



ADDENDA NUMBER (3)

June 3, 2021

RFQ #2021-05-006

IT/MEDIA SUPPORT SERVICES

Questions and Answers

This amendment is issued as a result of release date correction and questions that were received in response to the above referenced RFQ.

Dead Line for Questions: June 3, 2021 @ 10:00 AM- Extended to June 4th due to typo in 2nd Addenda.

Question: 1. In ITB community guide (as well as Mandatory Criteria A) it says for all RFPs a copy of the New Mexico Business License is required. As I understand that is something other than the Certificate of Organization I received when I filed to start a business with NM and something else, but I also thought that I was not in a field of work that required a specific license like something like say contracting would. Is there one that I would need to get otherwise?

Answer: 1. **The NM license is proof from the State that your business is registered to conduct business in the State.**

Question: 2. In "capability of offeror" it asks for "years with company" however my company is in its infancy and isn't part of my relevant work experience. Would I just put "years with company" as 0 and put the rest under years of experience?

Answer: 2. **I would advise to put the years you serviced Sierra County under the name of the company you previously worked under.**

Question: 3. Could you give me a brief description of all documentation I need to submit here? I just don't want to miss anything simple. Here is what I have so far. I am thinking all need to be submitted with the packet that is due 6/15 except where otherwise noted:

Answer: 3- In Blue-

Appendix A acknowledgement of Receipt (due 6/10)-

- **Yes. Fill out and return prior to the 10th- this lets us know you are a potential bidder.**

Appendix B price quote (does this need to be put in the exact format provided? And if it does would travel rate for the weekly visits be included in the monthly rate or itemized separately? For example, if monthly rate and travel rate, would the monthly payment received be included, with the travel rate only applying for "extra" trips?)-

- **Include to format provided, form requires signature and to be filled out, along with any supporting material. Travel Rates should be included as part of your weekly monthly services. If there is a week where no services are provided, invoice shall be adjusted and decreased accordingly. Travel rates are for extra trips within each week for extra services.**

Evaluation Criteria (I assume a document with responses to each criteria would be fine?)

- **Evaluation criteria is whatever you submit or provide for review under the request and the committee makes a determination.**

Appendix C acknowledgement of addenda-

Addendum 1 from Vendor Registry

Addendum 2 from Vendor Registry

- **Yes, needs to be acknowledged and attached.**

Question: 4. I note there is a sample contract. Is my request for quote supposed to include any sort of contract specifics I would wish to add (for example when extra work outside of the scope of weekly visits would be handled as it relates to billed vs not billed, etc) or is that ironed out after someone is awarded? Or would this be included as part of Appendix B price quote? Or somewhere else?

Answer: 4- Cost would be under Appendix B- the section "Other Rate's Excluding GRT" and a description shall be attached. Any contract modification shall be included at with the offer and the final acceptance and determination will be approved within reason through the review of the County.

Question: 5. It says I am required to submit 3 printed copies of all the documentation in the packet. I am also required to upload all of this to the Vendor registry using "submit response"? Or are the items that go in the packet different in some way?

Answer: 5- ? Yes. Three printed copy's- one should be marked original. It is for panel review. No, you are not required to submit it in Vendor registry at this time. You put the three responses in one packet and mark the packet on the outside label with the RFQ # and information. All submitted prior to 2:00 PM on the 15th.