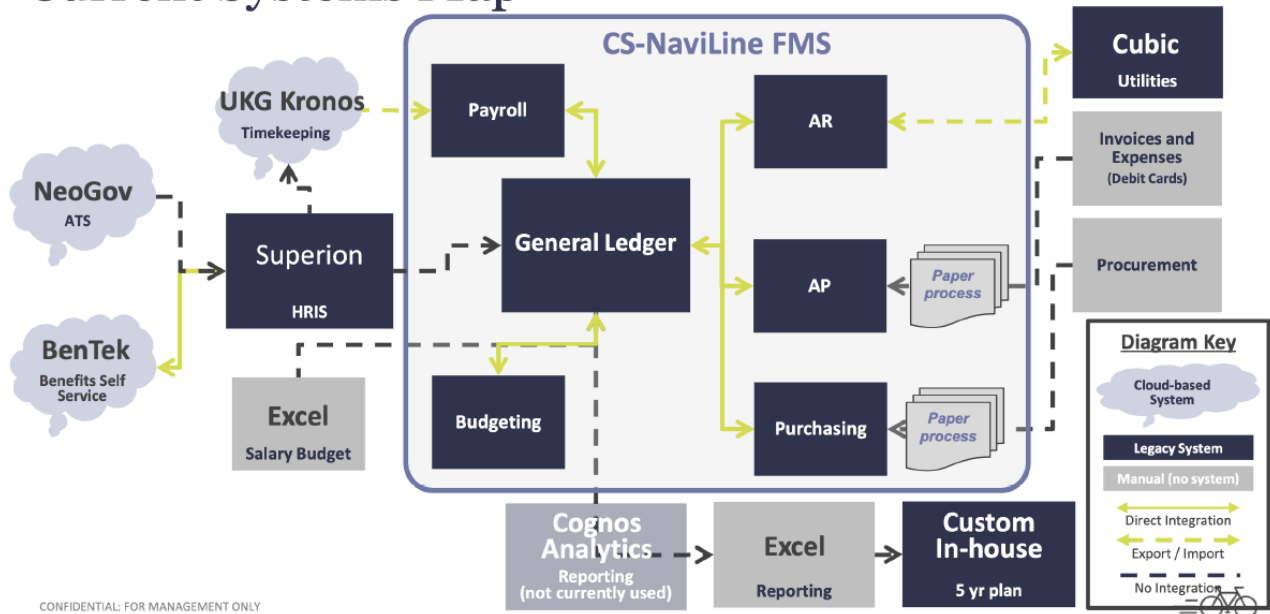
Question 10: Does the County require business process mapping/diagramming as part of the Prioritized Requirements Analysis Report or would the County be open to narrative descriptions and assessment of key business processes by area, including descriptions of inter-departmental dependencies, integrations, etc? If business process mapping/diagramming is desired, approximately how many separate processes would the County like the selected consultant to map?

Answer 10:

Yes. The County expects the selected consultant to map all department processes. The amount of business processes will be determined with the County and selected firm.

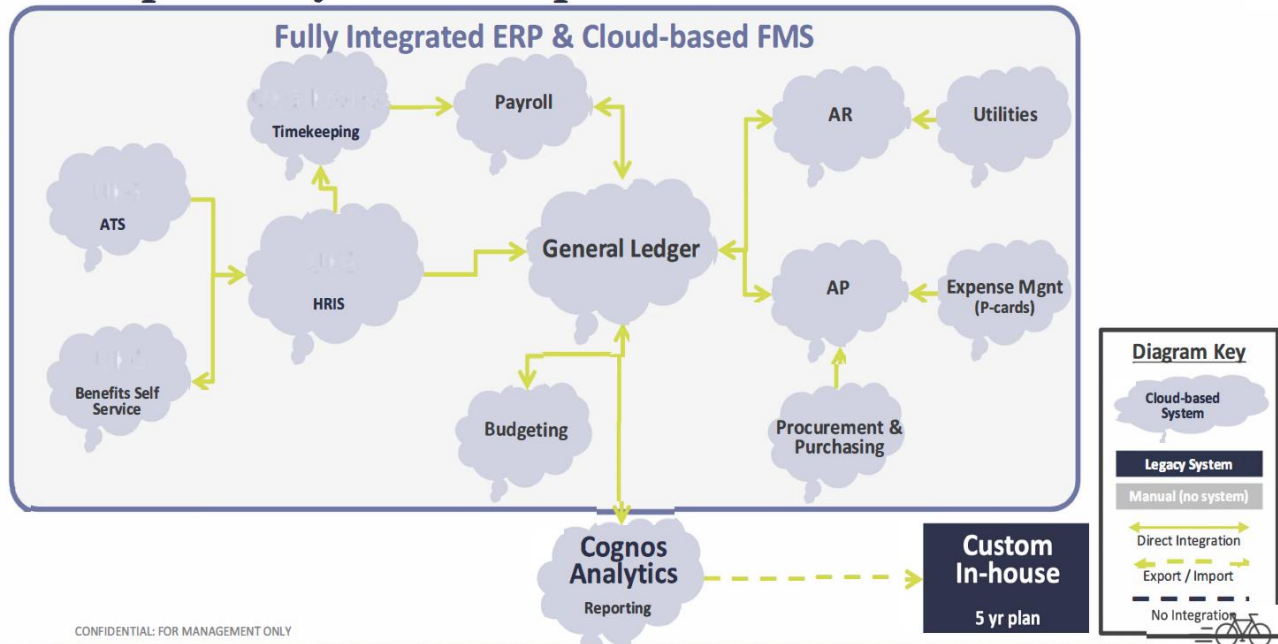
Below, please see the current state and proposed system map

Current Systems Map



CONFIDENTIAL: FOR MANAGEMENT ONLY

Proposed Systems Map



CONFIDENTIAL: FOR MANAGEMENT ONLY

Question 11: As it relates to Deliverables, Item 3, third bullet point (“The (sic Vendor Evaluation Report) report will include the evaluation results, recommendations for the top vendors, and potential risks identified for each vendor.”) is the County agreeable to considering proposals from independent and objective consulting firms that do not make recommendations of vendors, but instead facilitate the decision-making process objectively so the County can make the determination of which vendor best meets its needs?

Answer 11: Correct.

Question 12: What legacy Jail Management System (JMS) is the County currently using and how long has it been in use?

Answer 12: Securus XJail, since 2015.

Question 13: What is the County’s definition of “sunsetting”? Will the JMS system be unavailable after December 31, 2025 or just not supported by the legacy vendor?

Answer 13: Please refer to answer 3, XJAIL is no longer being supported or available after December 31, 2025.

Question 14: What Records Management System (RMS) is the Santa Fe County’s Sheriff’s Office currently using?

Answer 14: OneSolution

Question 15: What Court Case Management System (CMS) is the County currently using?

Answer 15: The Sheriff’s Office does not have a CMS it is all filtered through OneSolution.

Question 16: Would the County allow font sizes smaller than 12-point for tables, figures, graphs and captions?

Answer 16: Yes. The font for not smaller than 12-point is related to the response to the evaluation criteria.

Question 17: Are the cover page and table of contents in the County’s 20- page limit?

Answer 17: No, the 20-page limit is only the response to the evaluation criteria.

Question 18: Would the County consider allowing resumes as an appendix outside of the 20-page limit?

Answer 18: Yes.

Question 19: Would the County consider allowing experience tables as an appendix outside of the 20-page limit?

Answer 19: Yes, please refer to question/answer 17.

Question 20: In Section IV.C.2.h, the RFP references Appendix F. Should this refer to Appendix E?

Answer 20: Yes, the last Appendix is E.

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 Bill Taylor, Procurement Manager at wtaylor@santafecountynm.gov and Maricela Martinez, Administrative Services Division Director at mcmartinez@santafecountynm.gov.



PRE PROPOSAL CONFERENCE
RFP# 2025-0069-PSD/BT
ENTERPRISE RESOURCE PLANNING (ERP)
CONSULTATION SERVICES
July 26, 2023 @ 10:30AM

Contracting Agency: Santa Fe County

- | | | |
|---------------------|---|-------------------------|
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Yvonne Herrera | Finance Director | Finance Department |
| • Maricela Martinez | Administrative Services Division Director | Public Safety |
| • Elias Bernardino | Deputy County Manager | County Manager's Office |

Project Information

Santa Fe County Manager's Office is requesting proposals from qualified vendors provide Enterprise Resource Planning (ERP) Consultation Services.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
 - Sequence of Events are listed on page 12.
 - Proposal Organization - Proposal should be organized as outlined in the RFP on page 22.
 - Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 24-25) will be scored by a three to four-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 or Native American Preference, 8% - 10% 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 https://www.santafecountynm.gov/asd/purchasing_division
- Please submit all questions via email to Bill Taylor at wtaylor@santafecountynm.gov and/or Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Monday, September 16, 2024. (Please do not contact any other County staff.)**
 - Addendum will be issued on **Friday September 20, 2024. (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 7, 2024**

- **Time: 2:00 PM**

• **Location: 102 Grant Avenue, 1st Floor, Santa Fe, New Mexico 87505 or via dropbox**

<https://www.dropbox.com/request/hgQw1JEdNXNi6rDBjkp0>



SANTA FE COUNTY

**PRE-PROPOSAL CONFERENCE
RFP NO. 2025-0069-PSD/BT ENTERPRISE RESOURCE PLANNING (ERP)
CONSULTATION SERVICES
SEPTEMBER 12, 2024 @ 10:30AM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Bill Taylor	SFC Purchasing	(505) 986-6373	wtaylor@santafecountynm.gov
Amanda Patterson Sanchez	SFC Purchasing	_____	_____
Nina Fresquez	SFC Purchasing	_____	_____
Maricela Martinez	SFC Public Safety	(505) 986-2415	mcmartinez@santafecountynm.gov
Elias Bernardino	SFC County Manager's Office	_____	_____
Yvonne Herrera	SFC Finance Department	_____	_____
Ehren Highfill	Ultra Consultants		ehighfill@ultraconsultants.com
Matt Coats	Plante Moran		Matt.Coats@plantemoran.com
Erica Windle	ERP Advisor		Erica@erpadvisorsgroup.com
Victor Flint	Athenian Group		vflint@ateniangroup.us
Alex Francis	Athenian Group		Afrancis@atheniangroup.us
Shanna Brown	Athenian Group		sbrown@atheniangroup.us



SANTA FE COUNTY

**PRE-PROPOSAL CONFERENCE
RFP NO. 2025-0069-PSD/BT ENTERPRISE RESOURCE PLANNING (ERP)
CONSULTATION SERVICES
SEPTEMBER 12, 2024 @ 10:30AM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Brian Pesis	Plante Moran		Brian.Pesis@plantemoran.com
Noah Miretsky	Guidehouse		nmiretsky@guidehouse.com
KS Raju	STech		Not provided