



**PRE PROPOSAL CONFERENCE**  
**RFP# 2017-0223-LG/MM**  
**LEGAL SERVICES**  
**FEBRUARY 22, 2017**  
**2:00PM**

**Contracting Agency: Santa Fe County**

- |                     |                               |                     |
|---------------------|-------------------------------|---------------------|
| • Maricela Martinez | Procurement Specialist Senior | Purchasing Division |
| • Greg Shaffer      | County Attorney               | Attorney's Office   |
| • Roberta Joe       | Assistant County Attorney     | Attorney's Office   |

**Project Information**

Santa Fe County is requesting proposals from licensed and qualified attorneys to perform legal services for Santa Fe County in a wide range of practice areas.

**Proposal Information**

- Proposal Organization - Proposal should be organized as outlined in the RFP on page 20.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 22-25) 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%, 8% or 7% total weight of all evaluation factors added to score. For more information on State Preference visit [www.tax.newmexico.gov](http://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](http://www.santafecountynm.gov/departments/purchasing)

- Please submit all questions via email to Maricela Martinez at [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov). The last day for questions will be **Tuesday, February 28, 2017**. (Please do not contact any other County staff.)
- Addendum will be issued on **Wednesday, March 1, 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: Tuesday, March 14, 2017**  
**Time: 2:00 PM (MST)**  
**Location: 142 W. Palace Avenue 2<sup>nd</sup> Floor, Santa Fe, NM**