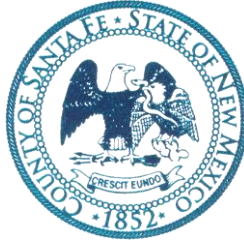


Henry P. Roybal
Commissioner, District 1

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 2, 2017

SANTA FE COUNTY
RFP# 2018-0049-CSD/MAM
CLINICAL ASSESSMENT SERVICES
DWI PROGRAM

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

THE DEADLINE TO SUBMIT PROPOSALS HAS BEEN EXTENDED TO 2:00PM ON TUESDAY, OCTOBER 24, 2017 AT THE SANTA FE COUNTY PURCHASING DIVISION LOCATED AT 142 W. PALACE AVENUE, (2ND FLOOR), SANTA FE NEW MEXICO, 87501.

Question# 1: What is the estimated number of assessments per year, month, week or day?

Answer# 1: Based on the number of DWI offenders referred to the Compliance Program in FY 17, the DWI Program is estimating that the contracted clinician will be conducting 5 to 8 assessments per week.

Question# 2: If I'm a sole proprietor do I have to have Worker's Compensation Insurance?

Answer# 2: Worker's Compensation Insurance is only required if you have three (3) or more employees. However, General Liability Insurance coverage is required.

102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX:
505-995-2740 www.santafecountynm.gov

Question# 3: How does a vendor apply for a Santa Fe County Preference Certificate?

Answer# 3: Pursuant to Santa Fe County **Ordinance 2012-04** Santa Fe County will provide a **preference for eligible Santa Fe County Business**'. If eligible a 5% preference will be applied to the total weight factors used in evaluation for a Competitive Sealed Proposal Professional Services procurement. Please visit our website at www.santafecountynm.gov/asd/purchasing_division for the application and instructions to apply for the Santa Fe County Preference Certificate.

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



PRE PROPOSAL CONFERENCE
RFP# 2018-0049-CSD/MAM
CLINICAL ASSESSMENT SERVICES DWI PROGRAM
SEPTEMBER 13, 2017
2:00PM

Contracting Agency: Santa Fe County

- Michelle A. Marmion Procurement Specialist Senior Purchasing Division
- Iris Cordova Procurement Specialist Senior Purchasing Division
- Lupe Sanchez DWI Program Community Services Department
- Gina Capener Administrative Manager Community Services Department
- Joanne DeBaca DWI Supervisor Community Services Department

Santa Fe County is requesting proposals from licensed and qualified Offerors to provide Clinical Assessment Services for individuals suffering from alcohol and/or drug addiction.

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 21.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 23-26) 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 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, September 19, 2017. (Please do not contact any other County staff.)**
- Addendum will be issued on **Wednesday, September 20, 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: Thursday, October 5, 2017

Time: 2:00 PM (MST)

**Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM
(Bokum Building)**



PRE PROPOSAL CONFERENCE

RFP # 2018-0049-CSD/MAM

CLINICAL ASSESSMENT SERVICES DWI PROGRAM

SEPTEMBER 13, 2017

2:00PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Michelle A. Marmion	Santa Fe County	992-6753	marmion@santafecountynm.gov
Iris Cordova	SFC Purchasing	986-6337	icordova@santafecountynm.gov
Luz Sanchez	Santa Fe County/DWI	992-9840	lsanchez1@santafecountynm.gov
Gina Capener	Santa Fe County	992-9830	gcapener@santafecountynm.gov
Joanne DeBacco	SF County/DWI	992-9945	JDeBacco@santafecountynm.gov

NOTE: Waited till 2:20pm no offers showed
W.P.
5:00pm no acknowledgment was received