Pre-Proposal Conference
RFP No. 2022-0051-CDD/KE
UTILITIES TRACKING AND
MANAGEMENT SERVICES
Thursday, October 28, 2021
at 11:00 AM MDT

Contracting Agency: Santa Fe County

- Maricela Martinez  Procurement Planner Analyst  Purchasing Division
- Karen Emery  Procurement Specialist Senior  Purchasing Division
- Jacqueline Beam  Sustainability Manager  Community Development

Project Information

Santa Fe County considers energy efficiency and the mitigation of wasteful spending to be among its top priorities. Reducing errors in utilities billing and tracking, as well as reducing greenhouse gas emissions are key action steps to implement toward this effort.

The County seeks a utilities bill tracking service to include the identification and correction of billing errors, processing and calculation of savings, and online, real time dashboards reflecting the electric and gas usage for 99 facilities owned and managed by the County which are connected to 297 meters.

The County’s objective is to provide for all County facility utilities and energy efficiency progress tracking. The services will include oversight of corrections for errors in billing, a master utilities spreadsheet for each facility, metrics dashboards for tracking energy efficiency across all County facilities and to provide guidance for all facilities in energy efficiency improvements.

Procurement Information

Proposal Organization- Proposal shall be organized as per the format outlined in the RFP on page 19.

Selection of finalist(s) – The most qualified proposal received based on the Evaluation Criteria, outlined in the RFP on pages 21-22, to be scored by an evaluation committee. The top finalists may be shortlisted to participate in oral presentations.

Preferences- (Pages 16 – 17)

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;

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

Addenda

- Submit questions via e-mail to Karen K. Emery at kkemery@santafecountynm.gov
  *(If your question is not in writing it never was asked)*

- Last day for questions – Wednesday, November 3, 2021

- Addendum Issued – Tuesday, November 9, 2021
  Will include answers to questions asked and copy of the sign in sheet for this Pre-Proposal meeting.

Proposal Submittal

- **Due Date:** Thursday, December 2, 2021
  **Time:** 2:00 PM (MST)
  **Location:** Santa Fe County Purchasing Division
  102 Grant Avenue
  Santa Fe, NM  87501

DROPBOX for submitting Proposals: [https://www.dropbox.com/request/J7qfQ1nsRsXXOFvMM0d](https://www.dropbox.com/request/J7qfQ1nsRsXXOFvMM0d)

Questions: