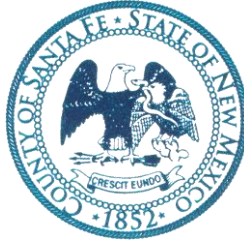


**Henry P. Roybal**  
Commissioner, District 1

**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

February 15, 2018

**SANTA FE COUNTY**  
**RFP NO. 2018-0246-AO/MM**  
**LEGAL SERVICES FOR THE ASSESSOR'S OFFICE**

**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.

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

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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 Maricela Martinez, Senior Procurement Specialist at [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov).



**PRE PROPOSAL CONFERENCE**  
**RFP# 2018-0246-AO/MM**  
**LEGAL SERVICES FOR THE ASSESSOR'S OFFICE**  
**FEBRUARY 15, 2018**  
**2:00PM**

**Contracting Agency: Santa Fe County**

- |                     |                               |                          |
|---------------------|-------------------------------|--------------------------|
| • Maricela Martinez | Procurement Specialist Senior | Purchasing Division      |
| • Gus Martinez      | County Assessor               | County Assessor's Office |
| • Gary Perez        | Deputy Assessor               | County Assessor's Office |
| • PJ Griego         | Department Administrator      | County Assessor's Office |

**Project Information**

Santa Fe County is requesting proposals from qualified law firms and attorney's to provide general legal counsel and representation on property tax matters.

**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 22-24) 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 Maricela Martinez at [mmartinez@santafecountynm.gov](mailto:mmartinez@santafecountynm.gov). The last day for questions will be **Wednesday, February 21, 2018**. **(Please do not contact any other County staff.)**
- Addendum will be issued on **Friday, February 23, 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: Friday, March 2, 2018**  
**Time: 2:00 PM**  
**Location: 142 W. Palace Avenue 2<sup>nd</sup> Floor, Santa Fe, NM**



**PRE-PROPOSAL CONFERENCE**  
**RFP # 2018-0246-AO/MM**  
**LEGAL SERVICES FOR THE ASSESSOR'S OFFICE**  
**THURSDAY, FEBRUARY 15, 2018**  
**2:00PM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Maricela Martinez	SFE Purchasing	992-9864	mmartinez@santafecountynm.gov
GARY PEREZ	ASSESSOR'S OFF.	986-6332	gperez@santafecountynm.gov
Bricket Jacob	self	690-8270	bjacob@shoptm.com
Gus Martinez	Assessor's office	986-6395	gmartz@santafecountynm.gov
Daniel G. Frisquez	Assessor's Office	986-6330	defrisquez@santafecountynm.gov