

# COUNTY OF GRANT



## REQUEST FOR PROPOSAL ADDENDUM

**Addendum No:** 1  
**RFP No:** RFP 23-05  
**RFP Title:** Professional Services

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*1) The following is a correction for the above-referenced RFP.*

### SECTION 3-1

**CORRECTION SUMMARY:** Updated Evaluation Criteria.

#### *Current Criteria*

Capacity and Capability	400 Points
Personnel Experience and Qualifications	250 Points
Approach to Scope of Services	200 Points
Proximity To, or Familiarity With, Grant County	150 Points
Preferences (If Applicable)	25 or 50 Add'l Points
Required Forms (Appendices B thru E)	Pass/Fail

#### *Revised Criteria*

Capacity and Capability	300 Points
Personnel Experience and Qualifications	200 Points
Approach to Scope of Services	200 Points
Proximity To, or Familiarity With, Grant County	100 Points
Preferences (If Applicable)	N/A
Amount of Design Work That Will be Produced by a NM Business	100
Current Open Projects with Grant County	100
Required Forms (Appendices B thru E)	Pass/Fail

### SECTION 3-2C

**CORRECTION SUMMARY:** Updated Format & Proposal Organization

#### *Current Criteria*

To facilitate comparison and evaluation, Offerors must follow the format outlined in this section. Failure of the Offeror to follow the required format may at the sole discretion of the County, result in the rejection of the submittal. Proposals shall contain concise typewritten material and illustrations that enable a clear understanding and evaluation of the capabilities of the Offeror. Legibility, clarity and completeness are essential. The proposal should be as clear and concise as you can make it while still providing the Evaluation Committee with the information addressing the requirements in each of the categories stipulated in the RFP. Submittals may utilize either single-

sided or double-sided copying and be bound with numbered tab dividers corresponding to the requirements contained in the balance of this section. While compiling your proposal, the following items may be addressed in narrative-style response format. The proposal must be organized in the following manner:

1. **Submittal Letter/Introduction**  
Identify the transmitting individual/firm, stating your request for consideration for this solicitation. The letter must contain the name of the individual/primary contact and contact information. Indicate if the proposal covers all specifications, or to what extent it deviates, with sufficient detail. Include any subcontractors you would like the County to consider for approval.
2. **Capacity and Capability**  
Provide information about the business that demonstrates the ability to provide sufficient services, meet time schedules, and accommodate cost considerations and project administration requirements. Provide information about the business experience with marketing services that demonstrates competence to complete specific projects. Demonstrate the successful aspects of past marketing projects and the how it corresponds to the County's Scope of Services.
3. **Personnel Experience and Qualifications**  
Identify all key team members and their specific roles, experiences and background. Demonstrate or indicate project team organization and working relationships.
4. **Approach to Scope of Services**  
Describe, in detail, the methods or techniques your business uses for marketing strategies. Identify how any, or all, strategies may be useful in relation to the County's Scope of Services.
5. **Proximity To, or Familiarity With, Grant County**  
Describe your familiarity to, or your familiarity with Grant County, including its municipalities.
6. **Required Forms**  
Complete and include Appendices B through E
7. **Contractual Considerations**  
Identify contractual considerations you wish the County to consider, if any.

### *Revised Criteria*

To facilitate comparison and evaluation, Offerors must follow the format outlined in this section. Failure of the Offeror to follow the required format may at the sole discretion of the County, result in the rejection of the submittal. Proposals shall contain concise typewritten material and illustrations that enable a clear understanding and evaluation of the capabilities of the Offeror. Legibility, clarity and completeness are essential. The proposal should be as clear and concise as you can make it while still providing the Evaluation Committee with the information addressing the requirements in each of the categories stipulated in the RFP. Submittals may utilize either single-sided or double-sided copying and be bound with numbered tab dividers corresponding to the requirements contained in the balance of this section. While compiling your proposal, the following items may be addressed in narrative-style response format. The proposal must be organized in the following manner:

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Identify the transmitting individual/firm, stating your request for consideration for this solicitation. The letter must contain the name of the individual/primary contact and contact information. Indicate if the proposal covers all specifications, or to what extent it deviates, with sufficient detail. Include any subcontractors you would like the County to consider for approval.
2. **Capacity and Capability**  
Provide information about the business that demonstrates the ability to provide sufficient services, meet time schedules, and accommodate cost considerations and project administration requirements.

Provide information about the business experience with marketing services that demonstrates competence to complete specific projects. Demonstrate the successful aspects of past marketing projects and the how it corresponds to the County's Scope of Services.

**3. Personnel Experience and Qualifications**

Identify all key team members and their specific roles, experiences and background. Demonstrate or indicate project team organization and working relationships.

**4. Approach to Scope of Services**

Describe, in detail, the methods or techniques your business uses for marketing strategies. Identify how any, or all, strategies may be useful in relation to the County's Scope of Services.

**5. Proximity To, or Familiarity With, Grant County**

Describe your familiarity to, or your familiarity with Grant County, including its municipalities.

**6. Amount of Design Work that Will be Produced by a NM Business**

Identify any amount of design work that will be produced by a NM business within this state.

**7. Current Open Projects with Grant County**

Identify any current projects with Grant County that is not seventy-five percent (75%)

**8. Required Forms**

Complete and include Appendices B through E

**9. Contractual Considerations**

Identify contractual considerations you wish the County to consider, if any

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-End of Addendum-

**Notice:** All other items of the RFP Packet remain the same. Acknowledgement of this addendum on the appropriate RFP Response Form of the solicitation documents is required.

By: /s/ Veronica Rodriguez,  
Chief Procurement Officer

Date: January 6, 2023