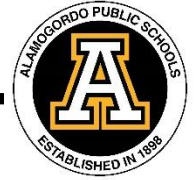


**ALAMOGORDO PUBLIC SCHOOLS**

PO Box 650  
Alamogordo, NM 88311-0650



**Office of Business and Finance**

Dillon Voss, Chief Procurement Officer  
1211 Hawaii Avenue  
Alamogordo, NM 88310

Office: (575) 812-6046  
Fax: (575) 812-6069

RE: RFP 013-2021 Design Professional Chaparral Middle School

To whom it may concern,

Thank you for your interest in RFP 013-2021 Design Professional Chaparral Middle School below I will address the questions that were submitted.

**1. Electronic submittal or hard copies required? Can you clarify which is the preferred method?**

The preferred and easiest method of submittal is electronic through our Vendor Registry portal.

- a. I notice on page 1 it says, "DELIVER TO: Offerors are to send an email to [dillon.voss@alamogordoschools.org](mailto:dillon.voss@alamogordoschools.org) requesting instruction for submission."

This instruction is intended if an offeror decides to submit their proposal electronically. If the offeror intends to mail or physically drop off proposals then that will be directed to the district offices at

Dillon Voss, Chief Procurement Officer

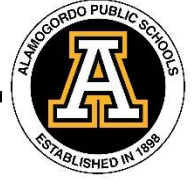
1211 Hawaii Ave.

Alamogordo, NM 88310

- b. Then on page 9 under **B.6 Submission of Proposal** it says, "Proposals can be submitted electronically. Offerors who attend the Mandatory Pre-Conference are to send an email to [dillon.voss@alamogordoschools.org](mailto:dillon.voss@alamogordoschools.org) at which time the Business Office will provide instructions to the Offeror in order for the Offerors to upload their proposal prior to the deadline of 3 pm on March 10, 2021."

If an offeror intends to submit their proposal electronically they can do so through Vendor Registry at the following link

<https://vrapp.vendorregistry.com/Bids/View/Bid/4885de8c-c0ea-42b4-80be-327a43942ae2>



- c. But on page 18 under **III.B Number of Copies** it says, “Offerors shall provide One (1) Original Hard Copy- labeled as “Original”, Five (5) identical copies, and One (1) electronic copy of their proposal”.

This instruction is intended for those offerors who are submitting physical copies of their proposal.

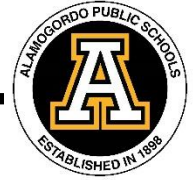
**2. Can you clarify the evaluation Criteria and order/name of sections?**

- a. Page 18 under **III.C Proposal Format** there is a list of sections on which the proposal will be scored. They include 1) Business Profile, 2) Capacity & Capability, 3) Past Record of Performance, 4) Design Work Produced in State, 5) Volume of Work Previously Done, 6) Evidence of Understanding of Scope of Work
- b. Page 19 under **III.C.1 Proposal Organization** says, “proposals should be organized in the same order as the evaluation criteria” and mentions Sections 1 through 7. However, there are only 6 sections mentioned on page 18.

The mention of sections 1-7 is a typo there are in-fact only sections 1-6 as listed on page 18.

- c. Page 20 under **IV.B Specifications** there is a list of mandatory requirements numbered 1-16. Some of these sections have the same name as the sections mentioned under “Proposal Format” while others do not. Are each of the 16 requirements supposed to fit into one of the 6 sections listed under “Proposal Format”? Can clarification be provided on how to organize the information in the way the Selection Committee would like to see it so they are able to score our proposal accordingly?

Each of the 1-16 mandatory requirements are to be put within one of the six sections listed on page 18. It would be best to title the each section and tab as they are titled in the RFP to make the information easy to find for the evaluation committee members.



**3. Letter of Transmittal versus Submittal Letter – are they the same?**

- a. Page 10 under **II.C.1 Acceptance of Conditions Governing the Procurement** it says, “Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the Letter of Transmittal”
- b. Page 19 under **III.C.2 Submittal Letter** there is a list of required information.
- c. Can the information requested in these two sections be combined? Are the Letter of Transmittal and the Submittal Letter one and the same?

The Letter of Transmittal and Submittal Letter are not to be combined please submit two forms.

- 4.** The list of Specifications – Mandatory Specifications and Forms that starts on page 20 don’t match the evaluation criteria listed on page 28 (or the proposal structure outlined on page 18). Can you clarify which criteria we should adhere to please?

See response to question 2 item c. for organization within the RFP. The evaluation committee will score proposals based on the evaluation criteria listed on page 28

- 5.** Under volume of work currently being performed, regarding projects that are less than 75% complete; is the intent to list projects with Alamogordo Public Schools, or does this include all projects funded by PSFA with other school districts.

This is to include all work that is currently in process with your firm including all projects funded by PSFA with other school districts.

*Dillon Voss*

Respectfully,  
Dillon Voss  
Chief Procurement Officer  
Alamogordo Public Schools.