



MEMORANDUM

TO: RFP 23-003

FROM: Aaron Flure, Director of Purchasing

DATE: August 25, 2022

RE: Addendum -RFP 23-003-01

I. Question and Answers

Q1: **General:** Has NMHU contracted for this support in the past? If so, which firm and can you share the contracted amount?

A1: **It would be Unethical to provide these number through an RFP, however, you are able to obtain request this information through an IPRA Request for information that is not confidential. University Relations at NMHU handles these types of requests.**

Q2: **General:** Was the FY14 NICRA Proposal based upon Short Form or Long Form method per OMB 2 CFR 200? If a Long Form was submitted in 2014, what was the rationale for this given that NMHU has not met the \$10 million threshold in research expenditures per 2 CFR 200 required for a Long Form submission?

A2: **Long Form was used. Rationale unknown/documents.**

Q3: **General:** Since NMHU has not met the \$10 million threshold in research expenditures required for a Long Form submission, does the University want a Short Form submitted for FY22? If not, please provide rationale for Long Form.

A3: **NMHU will be open to recommendation of the awarded Firm.**

Q4: **III, Phase 1 pg. 5:** If NMHU submitted a Long Form proposal for FY14, please provide more details on the space survey that was conducted (i.e. how many departments were surveyed)?

A4: **NMHU had approximately 20 departments in total, and center locations (including two buildings in Rio Rancho and Albuquerque) in addition to the main campus. In terms of organized research space, there were three departments cited at that time, all housed in one building.**

Q5: III, Phase 1 pg. 5: If NMHU wants a Long Form submitted for FY22, then a space survey will be required. Please identify the number of departments that will be surveyed. When was the last time a space inventory was conducted?

A5: **NMHU still has approximately the same number of departments with similar overall space at the institution. However, there is an additional building that may also qualify as housing organized research which includes 2 or 3 more departments.**

Q6: IV.2, pg. 8: This section states that offerors should provide references from within the last 10 years. However, Section V (pg. 12) requests references from the last 3 years. Please clarify.

A6: **Last three (3) years only.**

Q7: V, pg. 11: Are the forms and table of contents included in the 15-page limit or does the 15-page limit only apply to the response to Evaluation Criteria?

A7: **The 15 page limit does not include forms and table of contents.**

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