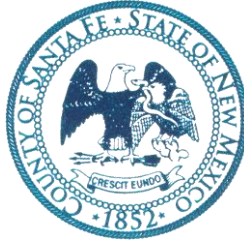


Henry P. Roybal
Commissioner, District 1

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

March 22, 2018

SANTA FE COUNTY
RFP NO. 2018-0151-HO/MM
IMPLEMENTATION AND OPERATION OF AFTERSCHOOL & SUMMER
YOUTH PROGRAMS

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.

Attachment A: Pre Proposal Agenda and Sign in Sheet

Clarification #1: Proposals are due 2:00PM on Thursday, April 5, 2018.

Question #1: Is a budget and/or cost proposal being requested?

Answer #1: No, this is a qualification based solicitation and the cost will be part of the negotiation phase with the awarded Offeror.

Question #2: Should the pages be numbered?

Answer #2: Yes.

Question #3: Under Professional Competence and Specialized Experience bullet on page 22 – do we include “background, qualifications, education, training and years of experience” for program staff only?

Answer #3: Offeror shall provide any relevant information.

Question #4: If we haven't reached the 15 page maximum, can resumes be included under Capacity and Capability?

Answer #4: Yes, but the proposal response to all evaluation criteria should not exceed 15 pages.

Question #5: Do the Letter of Transmittal and the Table of Contents need to be page numbered?

Answer #5: No.

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.



PRE PROPOSAL CONFERENCE
RFP# 2018-0151-HA/MM
IMPLEMENTATION AND OPERATION OF AFTERSCHOOL & SUMMER YOUTH PROGRAM
MARCH 16, 2018
2:00PM

Contracting Agency: Santa Fe County

- | | | |
|----------------------|-------------------------------|---------------------|
| • Maricela Martinez | Procurement Specialist Senior | Purchasing Division |
| • Joseph R. Montoya | Housing Authority Director | Housing Authority |
| • Adrianna Velasquez | Department Administrator | Housing Authority |
| • Felina Rodriguez | FSS/ROSS Coordinator | Housing Authority |

Project Information

Santa Fe County is requesting proposals from qualified Offerors to provide Afterschool and Summer Youth Programs.

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 22-23) 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
 - 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
- Please submit all questions via email to Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Wednesday, March 21, 2018**. **(Please do not contact any other County staff.)**
- Addendum will be issued on **Friday, March 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: Thursday, April 5, 2018**
 - Time: 2:00 PM**
 - Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM 87501**



PRE-PROPOSAL CONFERENCE
RFP # 2018-0151-HA/MM
IMPLEMENTATION AND OPERATION OF AFTERSCHOOL & SUMMER YOUTH PROGRAM
FRIDAY, MARCH 16, 2018
2:00PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Adriana Velasquez	HOUSING	_____	_____
Sobiana Robbins	HOUSING	992-3040	
Maricela Martinez	SFC Purchasing	992-9804	mmartinez@santafecountynm.gov
Jana Murray	Housing	992-3058	Jmurray@SANTA FE COUNTY NM.GOV
Anda Popery	BGC	474-0385	llopez@bgcsantate.org