

AMENDMENT #01

**STATE PURCHASING DIVISION
OF THE
GENERAL SERVICES DEPARTMENT
AND
CHILDREN, YOUTH AND FAMILIES DEPARTMENT**

REQUEST FOR PROPOSALS (RFP)

KEEPING FAMILIES TOGETHER



**RFP#
80-690-18-15324**

**Amendment Date:
August 7, 2018**

**RFP Issued:
June 28, 2018**

**Proposals Due:
September 6, 2018**

This Amendment No. 01 serves to modify the following sections on the specified pages of the RFP #80-690-18-15324

CHANGE ON PAGE 3,

Section D, PROCUREMENT MANAGER

From:

1. The Children, Youth and Families Department has assigned an RFP Procurement Manager/Protest Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Elizabeth Montano, CYFD Chief Procurement Officer
Address: Children, Youth & Families Department
Administrative Services Division
P.E.R.A. Building, Room, 103B
1120 Paseo De Peralta
Santa Fe, NM 87502
Telephone: (505) 827-7855
Email: elizabeth.montano@state.nm.us

2. All deliveries of RFP responses via express carrier must be addressed as follows:

Name: Elizabeth Montano, c/o Theresa Mendibles, SPD
RFP Name: Keeping Families Together
RFP#: 80-690-18-15324

Address: **State Purchasing Division
1100 St. Francis Dr. Room 2016
Santa Fe, New Mexico 87505**

To:

1. The Children, Youth and Families Department has assigned an RFP Procurement Manager/Protest Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: **Michelle Taylor, CYFD Procurement Manager**
Address: Children, Youth & Families Department
Administrative Services Division
P.E.R.A. Building, **Room, 101**
1120 Paseo De Peralta
Santa Fe, NM 87502
Telephone: **(505) 827-4039**
Email: michelle.randall@state.nm.us

2. All deliveries of RFP responses via express carrier must be addressed as follows:

Name: Michelle Taylor, c/o Theresa Mendibles, SPD
RFP Name: Keeping Families Together
RFP#: 80-690-18-15324

Address: State Purchasing Division
1100 St. Francis Dr. Room 2016
Santa Fe, New Mexico 87505

CHANGE ON PAGE 87,
Appendix D, Cost Response Form, Number 8

From:

8. Administrative Overhead

May not be billed in FY19. In FY20-22, if appropriate & approved by CYFD, administrative overhead may be considered.

To:

8. Administrative Overhead

Offeror may include in the FY19 request, administrative fees up to Twenty Seven Thousand Dollars and Zero Cents (\$27,000.00). In FY20-22, Offeror may include proposed administrative fees.

CHANGE ON PAGE 92,
Appendix F, Organizational Reference Questionnaire

From:

APPENDIX F

ORGANIZATIONAL REFERENCE QUESTIONNAIRE

The State of New Mexico, as a part of the RFP process, requires Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Offeror's experience relevant to the scope of work in an effort to establish Offeror's responsibility.

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to:

Address: Elizabeth Montano, CYFD Chief Procurement Officer
Children, Youth & Families Department
Administrative Services Division
P.E.R.A. Building, Room, 103B
1120 Paseo De Peralta
Santa Fe, NM 87502

Telephone: (505) 827-7855

Email: elizabeth.montano@state.nm.usprocess.

The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

RFP # 80-690-18-15324
ORGANIZATIONAL REFERENCE QUESTIONNAIRE
FOR:

(Name of Offeror)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, e-mail at:

Name: Elizabeth Montano, CYFD Chief Procurement Officer
Address: Children, Youth & Families Department
Administrative Services Division

Telephone: (505) 827-7855
Email: elizabeth.montano@state.nm.us

To:

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Administrative Services Division
P.E.R.A. Building, Room, 101
1120 Paseo De Peralta
Santa Fe, NM 87501

Telephone: **(505) 827-4039**
Email: **michelle.randall@state.nm.us**

The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

RFP # 80-690-18-15324
ORGANIZATIONAL REFERENCE QUESTIONNAIRE
FOR:

(Name of Offeror)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New **Mexico via e-mail at:**

Name: **Michelle Taylor, CYFD Procurement Manager**
Address: Children, Youth & Families Department
Administrative Services Division

Telephone: **(505) 827-4039**
Email: **michelle.randall@state.nm.us**