

Henry Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

March 17, 2020

RFP# 2020-0155-CORR/CW
Temporary Nursing Services for the Adult Detention Facility and the Youth Development Program

ADDENDUM #1

*****ADDITIONAL INFORMATION*****

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 IFB as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Please note that the Santa Fe County Corrections Department and the Purchasing Division for the County have provided additional information relating to the Request for Proposals (RFP) # 2020-0155-CORR/CW.

Santa Fe County has taken preventative measures to insure the safety of its staff and the public. In an effort to combat the spread of the recent COVID-19 Pandemic, the **Pre-Proposal Conference has been rescheduled from March 20th to March 25th**. The **Pre-Proposal Conference** will be held on **Friday, March 25, 2020 at 10:00 am**. A **toll-free teleconference line is available at 1-877-820-7831; the guest passcode is 445752**.

Given the need to adjust the date and time for the Pre-Proposal Conference, dates on the "Sequence of Events" (page 9) of the RFP have been changed to provide adequate time for proposal preparation by Offerors. The modified "Sequence of Events" is attached to this addendum.

ATTACHMENT A: SEQUENCE OF EVENTS with MODIFIED DATES
ATTACHMENT B: APPENDIX A with MODIFIED DATE

Please add this Addendum #1 to the original bid documents and refer to bid 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. Offerors are reminded that any questions or need for clarification must be addressed to Coralie Whitmore, Senior Procurement Specialist at cgwhitmore@santafecountynm.gov

III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the **RFP #2020-0155-CORR/CW** contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. **SEQUENCE OF EVENTS**

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue of RFP	Purchasing Division	March 15 & 16
2.	Pre-Proposal Conference (Strongly recommended)	Owner/Purchasing Offerors	March 25 10:00 a.m.
3.	Acknowledgement Form Due Date	Offerors	March 27
4.	Deadline to Submit Additional Questions	Offerors	March 27
5.	Response to Written Questions	Purchasing Division	March 30
6.	Submission of Proposal	Offerors	April 24, 2020 2:00 PM MDT
7.	Proposal Evaluation	Evaluation Committee	April 27- 29
8.	Selection of Finalists	Evaluation Committee	April 30
9.	Oral Presentations and/or Best and Final Offer	Finalists/ Offeror	May 8
10.	Negotiate & Finalize Contract	County, Offeror	May, 2020
11.	Contract Award	Purchasing Division	May, 2020

Note: If the Evaluation Committee makes a selection at the Selection of Finalists, event #9 will not apply.

APPENDIX A
ACKNOWLEDGEMENT OF RECEIPT FORM
Temporary Nursing Services for ADF and YDP
RFP No. 2020-0155-CORR/CW

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that it 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 Manager no later than close of business on **March 27, 2020**. 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.

Coralie Whitmore, Procurement Specialist, Senior
Santa Fe County Purchasing Division
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(505) 986-6337
cgwhitmore@santafecountynm.gov