



Central New Mexico Community College

Purchasing Department
525 Buena Vista SE
Bldg A, Room #109
Albuquerque, NM 87106
(505) 224-4546

Amendment/Addendum # 1

DATE: Monday, March 18, 2013
TO: All Offerors of Record
FROM: Keith Adams, CNM Sr. Buyer
SUBJECT: **Amendment/Addendum #1 to P-338 "Career Data Base"**

This addendum becomes part of the Contract Documents.

Offerors are required to acknowledge receipt of this addendum in the space provided on page 16; Section E. SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE FOR RFP #P-338

Questions / Clarifications as follows:

Clarification 1: In Section D: Scope of Services and Evaluation Criteria for RFP# P-338, Paragraph 5 "CRITERIA", starting at the top of page 14 through page 15, replace all of Paragraph 5 with the following (the due date remains the same, Friday, March 22, 3:00 PM Albuquerque local time) :

5. CRITERIA

SECTION I. CAPACITY, CAPABILITY, KNOWLEDGE, BACKGROUND AND EXPERIENCE - 30 POINTS POSSIBLE

- A) Provide a brief narrative describing the history of your firm. Identify the number of employees in your firm, the ownership and if the company has ever filed bankruptcy, been in loan default, or if there are any pending liens, claims or lawsuits against the firm.
- B) Provide demonstrated experience that supports your firms' ability to perform the services identified in the goals and intent of this RFP. State any other experience that indicates the qualifications of your firm for the performance of the services as requested in this RFP. Include the following information:
 - C) Provide a copy of resumes, as applicable for all staff that will be assigned to perform the work.
 - 1. Describe your firm's experience with the scope of work describe with Project #1, services associated the development of a career data base.

- D) Describe the proposed project staffing/organization and internal controls to be used during the course of the project services.
- E) State the name, title or position, telephone number and email address of the individual who would have primary responsibility for the potential project services resulting from this RFP.
- F) Identify names, responsibilities, qualifications and location(s) of staff who will be assigned to projects including Project #1. All changes to staff assigned to projects must be mutually agreed to by the Parties.
- G) Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level management.
- H) Describe if your firm has had a contract terminated for default in the last five (5) years. Termination for default is defined as notice to stop performance due to the Offeror's non-performance or poor performance or if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the proposer was in default. Submit full details of their terms for default including the other parties' name, address, and telephone number. Present the Offeror's position on the matter. CNM will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. Indicate if no such termination for default has been experienced by the Offeror in the past five (5) years.

SECTION II. PROPOSED IMPLEMENTATION PLAN - 30 POINTS POSSIBLE

- A) Describe your firm's methodology in satisfying the scope of services described in the RFP for Project #1 and potential future services related to career data base enhancements.
- B) Describe your firm's ability to provide the required consultant services to CNM.
- C) CNM desires that the services performed by the awarded firm for Project #1 be completed in approximately 2 months from time of award. Discuss the information and support that would be required from CNM. Include a schedule with dates, time and data your firm will need to accomplish the scope of work identified in Project #1.

SECTION III. REFERENCES - 15 POINTS POSSIBLE

List a minimum of three (3) references the Offeror may have had with institutes of higher education, non-profit and/or community organizations and/or financial institutions during the last three (3) years that relate to the Offeror's ability to perform the service(s) as requested in this RFP. List references by company, address, contract period of performance, contact person's name, email address and web address. The Offeror must grant permission to CNM to contact the references. CNM will contact references via email, so be sure to include the email address for each reference. NOTE: Do not include CNM as a reference.

SECTION IV. ECONOMY AND PRICE - 25 POINTS POSSIBLE

Propose a not-to-exceed fee for all costs related to Project #1.

Proposals should include all charges associated for services requested. Provide rates of all individuals who may work on the services identified in this Project #1. Additional charges, if required, for additional related services should also be included.

Include a rate schedule for all services and job class/description for future work. This rate schedule should include a list of personnel service title and the hourly rate for that service title. Any additional service title and rates for other related services shall be by mutual agreement of the vendor and CNM.

If the price or hourly rates are to change in subsequent yearly contract renewals, indicate the maximum annual increase per year, expressed as a percentage not to exceed the CPI for the preceding calendar year. Cost increase/adjustments will only be reviewed once a year at time of renewal. If Contractor requests a price adjustment/increase supporting documentation must accompany the request.

During the term of the resultant Price Agreement, CNM may require the successful vendor to perform services related to any project other than those described in the scope of work for Project #1. For services(s) required by CNM other than those described, the successful Offeror shall be required to submit a detailed written proposal for performing such service with a not-to-exceed fee proposal to CNM for its review and written approval. The not-to-exceed proposal shall be broken down into specific hours and shall identify all costs to perform service(s) associated with title to accomplish the work of the project. CNM's approval of such a proposal shall be in writing and communicates through the issuance of an approved purchase order release against the Price Agreement issued through CNM's Purchasing Department. Costs for services required that the successful vendor does not identify shall be borne by the vendor and will not be charged to CNM.