AMENDMENT # 1

DATE: March 18, 2015

TO: All Bidders of Record

FROM: Gil Rivera, Buyer

SUBJECT: Amendment #1 to P-377, “Business, Higher Ed, Community Development Consultant 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: Signature of Firm’s Authorized Representative.

1. QUESTION: Regarding vehicle insurance requirements, I am the sole employee of my firm and do not have a commercial vehicle. I use a personal vehicle for business related transportation that is fully insured. Does this RFP’s vehicle insurance requirements apply to that vehicle?

   ANSWER: Yes; however CNM would be willing to negotiate Insurance Requirements with the Awarded Vendor where that vendor is a Sole Proprietor.

2. QUESTION: Section 3.3.1.3.7 asks for references including representatives from institutes of higher education. Is it appropriate / permissible for me to name CNM staff members with whom I’ve worked on Mission: Graduate efforts and other projects?

   ANSWER: No, it is not appropriate. Please do not include CNM/CNM Staff members as a reference.

3. QUESTION: Should my firm desire to propose alternate language to the RFP Sections A and/or C, where would be appropriate to include that wording in our firm’s RFP response?

   ANSWER: Yes, include any requested changes to Sections A & C with your sealed response. Add this additional document as an exhibit to your firm’s response.

Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E: Signature of Firm’s Authorized Representative. The RFP Due Date & Time and 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.