

**RFP# 2018-0254-TR/IC**  
**Custodial Banking Services**  
**PRE-PROPOSAL CONFERENCE**  
**May 3, 2018**

**Contracting Agency: Santa Fe County Treasurers Office**

- |                             |                             |                     |
|-----------------------------|-----------------------------|---------------------|
| • Iris Cordova              | Procurement Specialists Sr. | Purchasing Division |
| • Patrick Varela            | Treasurer                   | Treasurers Office   |
| • Stephanie Schardin Clarke | Finance Director            | Finance Department  |

**Project Information**

Santa Fe County is requesting proposals from qualified, banking firms to provide custodial services which will include, but are not limited to asset safekeeping, accounting for all portfolio transactions, securities settlement, reporting monthly on all transactions, asset values and performance, providing short-term cash management, daily wire transfers, performance and risk analytics, and miscellaneous system queries and reporting requirements.

**Proposal Information**

- Basis of Award - Most qualified proposal based on evaluation factors outlined in the RFP (pages 25-31), scored by an 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 Veteran Preference Certificate, 10%, 8% or 7% of total weight of all evaluation factors added to score. For more information on State Preferences: [www.tax.newmexico.gov](http://www.tax.newmexico.gov)
- Submit questions via e-mail to Iris Cordova at [icordova@santafecountynm.gov](mailto:icordova@santafecountynm.gov)  
Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager listed above in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other County employees/elected officials do not have the authority to respond on behalf of the County during an open procurement. Any contact with other County employees or elected officials during the procurement process (until an agreement has been approved and signed by all parties) may be grounds for disqualification of Offerors' proposal.
- Last day for questions – Thursday, May 10, 2018
- Addendum Issued – Tuesday, May 15, 2018
- Proposal Submittal – **Due Date: Thursday, May 31, 2018 by 2:00 PM (MST)**  
**Location: Santa Fe County Purchasing Division**  
**142 W. Palace Ave., 2<sup>nd</sup> floor**  
**Santa Fe, N.M. 87501**