AMENDMENT #03

**THE NEW MEXICO HUMAN SERVICES DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)**

**NEW MEXICO WORK (NMW) PROGRAM FOR LIMITED PARTICIPANTS**



**RFP# 22-630-9000-0004**

**Amendment Date: May 17, 2022**

RFP Release Date: April 8, 2022

Proposal Due Date: May19, 2022

**ELECTRONIC-ONLY PROPOSAL SUBMISSION**

### This Amendment No. 03 serves to modify the following section on the specified page of the RFP:

Change on Page 11

From:

**II. CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

1. **SEQUENCE OF EVENTS**

The Procurement Manager will make every effort to adhere to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Party** | **Due Dates** |
| 1.  Issue RFP | HSD | 4/8/2022 |
| 2.  Acknowledgement of Receipt Form | Potential Offerors | 4/14/2022 |
| 3.  Pre-Proposal Conference | Agency | 4/14/2022 |
| 4.  Deadline to submit      Questions | Potential Offerors | 4/20/2022 |
| 5.  Response to Written      Questions | Procurement Manager | 4/27/2022 |
| ***6.  Submission of Proposal*** | ***Potential Offerors*** | ***5/19/2022*** |
| 7.\* Proposal Evaluation | Evaluation Committee | 5/20-26/2022 |
| 8.\* Selection of Finalists | Evaluation Committee | 5/27/2022 |
| 9.\* Best and Final Offers  | Finalist Offerors | 6/3/2022 |
| 10.\* Finalize Contractual Agreements | Agency/Finalist Offerors | 6/10/2022 |
| 11.\* Contract Awards | Agency/ Finalist Offerors | 7/1/2022 |
| 12.\* Protest Deadline | HSD | 15 days after notification of award |

\*Dates indicated in Events 7 through 12 are estimates only and may be subject to change without necessitating an amendment to the RFP.

To:

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| **Action** | **Responsible Party** | **Due Dates** |
| 1.  Issue RFP | HSD | 4/8/2022 |
| 2.  Acknowledgement of Receipt Form | Potential Offerors | 4/14/2022 |
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| 4.  Deadline to submit      Questions | Potential Offerors | 4/20/2022 |
| 5.  Response to Written      Questions | Procurement Manager | 4/27/2022 |
| ***6.  Submission of Proposal*** | ***Potential Offerors*** | ***5/27/2022*** |
| 7.\* Proposal Evaluation | Evaluation Committee | 5/28- 6/10/2022 |
| 8.\* Selection of Finalists | Evaluation Committee | 6/11/2022 |
| 9.\* Best and Final Offers  | Finalist Offerors | 6/14/2022 |
| 10.\* Finalize Contractual Agreements | Agency/Finalist Offerors | 6/20/2022 |
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**CHANGE ON PAGE 26**

From:

**Technical Proposal** – **DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL.**

* 1. Signed Letter of Transmittal
	2. Signed Campaign Contribution Form
	3. Table of Contents
	4. Proposal Summary (Optional)
	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. Response to Specifications **(except Cost information which shall be included ONLY in Cost Proposal)**
		1. Organizational Experience
		2. Organizational References
		3. Oral Presentation
		4. Mandatory Specification
		5. Desirable Specification
		6. Financial Stability – (Financial information considered confidential, as detailed in Section II.C.8, should be placed in the **Confidential Information** binder, per Section II.B.1.a.i or Section II.B.2.a.i, as applicable)
		7. New Mexico Preferences (if applicable)
	8. Other Supporting Material (if applicable)

To:

**Technical Proposal** – **DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL.**

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4. Proposal Summary (Optional)
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. Response to Specifications **(except Cost information which shall be included ONLY in Cost Proposal)**
	* 1. Organizational Experience
		2. Organizational References
		3. Mandatory Specification
		4. Project Plan
		5. Desirable Specification
		6. Financial Stability – (Financial information considered confidential, as detailed in Section II.C.8, should be placed in the **Confidential Information** binder, per Section II.B.1.a.i or Section II.B.2.a.i, as applicable)
		7. New Mexico Preferences (if applicable)
8. Other Supporting Material (if applicable)