

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

November 4, 2024

Santa Fe County
RFP No. 2025-0131-ATT/APS
Labor and Employee Relations Consulting Services

ADDENDUM NO. 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.

Attachment A: Pre-Proposal Agenda and Sign-In Sheet

Please add this Addendum No. 1 to the original proposal documents and refer to proposal 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. Responders are reminded that any questions or need for clarification must be addressed to Amanda Patterson-Sanchez, Procurement Planner Analyst at apatterson-sanchez@santafecountynm.gov.



Pre-Proposal Conference
RFP No. 2025-0131-ATT/APS
Labor and Employee Relations Consulting Services
October 29, 2024 at 9:00am

Contracting Agency: Santa Fe County

- | | | |
|----------------------------|-----------------------------|---------------------|
| • Amanda Patterson-Sanchez | Procurement Planner Analyst | Purchasing Division |
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Rachel Brown | Deputy County Attorney | Legal Department |
| • Taylor Dominguez | Administrative Assistant | Legal Department |

Project Information

Santa Fe County is requesting proposals from qualified Offerors to provide consulting services for labor and employee relations.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 9.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 19 and 20.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 21-24) will be scored by a three to four-member evaluation committee.
- Preferences -
 - 1) N.M. In-State Business/Native American Preference Certificate 80 points total of all evaluation factors added to score.

OR

- 2) N.M. Resident Veterans Preference Certificate/Native American Veterans, 100 points total of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

- 3) Santa Fe County Preference, 50 points total of all evaluation factors added to score. For more information on County Preference visit <https://www.santafecountynm.gov/finance/purchasing-division>

- Please submit all questions via email to Amanda Patterson-Sanchez at apatterson-sanchez@santafecountynm.gov. The last day for questions will **Thursday, October 31, 2024**. (*Any contact with any other County staff member or persons other than the Procurement Planner Analyst may be grounds for disqualification.*)
- Addendum will be issued on **Monday, November 4, 2024**. (*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, November 21, 2024

Time: 2:00 PM

Location: 102 Grant Avenue 1st Floor, Santa Fe, NM

**Electronic submission also available via Dropbox utilizing
Dropbox link:**

<https://www.dropbox.com/request/QMiTYicnoNbbh33Dx71R>

