

**TOWN OF TAOS
PURCHASING DIVISION
400 CAMINO DE LA PLACITA
TAOS, NEW MEXICO 87571**

**October 23, 2017
ADDENDUM #1 to RFP SB01-PO1718**

LOBBYIST CONSULTANT SERVICES

The following items have been amended:

- In the legal notice published in the Taos News on October 12, 2017 and Page 10, Submission of Proposals due, replace “4:00 PM, Tuesday, October 24, 2017” with “4:00 PM local time, Friday, October 27, 2017”

The following are responses to question presented in writing regarding the scope of work:

Question: I would like to clarify that the cost section of the RFP responses will identify the cost of the applicant's services should the applicant be awarded the contract. The calculation outlined in the RFP DOES NOT require the applicant to calculate an hourly rate. Rather, the evaluation process conducted by the town will use the formula to determine the applicant's hour rate based on the featured formula on page 8 of the RFP.

Response: *This is correct. We are looking for a proposed price for the full service. If an estimate of the anticipated hours can be provided, that is strongly encouraged, although we realize that there is probably no way to hold anyone to a specific number of hours per day or task, as such sessions and services vary even beyond the published schedules. All expenses related to the service that may be incurred by the contracted lobbyist will be borne by the lobbyists as a cost of providing the service and are not reimbursable based on itemization during periodic billings to the Town.*

An itemization of services (not costs) will be required with each billing, however. For example: 1/22/18 Met with Senator X to seek support for a Senate companion Bill for House Bill XX.

Question: Also, will higher points be awarded to applicants with the lowest offer?

Response: *Points will be allocated according to the guidelines in the RFP, with a balance between proposed cost/funds available for the service, and likelihood of success, based on experience, resources available to be allocated, prior successes, etc. and other factors outlined in the RFP.*

If the RFP responses are beyond the range of funding available for the service, the service contract will either be negotiated within the desired/available funds and terms, rejected or reissued or rebid at the budgeted amount.

Question: Regarding the ROI calculation, is there a formula that should be applied to ROI? The description from page 7-8 describes a comparison of return versus cost, but I wanted to make certain there was no official formula to apply here.

Response: *Yes. This is a ratio of the cost the client was charged for the service versus the amount returned through appropriations or awards successfully awarded to the client directly resulting from the lobbying service(s), in most cases. Where the service was for a non-cash product, such as legislation, we want the lobbyist to indicate the cost, the product delivered and whether the effort was successful and, if appropriate, to what degree.*

Procurement Schedule: All other information not addressed in this addendum remain unchanged.

Sharon Voigt

/s/ Procurement Officer

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDUM #1 WITH PROPOSAL SUBMISSION