

**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*

May 16, 2024

**SANTA FE COUNTY**  
**RFP No. 2024-0243-CDD/TJ**  
**BROADBAND STRATEGIC PLAN**

**ADDENDUM NO. 2**

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 Addendum No. 1 and this Addendum No. 2. 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***  
***Attachment B: Proposed Fee Schedule***  
***Attachment C: Revised Introduction, Sections A and B***

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**Addendum No. 3 will provide responses to the additional questions;  
no further questions can be submitted at this time.**

Clarification No. 1:

Page 23, Section V.A: The contract is scheduled to begin June 2024. Santa Fe County intends on awarding a contract with an initial term of one year.

Question No. 1: What is your estimated budget for this contract?

**Answer No. 1: The Division has budgeted up to \$100,000 for this contract.**

Question No. 2: Are the “deliverables” listed on page 6 (e.g., healthcare) factors that should be considered in the Final Plan?

**Answer No. 2: Please see Attachment C.**

Question No. 3: Could you confirm that it’s okay to submit the proposal via Dropbox only, or do you need mailed hard copies as well?

**Answer No. 3: Proposal can be submitted either via DropBox or mailed hard copies.**

- Question No. 4: Page 32 below “cost proposal” is blank; is there a template you’d like us to use?  
**Answer No. 4:** Please see Attachment B.
- Question No. 5: If the cost proposal is required to be submitted as a separate file, does it count toward the 20-page proposal limit?  
**Answer No. 5:** No, the 20-page limit is only in response to the evaluation criteria.
- Question No. 6: Do you already have a county-owned tower dataset?  
**Answer No. 6:** The County has the location of the towers and can make that information available to the selected Contractor.
- Question No. 7: Could you provide some information about the factors driving the requested timeline?  
**Answer No. 7:** The Board of County Commissioners has directed the Economic Development Division to expedite the development of a Comprehensive Broadband Strategic Plan in order to utilize existing funding opportunities at the State and Federal level.
- Question No. 8: Could you provide more details on what you would like included in the proposal to address “working relationships” under “Capacity and Capability” on page 24?  
**Answer No. 8:** The County cannot provide further details for the Capacity and Capability specifications.
- Question No. 9: The Deliverables section on pg. 6, contains a bulleted list of items. Are these items to be included in the Broadband Strategic Plan, or do these represent other specific deliverables that are required under the scope of work?  
**Answer No. 9:** Please see Attachment C.
- Question No. 10: Is there a specific format required for the “Response to County Terms and Conditions” in IV.C.1.b?  
**Answer No. 10:** The Terms and Conditions should be addressed in your Transmittal Letter.
- Question No. 11: Section IV. Response Format and Organization, C. Proposal Format: The document shall be typewritten on standard 8 ½ x 11 paper, with a font no smaller than 12 pt. pitch, with nominal 1” margins and normal line spacing. Will the County accept proposals in non-monospace fonts? Should a font like Courier New in 12 pt be used to maintain 12 characters per inch (cpi), or would a variable cpi be permitted so long as the font size remains no smaller than 12 pt, as in the case of using Arial 12 pt with occasional bolding for emphasis/titles?  
**Answer No. 11:** Yes, any font no smaller than 12 pt. pitch.

Question No. 12: Section IV. Response Format and Organization, C. Proposal Format: All proposals shall be limited to twenty (20) pages, with exception to professional licenses and certifications, which shall be added as appendices. [...] Proposals shall be bound with tabs delineating each section.

Will any of the following requirements count toward the 20-page limit:

- Letter of Transmittal
- Table of Contents (optional)
- Tabs delineating each section
- Appendix B – Campaign Contribution Disclosure Form
- Appendix C – Resident Veterans Preference Certification
- Will you accept a cover page for the proposal? If yes, does that count toward the page limit?
- Should we attach other materials that we feel may improve the quality of our response as a separate Appendix, will this count toward the page limit?

**Answer No. 12:** No, the 20-page limit is only in response to the evaluation criteria.

Please add this Addendum No. 2 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 Tammy Jim, Procurement Specialist Senior, at [tjim@santafecountynm.gov](mailto:tjim@santafecountynm.gov).



**PRE PROPOSAL CONFERENCE  
RFP No. 2024-0243-CDD/TJ  
BROADBAND STRATEGIC PLAN  
MAY 7, 2024 AT 1:30 PM**

**Contracting Agency: Santa Fe County**

- |                            |                               |                       |
|----------------------------|-------------------------------|-----------------------|
| • Tammy Jim                | Procurement Specialist Senior | Purchasing Division   |
| • Amanda Patterson-Sanchez | Procurement Planner Analyst   | Purchasing Division   |
| • Juan Torres              | Economic Development Manager  | Community Development |

**Project Information**

Santa Fe County Managers Office is requesting proposals from qualified Offerors to provide qualified and experienced broadband strategist and planners.

**Proposal Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 11.
- Proposal Organization – Proposal should be organized as outlined in the RFP on page 21-22.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 23-24) 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 or Native American Preference. For more information on State Preference visit [www.tax.newmexico.gov](http://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/finance/purchasing-division>

- Please submit all questions via email to Tammy Jim at [tjim@santafecountynm.gov](mailto:tjim@santafecountynm.gov). The last day for questions will be **Friday, May 10, 2024**. *(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 **Thursday, May 16, 2024**. *(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: Thursday, June 6, 2024**

**Time: 2:00 PM**

**Location: 102 Grant Avenue 1<sup>st</sup> Floor, Santa Fe, NM**

**Electronic submission also available via Dropbox utilizing  
Dropbox link:**

<https://www.dropbox.com/request/JmfQIQEOPPGU7XRfCJRM>

**Attachment A**



**PRE-PROPOSAL CONFERENCE  
RFP No. 2024-0243-CDD/TJ  
BROADBAND STRATEGIC PLAN  
MAY 7, 2024 AT 1:30 PM**

<b>NAME</b>	<b>COMPANY</b>	<b>TELEPHONE</b>	<b>E-MAIL ADDRESS</b>
Tammy Jim	SFC Purchasing Dept	505-986-6370	<a href="mailto:tjim@santafecountynm.gov">tjim@santafecountynm.gov</a>
Amanda Patterson-Sanchez	SFC Purchasing Dept	505-992-6753	<a href="mailto:apatterson-sanchez@santafecountynm.gov">apatterson-sanchez@santafecountynm.gov</a>
Juan Torres	SFC Community Development Department		<a href="mailto:jetorres@santafecountynm.gov">jetorres@santafecountynm.gov</a>
Kenneth Quintana	SFC Community Development Department		<a href="mailto:kquintana@santafecountynm.gov">kquintana@santafecountynm.gov</a>
Mark White	Essentia Inc.		<a href="mailto:mark.white@essentia-inc.com">mark.white@essentia-inc.com</a>
Alex Kelley	Rural Innovation Strategies, Inc.		<a href="mailto:alex.kelley@ruralinnovation.us">alex.kelley@ruralinnovation.us</a>
Matt Hiland	Sanborn Geospatial		<a href="mailto:mhiland@sanborn.com">mhiland@sanborn.com</a>
Dylan Crowe	HealthTech Solutions, LLC		<a href="mailto:dylan.crowe@healthtechsolutions.com">dylan.crowe@healthtechsolutions.com</a>
Justin Zagorski	ECC Technologies		<a href="mailto:jzagorski@ecctec.com">jzagorski@ecctec.com</a>
Sally Jordan	Rural Innovation Strategies, Inc.		<a href="mailto:sally.jordan@ruralinnovation.us">sally.jordan@ruralinnovation.us</a>
Dani Blaise	Rural Innovation Strategies, Inc.		<a href="mailto:daniela.blaise@ruralinnovation.us">daniela.blaise@ruralinnovation.us</a>



**SANTA FE COUNTY**

**PRE-PROPOSAL CONFERENCE  
RFP No. 2024-0243-CDD/TJ  
BROADBAND STRATEGIC PLAN  
MAY 7, 2024 AT 1:30 PM**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Jacob Triska	CobbFendley		<a href="mailto:jtriska@cobbfendley.com">jtriska@cobbfendley.com</a>
Sarah Batipps	Public Consulting Group LLC		
Kenrick Gordon	Witt O'Briens		<a href="mailto:kegordon@wittobriens.com">kegordon@wittobriens.com</a>
John Devereux	GrantWorks		<a href="mailto:john.devereux@grantworks.net">john.devereux@grantworks.net</a>
Sudheer Dharanikota	Duke Tech Solutions		<a href="mailto:sudheer@duketechsolutions.com">sudheer@duketechsolutions.com</a>
Robert Mason	CobbFendley		<a href="mailto:rmatson@cobbfendley.com">rmatson@cobbfendley.com</a>
Sarah Salcedo	Witt O'Briens		<a href="mailto:ssalcedo@wittobriens.com">ssalcedo@wittobriens.com</a>

**Attachment B**

**APPENDIX D**

**PROPOSED FEE SCHEDULE**

**(APPENDIX D IS TO BE SUBMITTED WITH THE ORIGINAL PROPOSAL ONLY OR IF SUBMITTING ELECTRONICALLY VIA DROPBOX, SEND IN A SEPARATE FILE NAMED PROPOSEED FEE SCHEDULE)**

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- Please offer your best price for all services as specified in the Scope of Work.
- Please also include a cost proposal summary which includes the implementation schedule for each task, deliverables, estimated time frame and man hours.

## Attachment C

### **Revised Introduction, Sections A and B**

#### **A. PURPOSE OF THIS REQUEST FOR PROPOSAL**

Santa Fe County is seeking to establish a strategic plan for leveraging federal BEAD (Broadband Equity Access and Deployment) funding for last mile projects and state Connect NM funding for middle mile and last mile projects. The Broadband Strategy Plan is to include a clear scope and vision for access, equity, affordability with technical, demographic and other data collection to identify needs, goals and success metrics. Additionally, the Broadband Strategy and Plan is to identify any additional potential partners, anchors and other stakeholders, including Internet Service Providers (ISP), telecommunications and utility construction companies. The strategic goal is to implement the population goals contained in the Santa Fe County's Strategy Plan through a comprehensive Broadband Strategy and Plan. The plan should clearly address how the recommended expansion of broadband will help the county achieve its goals.

#### **B. SCOPE OF WORK**

We are seeking a contractor to develop a broadband strategic plan for Santa Fe County. The plan shall, at minimum, include but not be limited to the following:

- In collaboration with the County, identify local and regional partners, internet service providers (ISP) and other key stakeholders. The respondent shall conduct outreach to those entities for input, compile and produce results and incorporate key findings into the plan;
- An Assessment of similar plans with success metrics and lessons learned to best practices;
- Strategies for leveraging federal BEAD (Broadband Equity Access and Deployment) funding for last mile projects and state Connect NM funding for last mile projects with any other funding sources, as appropriate;
- A clearly defined scope and vision in the plan to include access, equity, affordability with technical, demographic and other data collection to identify needs, goals and success metrics;
- Identify any additional potential partners, anchors and other stakeholders, including ISPs, telecommunications and utility construction companies;
- Identification, and GIS (Geographical Information System) mapping of all county owned broadband assets, including all RediNet (Regional Economic Development Internet Network, middle mile service provider) equipment contained within Santa Fe County, and all county owned broadband assets, towers, Network Operation Centers, Co-location agreements, and broadband facilities;
- Partnership opportunities with regional governmental, non-governmental, business and civic stakeholders (cities of Santa Fe, Edgewood, Espanola, school districts, higher education, medical providers, Pueblos, counties and the State of New Mexico, etc.);



- Estimated capital and operational budgets for any recommendations identified for consideration and potential funding sources;
- Estimated economic, social and other impacts to Santa Fe County and the region;
- Recommended path forward including timelines and internal project roles and responsibilities;
- One, three, and five year goals, milestones and metrics;
- A risk assessment, including mitigation strategies for significant risks to successful plan implementation;
- Preliminary engineering as applicable for planning and cost estimating.

The plan should be responsive to the federal and state broadband existing Initiatives, targeted outcomes, Equity and Diversity goals, funding streams, service costs and expansion of Broadband infrastructure to underserved and unserved areas of Santa Fe County. Potential agency stakeholders include but are not limited to, NM OBAE (New Mexico Office of Broadband Access and Expansion), Connect New Mexico Council, NTIA (National Telecommunications and Information Administration), RUS (Rural Utility Service), FCC (Federal Communication Commissions), and EDA (Economic Development Administration). The plan should address how the county can utilize the recommended broadband expansion to improve:

- Social services delivery;
- Constituent access to robust and affordable broadband leveraging BEAD (Broadband Equity, Access, and Deployment funding opportunities);
- Emergency management and public safety communications, including cell coverage;
- Economic development including growing target industries such as a new media, film and a growing work from home/'solopreneur' segment;
- County operations: communications, data management, sustainability and resiliency;
- Polling site and election security;
- Cyber security;
- Disaster recovery;
- Education;
- Workforce development including the training needed to execute any broadband plans;
- Public engagement;
- Healthcare.

## **DELIVERABLES**

- An initial written assessment of the results of the Research and Stakeholder engagement timeline component;
- Selected bidder may be asked to present preliminary findings to the Board of County Commission;
- A draft written report (Comprehensive Strategic Broadband Plan) that addresses all the items contained in the Scope of Work, delivered on an agreed upon time frame once a bidder has been selected;
- A final written report (Comprehensive Strategic Broadband Plan), delivered at the end of the contractor response to review comments period;

- A final presentation to the Board of County Commission of the Comprehensive Strategic Broadband Plan