



**STATE OF NEW MEXICO
INDIAN AFFAIRS DEPARTMENT**

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Governor

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Lieutenant Governor

Josett D. Monette
Cabinet Secretary

Aurora Valdez
Deputy Cabinet Secretary

**RFP #26-609-0000-00001
Amendment Two**

RFP #26-609-0000-00001 is AMENDED as follows:

Key Revisions include but are not limited to:

1) Section III. Response Format and Organization

FROM:

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal via an ELECTRONIC submission response to this RFP.

B. NUMBER OF COPIES

Offerors shall submit only one copy via an ELECTRONIC submission response to this RFP.

ELECTRONIC SUBMISSION

For proposals submitted electronically, the Offeror need only submit one single electronic copy of each portion of its proposal (Technical and Cost) as outlined below. Separate the proposals as described below into separate electronic files for submission.

Proposals must be submitted in the manner outlined below. Technical and Cost portions of the Offerors proposal must be submitted in separate uploads as indicated below in this section and must be prominently identified as “Technical Proposal” or “Cost Proposal” on the front page of each upload.

Offeror should deliver:

- a. Technical Proposals – One (1) electronic upload must be organized in accordance with Section III. C. Proposal Content and Organization. All information for the Technical Proposal must be combined into a single file/document for uploading. The Technical Proposal SHALL NOT contain any cost information.
 - o Proposals containing confidential information must be submitted as two separate binders:

- Unredacted version for evaluation purposes
- Redacted version (information blacked out and not omitted or removed) for the public file

- b. Cost Proposals – One (1) electronic upload of the proposal containing ONLY the Cost Proposal. All information for the Cost Proposal must be combined into a single file/document for uploading.

Any proposal that does not adhere to the requirements of this Section and Section III.C. Proposal Content and Organization, may be deemed non-responsive and rejected on that basis.

C. PROPOSAL CONTENT AND ORGANIZATION

All proposals must be submitted as follows: electronically to the following web address:
<https://www.dropbox.com/request/VOcmGiSl6QGvQktK0Xbw>

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material must be minimal. Within each section of the proposal, Offerors must organize and address the RFP requirements in the order indicated below. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of Offeror’s proposal. **Any and all discussion of proposed costs, rates or expenses must occur ONLY in the Cost Proposal.**

Technical Proposal:

DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL

1. Signed Letter of Transmittal
2. Signed Campaign Contribution Disclosure Form
3. Table of Contents
4. Proposal Summary
5. Response to Contract Terms and Conditions (from Section II.C.15)
6. Offeror’s Additional Terms and Conditions (from Section II.C.16)
7. Organizational Experience
8. Organization References
9. Response to Specifications (except Cost information which shall be included ONLY in Cost Proposal)
 - a. Capacity to Deliver Training and Education
 - b. Development of Materials
 - c. Workforce Development and Cultural Revitalization
 - d. Promotion of Native-Owned Businesses
 - e. Reporting and Evaluation
10. Financial Stability

- No pending lawsuits/bankruptcy
 - Financial statements (solvency)
11. Letter of Transmittal Form Provided
 12. Campaign Contribution Disclosure Form Provided
 13. Cost Proposal
 14. Other Supporting Material (if applicable)

Cost Proposal:

1. Completed Cost Response Form (APPENDIX D)

A Proposal Summary may be included in Offeror's Technical Proposal, to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal. DO NOT INCLUDE COST INFORMATION IN THE PROPOSAL SUMMARY.

TO:

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal via an ELECTRONIC submission response to this RFP.

B. NUMBER OF COPIES

Offerors shall submit only one copy via an ELECTRONIC submission response to this RFP.

ELECTRONIC SUBMISSION

For proposals submitted electronically, the Offeror need only submit one single electronic copy of each portion of its proposal (Technical and Cost) as outlined below. Separate the proposals as described below into separate electronic files for submission.

Proposals must be submitted in the manner outlined below. Technical and Cost portions of the Offerors proposal must be submitted in separate uploads as indicated below in this section and must be prominently identified as "Technical Proposal" or "Cost Proposal" on the front page of each upload.

Any proposal that does not adhere to the requirements of Section III.B and Section III.C Proposal Content and Organization may be deemed non-responsive and rejected on that basis.

Electronic Submission Requirements

- a. Technical Proposals – One (1) electronic upload must be organized in accordance with Section III. C. Proposal Content and Organization. All information for the Technical Proposal must be combined into a single file/document for uploading. The Technical Proposal SHALL NOT contain any cost information.
 - o Proposals containing confidential information must be submitted as two separate binders:
 - o Unredacted version for evaluation purposes
 - o Redacted version (information blacked out and not omitted or removed) for the public file
- b. Cost Proposals – One (1) electronic upload of the proposal containing **ONLY** the Cost Proposal. All information for the Cost Proposal must be combined into a single file/document for uploading.

C. PROPOSAL CONTENT AND ORGANIZATION

All proposals must be submitted as follows: electronically to the following web address:
<https://www.dropbox.com/request/VOcmGiSl6QGvQktK0Xbw>

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material must be minimal. Within each section of the proposal, Offerors must organize and address the RFP requirements in the order indicated below. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of Offeror's proposal. **Any and all discussion of proposed costs, rates or expenses must occur ONLY in the Cost Proposal.**

Technical Proposal:

DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL

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- d. Promotion of Native-Owned Businesses
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