

**ADDENDUM #2 (Informational)**

Issued: 10-28-2021  
Date

Project: Legal Services for City Attorney

RFP/Project No. 2021-10-03

Owner: City of Portales, NM

Opening Date: ~~October 28, 2021 2:00 PM (MST)~~ (November 4, 2021, 2:00 PM (MST))

This addendum is for the purpose of disseminating information regarding clarification of the Request for Proposal evaluation process.

The same question has been asked a couple of times after the deadline so I determined that it should be responded to even though the deadline has passed for questions.

Per Chapter 13 of the Procurement Code 13-1-76 (NMSA 1978) definition of professional services and the following 13-1-111.(D), 13-1-112.(C), 13-1-114 to 13-1-117. Proposals received will be evaluated by an evaluation committee based on the Evaluation Criteria listed on pages 13-14 of the RFP. The cost proposal is not shared with the evaluation committee. Cost is not a factor in the evaluation process for the proposals, the inclusion of a completed Attachment B pages 27-28 of the RFP is an evaluation criterion (Item E. Cost Proposal).

The current contracted rate is at \$200.00 per hour. The rate per hour or proposed monthly fee will be negotiated with the most responsible offeror and the proposal that is most advantageous within the evaluation factors. The cost proposal attachment B is the basis to negotiate the compensation for the contracted services.

Offeror must acknowledge all addenda in their proposal. Failure to do so may subject the proposal to being disqualified.

All other portions of the Request for Proposals remain unchanged.

  
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Carla Weems, Deputy Clerk; Chief Procurement Officer

10/28/2021

Date