

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

August 1, 2023

SANTA FE COUNTY
RFP No. 2024-0005
ON-CALL ADMINISTRATIVE INVESTIGATION 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 Appendix A

Attachment B: Pre-Proposal Agenda and Sign-In Sheet

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 Jack Love, Procurement Specialist Senior at jalove@santafecountynm.gov.

APPENDIX A

**ACKNOWLEDGEMENT OF RECEIPT FORM
ON-CALL ADMINISTRATIVE INVESTIGATION SERVICES
RFP NO. 2024-0005-HR/JL**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix E.

The acknowledgement of receipt should be signed and returned to the Procurement Specialist no later than close of business on **August 2, 2023**. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (**circle one**) intend to respond to this Request for Proposals.

Jack Love, Procurement Specialist Senior
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501
Phone: (505) 992-6759
Email: jalove@santafecountynm.gov



PRE PROPOSAL CONFERENCE
RFP NO. 2024-0005-HR/JL
ON-CALL ADMINISTRATIVE INVESTIGATION SERVICES
August 1, 2023 AT 1:00 PM

Contracting Agency: Santa Fe County

- | | | |
|---------------------|-------------------------------|---------------------|
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Jack Love | Procurement Specialist Senior | Purchasing Division |
| • Audrey Esquibel | Human Resources Supervisor | Human Resources |
| • Sonya M. Quintana | HR & Risk Management Director | Human Resources |

Project Information

Santa Fe County is soliciting proposals from a licensed and qualified offerors to conduct administrative investigation services on an as needed basis.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 9.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 19.
- 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 four-member evaluation committee.
- Preferences -
 - 1) N.M. In-State Business Preference Certificate 50 points total of all evaluation factors added to score.

OR

- 2) N.M. Resident Veterans Preference Certificate, 100 points total of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

- 3) Santa Fe County Preference, 50 points total 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 Jack Love at jalove@santafecountynm.gov. The last day for questions will be **Friday, August 4, 2023**. (*Any contact with any other County staff member or persons other than the Procurement Specialist Senior may be grounds for disqualification.*)
- Addendum will be issued on **Monday, August 7, 2023**. (*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: Tuesday, August 15, 2023

Time: 2:00 PM

Location: 102 Grant Avenue 1st Floor, Santa Fe NM 87501

Electronic submission also available via Dropbox utilizing Dropbox link. Please copy and paste in browser:

<https://www.dropbox.com/request/InqB56tc2ta59zRDVvEI>



SANTA FE COUNTY

PRE-PROPOSAL CONFERENCE

RFP NO. 2024-0005-HR/JL

ON-CALL ADMINISTRATIVE INVESTIGATION SERVICES

AUGUST 1, 2023 AT 1:00 PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Bill Taylor	SFC-Purchasing	(505) 986-6373	wtaylor@santafecountynm.gov
Jack Love	SFC-Purchasing	(505) 992-6759	jalove@Santafecountynm.gov
Amanda Patterson-Sanchez	SFC-Purchasing	(505) 992-6753	apatterson-sanchez@santafecountynm.gov
Mohamed Bahry I. Al-Hussaini	SFC-Purchasing	(505) 992-9864	malhussaini@santafecountynm.gov
Sonya M. Quintana	HR & Risk Mgt Director,	(505)-995-6507	squintana@santafecountynm.gov
Audrey Esquibel	Human Resources Supervisor	(505)995-9529	aesquibel@santafecountynm.gov
Sonya M. Quintana	HR & Risk Mgt Director,	(505)-995-6507	squintana@santafecountynm.gov
Matthew McWethy	Bill Caswell Investigations.	(505)-797-5661	mcwethyrci@gmail.com
Ben Wyne	Bill Caswell Investigations.	(505)-797-5661	Rci@rcipi.com