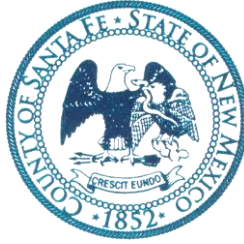


Henry P. Roybal
Commissioner, District 1

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

May 30, 2017

SANTA FE COUNTY
RFP# 2017-0282-CSD/MM
WEB BASED SOFTWARE AND TRAINING SERVICES

ADDENDUM #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 and Sign in Sheet
Attachment B: Cost Proposal Form

Clarification No. 1:

The Cost Proposal (Attachment B) shall be in a separate sealed envelope in the original proposal ONLY.

Question #1: Are the referenced 10,000 records in electronic form?

Answer #1: Yes, the records dating back to 1994 are electronic records in the current data system. The records will need to be imported into the new application from a csv format. A crosswalk will be needed from the current data fields to the new. All associated forms are currently in hard copy form. Only the current and most recent documents will need to be included electronically in the new system.

Question #2: Does the budget of \$31,200 include the hosting for the first year?

Answer #2: **Yes, for the first year. Please refer to Attachment B Cost Proposal form to submit your costs for years 1, 2, 3 & 4.**

Question #3: Will the County offer HIPAA training so the awarded vendor can keep up with the always changing requirements of HIPAA?

Answer #3: The County staff will work with the successful vendor to ensure that the HIPAA requirements are met. In general, the hosting site should complete a HIPAA checklist to ensure the administrative and physical safeguards are in place to secure the site from unauthorized data access and ensure the application is secured from unauthorized access. Any communication with the application should contain data encryption for any health-related data.

Question #4: Do Offeror's need to be registered with the Santa Fe County in order to submit a proposal?

Answer #4: No, any Offeror may submit a proposal. The Vendor Registration Form and Substitute W-9 form can be found on the Santa Fe County website at the following web address www.santafecountynm.gov/asd/purchasing_division.

Question# 5: How many users will be using the web based software?

Answer# 5: The five Teen Court program staff will be the main users. The occasional users will include the clients and the referring agencies.

Question# 6: Who will provide technical support for user general questions?

Answer# 6: In general the Teen Court program staff will be the primary point of contact for user assistance and the vendor will need to provide application support. Where feasible, the application should be user-configurable. This includes user-defined tables for drop-downs, forms and report definitions. This should also include definition of work-flow and business logic. An example of this is the determination of when to send a follow-up email or letter based on the outcome of an activity.

Please add this Addendum #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.



PRE PROPOSAL CONFERENCE
RFP# 2017-0282-CSD/MM
WEB BASED SOFTWARE AND TRAINING SERVICES
MAY 17, 2017
2:00PM

Contracting Agency: Santa Fe County

- | | | |
|---------------------|-------------------------------|---------------------|
| • Maricela Martinez | Procurement Specialist Senior | Purchasing Division |
| • Jennifer Romero | Teen Court Manager | Community Services |
| • Gina Capener | Administrative Manager | Community Services |

Project Information

Santa Fe County is requesting proposals from qualified offerors to provide web based software implantation and training services.

Proposal Information

- Proposal Organization - Proposal should be organized as outlined in the RFP on page 21.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 23-25) 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%, 8% or 7% 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 www.santafecountynm.gov/departments/purchasing
- Please submit all questions via email to Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Tuesday, May, 30, 2017. (Please do not contact any other County staff.)**
- Addendum will be issued on **Wednesday, May 31, 2017. (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, June 13, 2017
Time: 2:00 PM
Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM



PRE PROPOSAL CONFERENCE
REP #2017-0282-CSD/MM
WEB BASED SOFTWARE AND TRAINING SERVICES
MAY 17, 2017
2:00PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
STEVE SCHROEDER	REAL TIME SOLUTIONS	505-830-0414	STIME@RTSOLUTIONS.COM
JEN SCHROEDER	" "	" "	JINC@RTSOLUTIONS.COM
Ralph Vincent	Vincent and Associates	720-871	rvincentco@msn.com
Chanelle Delgado	SF County TC	995-9555	cdelgado@santafecountynm.gov
Maricela Martinez	SFC Purchasing	992-9804	mcar-tine@santafecountynm.gov
Jennifer Romero	SFC Teen Court	995-9555	jromero@santafecountynm.gov
Michelle Masera-Jadon	IT	992-9892	mymasera@msa@gmail.com
Gina Capener	SF County CSP	992-9830	gcapener@santafecountynm.gov
MATTHEW HERNANDEZ	SF COUNTY IT	995-9540	MPHER-NANDEZ@SANTAFE COUNTY.NM.GOV
Paul Cozza	R.S.I. Rural Sourcing Inc.	Via telephone	

Cost Proposal

Description	Unit	Cost
Web-based Teen Court System		
Implementation to production		
Hourly rate for change request development	Hour	
On-going maintenance after acceptance		
Hosting	Monthly/Yearly	

Based on above requirements and any professional services needed for configuration, installation and training.

Year 1 Cost: \$ _____

Year 2-3 Annual Cost: \$ _____

Year 4 Annual Cost: \$ _____