

NM Environment Department
RFP No. 11-667-00-00005
Questions / Answers
June 10, 2011

Responses Written Questions #2	
Q.1.	The Spreadsheets for Pay Equity PE10-249 forms that were provided to us on 6/6/11 contain sections that are protected and will not allow us to enter data. These include the pivot table and Pay Equity Report PE10-249 Worksheet. Can you provide forms that are not protected?
A.1.	This document <u>is</u> password protected, only because it contains Pivot Tables in MS Excel spreadsheet form. These forms are made up from 4-sheets. The first sheet to populate is the "Pay Equity Data Entry Form". Once the information is entered, go to sheet two (2) "Pivot Table". Under the "pivot table" sheet at the top of your screen, you will find the MS Excel Menu Bar, choose the "Data" tab, this contains the <u>Refresh</u> icon. Refresh the page and the remaining three sheets or pivot tables will automatically populate. <i>[Herrera, Randy, NMENV]</i>
Q.2.	The answers from the Q&A document from the pre-proposal conference regarding Pay Equity Reporting differ from the instructions on completing the form from the State Purchasing Division General Services Department web site located at http://www.generalservices.state.nm.us/spd/pay_e.html. <p style="margin-left: 40px;">a. The document on the state's web site entitled "Instructions for Filing Form PE-249" located at http://www.generalservices.state.nm.us/spd/pe10249edefi.pdf state that the information included is to be from "during the most recent full calendar year, ending the previous December 31", but the Q&A answer states that "current pay equity information is needed for this solicitation". Should we follow the directions from the State of New Mexico's web site as to how to complete this form or use the answer that was given in the conference?</p> <p style="margin-left: 40px;">b. Answer A.22.d from the Q&A states "Yes, all of the PE10-249 forms are required at the time of proposal response submittal" which seems to mean that more than one form is required to be submitted. The directions from the State's web site from "Instructions for Filing Form PE-249" state that only the form entitled "Pay Equity Reporting Form PE-249" should be submitted and not the worksheet nor the two pages with confidential information. Should we follow those directions and return only the Reporting Form, or do we include the Reporting Form with the Worksheet as well?</p>
A.2.	a. We need current information in an effort to capture all pertinent job titles and current salaries. If they have changed job titled or received monetary salary increases since December 31, 2010, we would like to report that all current info is up-to-date with contractor employees. <i>[Herrera, Randy, NMENV]</i>

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	<p>b. Contractors with less than 10 employees are exempt from the reporting requirements unless 8 or more individuals are in the same job classification. Contractors with 8 or more employees in the same job classification are required to comply with the Executive Order. * Please note that you are only required to submit the last page (last tab of the excel spreadsheet) of either the "PE 10-249 Form Worksheet" or the "PE 10-249 Employee Data Entry Template". <i>[Herrera, Randy, NMENV]</i></p>
<p>Q.3.</p>	<p>I want to try again with Question 14 from the first round of Q&As. What I'm really asking is this: Do the small letters and right parentheses under IV. D on pp.24-25 of the RFP need to be on our section tabs along with the section titles? And in the body of the proposal, may we designate those sections (Summary of Company Experience, Professional Qualifications, etc.) with numbers rather than small letters?</p>
<p>A.3.</p>	<p>You may use letters or numbers on the section tabs as long as they are in the sequence indicated in IV.D of the RFP. Our preference is that whichever you use, numbers or letters, that they are consistent between the tabs and the body of the proposal. Including titles on section tabs is fine but is not required. <i>[Doremus, Dale NMENV]</i></p>