

**Pre-Proposal Conference**  
**RFP#2019-0042-TRS/KE**  
**MERCHANT SERVICES**  
**Thursday, September 27, 2018 at 10:00am**

**Contracting Agency: Santa Fe County**

- |                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| • Bill Taylor         | Chief Procurement Officer      | Purchasing Division |
| • Karen Emery         | Procurement Specialist, Senior | Purchasing Division |
| • Brian Olachea       | Project Manager                | Treasurer's Office  |
| • Stephanie S. Clarke | Finance Director               | Finance Department  |
| • Daniel Sanchez      | IT Director                    | IT Department       |

**Project Information**

Santa Fe County (“the County”) is soliciting proposals to provide Merchant Services for multiple County departments. The County seeks a Contractor to provide payment card acceptance and processing services to multiple County Departments in accordance to the Scope of Work. Although the County makes no guarantee as to the volume or value of payments to be processed, the chart below provides information on the County’s current payment processing volume and value. Only a portion of property taxes are currently collected by payment card.

- Proposal Organization- Proposal shall be organized as per the format outlined in the RFP on page 18.
- Selection of finalist(s) – The most qualified proposal received based on the *specifications* outlined in the RFP on pages 20-21, to be scored by a five member evaluation committee. The top finalists may be shortlisted to participate in oral presentations (if necessary).
- 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% of the total weight of all evaluation factors added to score. For more information on State Preferences: [www.tax.newmexico.gov](http://www.tax.newmexico.gov);

**AND**

3) Santa Fe County Preference Certificate, 5% of the total weight of all evaluation factors added to score.

**Addenda**

- Submit questions via e-mail to Karen K. Emery at [kkemery@santafecountynm.gov](mailto:kkemery@santafecountynm.gov) (*If your question is not in writing it never was asked*) *Do not ask questions of any other County employee.*
- Last day for questions – Tuesday, October 2, 2018

- Addendum Issued – Wednesday, October 10, 2018  
Will include answers to questions asked and copy of the sign in sheet for this Pre-proposal meeting.

**Proposal Submittal**

- **Due Date: Thursday, October 25, 2018**  
**Time: 2:00 PM (MDT)**  
**Location: Santa Fe County Purchasing Division**  
**142 W. Palace Avenue, Second Floor**  
**Santa Fe, NM 87501**

**Questions: DO NOT FORGET THAT EVEN QUESTIONS ANSWERED HERE NEED TO BE SUBMITTED IN WRITING!!**