

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

October 29, 2018

RFP# 2019-0020-PW/KE
WEB BASED SOFTWARE &
TRAINING SERVICES
ADDENDUM #1
*****DATE CHANGE*****

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.

*****DATE CHANGE*****

Please note that the date has been changed for the submission of Proposals from November 1st to November 8th for the RFP #2019-0020-PW/KE.

A 2nd Addendum will be issued on October 31, 2018 with the questions and answers.

ATTACHMENT 1: PRE-PROPOSAL SIGN IN SHEET
2: PRE-PROPOSAL AGENDA

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. Bidders are reminded that any questions or need for clarification must be addressed to Karen Emery, Senior Procurement Specialist at kkemery@santafecountynm.gov

Pre-Proposal Conference
RFP#2019-0020-PW/KE
WEB BASED SOFTWARE &
TRAINING SERVICES
Monday, October 22, 2018 at 3:00pm

NAME	ORGANIZATION	PHONE #	EMAIL
Karen K. Emery	SFC Purchasing	505-992-6759	kkemery@santafecountynm.gov
Mark Rodriguez	SFC Public Works	505-992-3039	<u>mrodriguez@santafecountynm.gov</u>
Matt Martinez	SFC Public Works	505-992-3022	memartinez@santafecountynm.gov
Johnny Baca	SFC Public Works	505-992-3020	jbaca@santafecountynm.gov
Mark Murdock	SFC IT	505-992-9522	mmurdock@santafecountynm.gov
Ted Roybal	SFC IT	505-995-9537	tfroybal@santafecountynm.gov
Alonso Indacochea	Rendr Consulting	505-234-6148	Alonso@rendrconsulting.com
Meredith Phelan	Lucity, Inc.	913-732-5850	mphelan@lucity.com
Phil McGraph	Lucity, Inc.		
Chris Crupi	Lucity, Inc.		
Charlise Lyles	Appricity Corporation	214-596-0601	Clyles@appricity.com
Abe Fowler	Appricity Corporation		
Brian Bozeman	Starboard Consulting	407-622-6414	bbozeman@starboard-consulting.com
Karen Buck	Starboard Consulting		
Matthew Cohagan	True Point Solutions	916-266-1619	mcohagan>truepointsolutions.com
Brett Johnson	Data-scribe	1-800-984-2182	bjohnson@data-scribe.com
Brandon Swanson	Mycivicapps.com	714-786-6264	brandon@mycivicapps.com

**Pre-Proposal Conference
RFP#2019-0020-PW/KE
WEB BASED SOFTWARE
AND TRAINING SERVICES
Monday, October 22, 2018
3:00pm**

Contracting Agency: Santa Fe County

• Bill Taylor	Chief Procurement Officer	Purchasing Division
• Karen Emery	Procurement Specialist, Senior	Purchasing Division
• Mark Rodriguez	Production Controller	Public Works Department
• Johnny Baca	Traffic Manager	Public Works Department
• Matt Martinez	GIS Development Review	Public Works Department
• Mark Murdock	Systems Analyst	IT Department
• Ted Roybal	Systems Analyst	IT Department

Project Information

The Santa Fe County Public Works Department is seeking proposals for a fully functional, user friendly work order and data management system including but not limited to work management services, asset data collection, installation, interfaces, training, updates, enhancements, technical and customer support and maintenance of the system. The system must be capable to fully integrate existing data into the new system for a seamless conversion. The work order system is intended to assist Public Works with reporting and accounting related to Public Works functions; specifically, work order management associated to roads, reporting of labor, material costs and equipment use. Furthermore this system is used for asset data collection, for the purpose of road maintenance operations, repair and replacement of traffic signs, luminaires, guardrail, culverts etc.

The scope of work can be found in Section 2 B on Page 5 of the RFP.

Primary System Capabilities:

- Data- (SQL) database or equivalent
- Windows based operating system
- Compatibility with Microsoft Windows Operating System
- Varying levels of system user security and access.
- Complete user training and customer service.
- Ability to pose a query for reporting on a variety of criteria.

Proposal Organization:

Proposal shall be organized as per the format outlined in the RFP on page 22.

Selection of Finalist(s):

The most qualified proposal received based on the *mandatory evaluation factors* outlined in the RFP on pages 24-25, to be scored by a five member evaluation committee. The top finalists may be shortlisted to participate in oral presentations (if necessary).

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 Veteran Preference Certificate, 10% of the total weight of all evaluation factors added to score. For more information on State Preferences: www.tax.newmexico.gov;

AND

3) Santa Fe County Preference Certificate, 5% of the total weight of all evaluation factors added to score.

Addenda:

- Submit questions via e-mail to Karen K. Emery at kkemery@santafecountynm.gov
(If your question is not in writing it never was asked)
- Last day for questions – Wednesday, October 24, 2018
- Addendum Issued – Friday, October 26, 2018
Will include answers to questions asked and copy of the sign in sheet for this Pre-proposal meeting.

Proposal Submittal:

- **Due Date:** Thursday, November 1, 2018
Time: 2:00 PM (MDT)
Location: Santa Fe County Purchasing Division
142 W. Palace Avenue, Second Floor
Santa Fe, NM 87501

Questions: DO NOT FORGET THAT EVEN QUESTIONS ANSWERED HERE NEED TO BE SUBMITTED IN WRITING!!