

**CHILDREN, YOUTH AND FAMILIES DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)**  
**Amendment 1**

**Legal Services for Relative  
and Kinship Caregivers**



**RFP# 00-690-20-21028**

Released: June 1, 2020

Proposals Due: June 16, 2020

This Amendment No. One (01) serves to modify the following section on the specified pages of the RFP.

**Page 9. Section II, A:  
FROM:**

**A. SEQUENCE OF EVENTS**

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

Action	Responsible Party	Due Dates Sample Time Frames
1. Issue RFP	Procurement Manager	May 23, 2020
2. Acknowledgement of Receipt (Distribution List)	Agency	June 2, 2020
3. Pre-Proposal Conference	Agency	June 2, 2020
4. Deadline to submit Questions	Potential Offerors	June 5, 2020
5. Response to Written Questions	Procurement Manager	June 9, 2020
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>June 16, 2020</b>
7. Proposal Evaluation	Evaluation Committee	June 16, 2020 – June 19, 2020
8. Selection of Finalists	Evaluation Committee	June 22, 2020
9. Best and Final Offers	Finalist Offerors	None
10. Finalize Contractual Agreements	Agency/Finalist Offerors	June 22, 2020
11. Contract Awards	Agency/ Finalist Offerors	July 1, 2020
12. Protest Deadline	Procurement Manager	+15 days

**TO:**

**A. SEQUENCE OF EVENTS**

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

Action	Responsible Party	Due Dates Sample Time Frames
1. Issue RFP	Procurement Manager	May 23, 2020
2. Acknowledgement of Receipt (Distribution List)	Agency	June 2, 2020
3. Pre-Proposal Conference	Agency	<b>CANCELLED</b>
4. Deadline to submit Questions	Potential Offerors	June 5, 2020
5. Response to Written Questions	Procurement Manager	June 9, 2020
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>June 16, 2020</b>
7. Proposal Evaluation	Evaluation Committee	June 16, 2020 – June 19, 2020
8. Selection of Finalists	Evaluation Committee	June 22, 2020
9. Best and Final Offers	Finalist Offerors	None
10. Finalize Contractual Agreements	Agency/Finalist Offerors	June 22, 2020
11. Contract Awards	Agency/ Finalist Offerors	July 1, 2020
12. Protest Deadline	Procurement Manager	+15 days

**Page 9. Section II.B.3:**  
**FROM:**

**3. Pre-Proposal Conference**

A pre-proposal conference will be held as indicated in the sequence of events beginning at 10:00 AM Mountain Daylight Time in the June 2, 2020 in Apodaca Hall, 2<sup>nd</sup> floor, 1120 Paseo de Peralta, PERA Bldg, Santa Fe, NM 87501. Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed in writing on the date listed in the Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

Attendance at the pre-proposal conference is highly recommended, but not a prerequisite for submission of a proposal.

**TO:**

**3. Pre-Proposal Conference**

A pre-proposal conference will NOT be held as indicated in the sequence of events Potential Offeror(s) are encouraged to submit written questions in advance to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. All written questions will be addressed in writing on the date listed in the Sequence of Events.