

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

**PRE PROPOSAL CONFERENCE
RFP NO. 2020-0131-CLK/MAM
ANALYTICAL AND TECHNICAL CONSULTING
SERVICES FOR THE SANTA FE COUNTY
CLERK'S OFFICE
JANUARY 22, 2020
2:00 PM**

Contracting Agency: Santa Fe County

- Michelle A. Marmion Procurement Specialist Senior Purchasing Division
- Geraldine Salazar Santa Fe County Clerk SFC Clerk's Office
- Erika Quintana Clerk's Office Manager SFC Clerk's Office

Santa Fe County is requesting proposals from Professional Consultants for the purpose of procuring professional analytical and technical services regarding current election, probates, recording/e-recording, marriage rules, regulations, legislation, open meeting act, board of county commissioner's meetings, and case law.

Proposal Information

Carefully read the Request for Proposal for requirements, terms & conditions including the Appendix D Sample Agreement (page 31).

- Proposal Organization - Proposal should be organized as outlined in the RFP (page 20).
- Selection of finalist(s) – the most qualified proposal received based on the evaluation criteria outlined in the RFP (pages 22-23) will be scored by a three to four-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% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

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505-995-2740 www.santafecountynm.gov

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

- Please submit all questions via email to Michelle A. Marmion at mmarmion@santafecountynm.gov. The last day for questions will be **Friday, January 28, 2020**. *(Any contact during the procurement until an award has been made with any elected official or other county staff member other than the Procurement Manager named in this solicitation may be grounds for disqualification.)*
- Addendum will be issued on **Tuesday, February 4, 2020**. *(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: Thursday, February 13, 2020**
Time: 2:00 PM
Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM
(Bokum Building)

