AMENDMENT # 1

DATE: January 22, 2014

TO: All Bidders of Record

FROM: Gil Rivera, Buyer

SUBJECT: Amendment #1 to P-362, “HR Job Classification, Compensation, Analysis Consulting 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. QUESTION: How many total staff is included in the study that will be required to be interviewed for purposes of collecting information regarding job duties, etc.?
   
   ANSWER: Approximately sixty (60).

2. QUESTION: To clarify, are there a total of 240 job descriptions that are to be included in the study that might need to be revised?
   
   ANSWER: Yes.

3. QUESTION: Will the hired consultant be conducting salary survey to determine external equity?
   
   ANSWER: Yes.

4. QUESTION: Do you have to show proof of a license to work in the State of New Mexico to be able to submit a proposal for this RFP?
   
   ANSWER: No; however, the awarded vendor shall be responsible for collecting and paying all New Mexico Gross Receipts tax as applicable to services, and should be certified as appropriate for performing the work requested on this RFP. Offerors shall identify all certifications that apply in their response to paragraph 3.3.1.3.

5. QUESTION: Is there a budget for this study? If so, can you share it with us?
   
   ANSWER: CNM declines to provide this information to prospective vendors.
6. QUESTION: Your RFP states that there are approximately 275 positions included in the study. How many employees does this include?

ANSWER: This includes 240 job descriptions. See CNM’s responses to questions 1 and 2 above.

7. QUESTION: I am wondering whether you can tell me the number of employees that are covered by the 240 position titles that are under review for the College’s Classification, Compensation, and Analysis Consulting Services Study?

ANSWER: Approximately 900 employees are employed under the existing 240 job descriptions.

**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/purchasing/proposals.php](http://www.cnm.edu/purchasing/proposals.php). The due date and time of January 24, 2014 at 4PM MST remains unchanged.