



MEMORANDUM

TO: RFP 23-021
FROM: Aaron Flure, Purchasing
DATE: April 11, 2023
RE: Addendum - RFP 23-021-02

I. Question and Answer

1. In regards to Addendum 1, answer #1, please clarify. Section V Evaluation Components of the RFP lists the required proposal sections and includes “9. Evaluation Criteria” as a required section for offerors to include in a proposal. What information does NMHU want in this section of the proposal? What questions does NMHU want answered in this section?

Evaluation Criteria relates to the Scope of Work found on pages 5 & 6 of the RFP. Potential Offerors should provide information that demonstrates what evaluation will be evaluated on. Evaluation Criteria:

Capabilities of Services Offered – Potential Offeror should include how they are able to perform the work of this RFP Scope of Work through their current capabilities. Include how your firm or individual has the skill and capacity to fulfill the work requirements.

Experience and Qualifications – Potential Offeror should include a history of their company with previous projects and demonstrate their expertise through their experience and qualifications that directly relates to the Scope of Work of this RFP.

Project Approach – Potential Offeror should include what their approach and strategy is to perform this project based on the Scope of Work.

Technical Ability – Potential Offeror may demonstrate how their services in relation to the Scope of Work of this RFP will create value in relation to the budget allocation. This can be achieved through examples of past projects and method for this specific project.

Cost – Potential Offeror shall provide a cost to perform the Scope of Work not to exceed \$350,000.

2. What format is the inventory data being stored and how much has been completed?

Inventory data is being stored in a spreadsheet which includes the location of the data. Data not available online that we have acquired are in geodatabase format. Approximately 80% of the inventory has been completed.

Reference: Task 1 a) Document existing authoritative State, Federal, and cross-boundary fuel treatment data. This inventory process is underway, and help is needed to review and organize geospatial data.

3. Do you currently have licenses (e.g., Esri)?

Yes, we have an educational ESRI license.

Reference: Task 2. Identify Web Interface and Web Applications Options

4. In the link provided, the Action Plan phase includes the following bullets which are not in the RFP:

<https://sweri.org/reshape-project/>

- Determine needs and compile data for database structures and web interface.
- Assess existing fuel treatment effectiveness research (e.g., methods, tools)
- Develop prototypes for geographic and biophysical extents for phased rollout

Please advise if we need to respond to these requirements for this phase of the project.

Reference: Task 5. b) Help develop a final document with action plan strategies for the project.

Do not respond to additional requirements listed in the bullet points that are not included in the RFP. The first bullet “Determine needs and compile data for database structure and web interface” is included in the RFP in Task 2 “Identify Web Interface and Web Application Options” and Task 3 “Database Architecture/Design”. The other bullets are not a part of this RFP.

5. What are the anticipated geographic boundaries of the proposal? - Based on the use of the phrases, "national database" (Task 2) and "national audience" (Task 4), and "within the United States" (Part B at the bottom of page 4), should we be anticipating work beyond the New Mexico area?

This proposal should cover all 50 states, it is a national project.

6. Are you anticipating a flat-fee proposal?

Yes

7. Is there a particular budget narrative that is requested?

No

8. Page 4 / PURPOSE: The text states that the RFP is limited one year and \$350,000 for the tasks described. Are there benefits to completing the services and aims at a lower price? Is there a requirement to spend the full budget, \$350,000?

There is not a benefit to completing the services at a lower price, however you are not required to spend the full budget.

9. What is the focus area or boundary for Task 1, data inventory?

The United States, all 50 states

10. Referring to Task 1, deliverables - are data collection, integration, and related services a deliverable of Task 1?

Inventory will include data collection, where possible. Integrating the data is not a deliverable of Task 1, but deliverables for Task 3 "Geodatabase Architecture/Design" will determine how best to integrate the data. The actual data integration will occur in a subsequent project (under a different RFP) using the methods developed in Task 2.

11. Will the University or SWERI provide short-term access to it's Esri staging area – AGOL, Portal, Server, PRO or similar? Please describe.

Yes, contract recipient may use our ESRI license through AGOL, we can create user accounts for that purpose.

***Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**