

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



RFP 2016-0259-LD/KE

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

March 8, 2016

SANTA FE COUNTY
Hearing Officer for Santa Fe County
RFP# 2016-0259-LD/KE

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.

On March 2, 2016 Santa Fe County held the pre-proposal conference for the above referenced Request for Proposals (RFP). Listed below are clarifications and changes made by the Purchasing Division for this RFP, please see the new Sequence of events below.

THE PROPOSAL SUBMITTAL DATE HAS BEEN MOVED FORWARD TO:

MONDAY, APRIL 18, 2016
SANTA FE COUNTY PURCHASING DIVISION
142 W. PALACE AVE.
SANTA FE, NM 87501
TIME: 2:00 pm (MDT)

ATTACHMENT: PRE-PROPOSAL CONFERENCE SIGN-IN SHEET
ATTACHMENT: SEQUENCE OF EVENTS (To replace Page 9 of the original RFP)

CLARIFICATION FOR EVALUATION FACTORS: (Page 21 of the original RFP, ***Note:)
***Note: Please include one separately Sealed Cost Proposal with the clearly marked original. The Cost Proposal will not be scored but opened after scoring; include hourly rates and/or monthly rates.

Santa Fe County may make multiple awards to qualified attorneys or legal firms in conformance with NMSA 1978, Section 13-1-69, at the sole discretion of the County.

Please add this Addendum #1 to the original bid documents and refer to bid 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.

Bidders are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Procurement Specialist, Senior, at kkemery@santafecountynm.org.

III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue RFP	Purchasing Division	02/22/2016
2.	Pre-Proposal Conference 10:00 a.m. – 11:30 a.m.	Owner/Purchasing Offerors	03/02/2016
3.	Acknowledgement Form Due	Offerors	03/04/2016
4.	I Addendum issued (Change in dates)	Offerors	03/08/2016
4.	Deadline to Submit Questions	Offerors	03/28/2016
5.	Response to Written Questions- II Addendum issued	Purchasing Division	03/31/2016
6.	Submission of Proposal 2:00 PM	Offerors	04/18/2016
7.	Proposal Evaluation	Evaluation Committee	04/20/2016 thru 04/27/2016
8.	Selection of Finalists (If Applicable)	Evaluation Committee	04/27/2016
9.	Best and Final Offers from Finalists (If Applicable)	Offeror	TBD
10.	Oral Presentation by Finalists (If Applicable)	Offeror	TBD
12.	Finalize Contract	County, Offeror	TBD
13.	Contract Award	Purchasing Division	May, 2016

Note: If the Evaluation Committee makes a selection at the Selection of Finalists, events 8-10 will not apply.

Pre-Proposal Conference
RFP#2016-0259-LD/KE
Hearing Officer for Santa Fe County Legal Division
March 2, 2016
10:00 A.M. (MDT)

NAME	ORGANIZATION	PHONE #	EMAIL
CHRIS T. ERICKSON	Utah: Key	239-9296	cte@sheehansheehan.com
MORRIS J. CIVILIZ	Santa Fe County	338-3945	MO@SABCEPOCIVILIZ.COM
Charles Rennick	Rodley, Rael, Anaya	242-2228	Charles@coblesrael.com
Chris Cordova	SFC Purchasing	986-6337	icordova@santafecountynm.gov
Karen Emery	SFC Purchasing		
Andrea Salazar	Legal	995-2715	ansalazar@santafecountynm.gov
Amy Ellis-Green	Growth Management	9866221	perngreen@santafecountynm.gov
Robert D. Joe	SFC Legal	986-6398	