

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

SANTA FE COUNTY
RFP NO. 2020-0180-PW/MAM
SOFTWARE AND CONSULTING SERVICES
FOR SHORT TERM RENTALS

ADDENDUM #1

****UPDATE****

April 14, 2020

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility 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 Of the departmental files.

*****SCHEDULE CHANGE*****

The previously scheduled time stated in the RFP for the Pre-Proposal Conference has been changed to 11:00am the date will remain the same, Thursday, April 16, 2020. Please call the toll-free teleconference line at 1-877-820-7831; the guest passcode is 445752.

ATTACHMENT: MEETING AGENDA

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 Michelle A. Marmion, Senior Procurement Specialist at mmarmion@santafecountynm.gov.

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**PRE PROPOSAL CONFERENCE
RFP NO. 2020-0180-GM/MAM
SOFTWARE AND CONSULTING
SERVICES FOR SHORT-TERM RENTALS
APRIL 16, 2020
11:00 AM VIA TELECONFERENCE**

Contracting Agency: Santa Fe County

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- | | | |
|-----------------------|-------------------------------|--------------------------|
| • Michelle A. Marmion | Procurement Specialist Senior | Purchasing Division |
| • Chris Hyer | Economic Development Manager | Growth Management |
| • Lisa Katonic | Marketing Coordinator | County Manager's Admins. |
| • Penny Ellis Green | Growth Management Dep. Dir. | Growth Management |
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Santa Fe County is requesting proposals from qualified offerors to provide Short Term Rental (STRs) software and consulting services.

Proposal Information

Carefully read the Request for Proposal for requirements, terms & conditions including the Appendix E Sample Agreement (page 33).

- Proposal Organization - Proposal should be organized as outlined in the RFP (page 21).
- Selection of finalist(s) – the most qualified proposal received based on the evaluation criteria outlined in the RFP (pages 23-25) will be scored by a three to four-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 www.santafecountynm.gov/departments/purchasing

- Please submit all questions via email to Michelle A. Marmion at mmarmion@santafecountynm.gov. The last day for questions will be **Tuesday, April 21, 2020**. *(Any contact during the procurement until an award has been made with any elected official or other county staff member other than the Procurement Manager named in this solicitation may be grounds for disqualification.)*
- Addendum will be issued on **Friday, April 24, 2020**. *(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, May 7, 2020**
Time: 2:00 PM
Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM
(Bokum Building)

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 submission of Request for proposals will be accepted electronically utilizing a Drop Box. Below, please use this link to upload your proposal submission.

<https://www.dropbox.com/request/xa1TGo4sUGWgirDPSxhu>

NOTE: **This link will automatically expire on May 7, 2020 at 2:00pm**