AMENDMENT # 1

DATE: April 9, 2013

TO: All Bidders of Record

FROM: Gil Rivera, Buyer

SUBJECT: Amendment #1 to P-342, “Financial Coaching Services”

This amendment becomes part of the Contract Documents and modifies the original bidding documents as noted below:

Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E.

1. CLARIFICATION: The RFP due date has been extended.

   WAS: On or before 4:00 PM, April 10, 2013
   IS NOW: On or before 4:00 PM, April 17, 2013

2. QUESTION I meet the minimum eligibility requirements of holding a BA and having more than 5 years of experience in training and curriculum development. I'm in process of getting my coaching certification. I've completed the coursework and passed my written exam. I'm scheduled to take my oral exam in June. Would I be considered eligible to respond to the RFP or not?

   ANSWER: CNM has revised the minimum qualifications for certifications as follows:

   WAS: Financial certification such as a Certified Financial Planner, Certified Personal Finance Counselor or equivalent.
   IS NOW: Financial certification such as a Certified Financial Planner, Certified Personal Finance Counselor or equivalent. If the Offeror is currently undergoing final certification testing, then proof of passing the written test shall be provided with the Offeror’s response. If award is made to such a vendor, then full certification must be completed on or before December 31, 2013. Any Indefinite Quantity awards made to such vendors shall be cancelled if proof of certification cannot be provided on or before December 31, 2013. No work may be performed until full certification can be verified. Vendors that are currently fully certified shall provide copies of the appropriate certifications with their response.

Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E.

All other specifications, terms and conditions remain unchanged. This amendment may also be downloaded from CNM’s website http://www.cnm.edu/depts/purchasing/request-for-proposals.