

**NMED RESPONSE TO QUESTIONS**  
**New Mexico Regulatory and Technical Assistance Project**  
**Request for Proposal (RFP)**  
**RFP # 20-667-4040-0002**  
**March 27, 2020**

#	Offeror's Question	NMED's Response
1.	Due date: The RFP cover sheet says March 27, 2020, but the Sequence of Events, Section II.A, page 9, says April 2, 2020. Please confirm that the proposal is due April 2, 2020, consistent with the Sequence of Events.	The proposal due date is April 2, 2020. The amended document is posted on the website.
2.	Section III.B.1, page 20. At the end of first paragraph, something appears to be missing regarding content of labels. Please provide that information.	This statement is unclear, but there is no additional information to add to this section. The colon refers to Parts 1 and 2, Technical and Cost Proposals. Please provide the submittal in clearly labeled envelope, package, or box.
3.	Section IV.B.1.a, page 25, states that offerors must: "1) provide a description of relevant corporate experience with state government and private sector" while IV.B.1.b states that offers must "what percentage of business revenue is derived from providing technical and regulatory assistance to other state and federal environmental agencies." Given the strict limitations on working for the private sector in the Conflict of Interest Affidavit (Appendix G), we assume that IV.B.1.a should say "experience with state government and federal government." Please confirm.	Offerors should include any relevant corporate experience with the private sector as well as state and federal government.
4.	Section III.C.1, page 21. The outline on page 21 does not include "Personnel qualifications" (see page 26 and Table 1 on page 28) and "Ability to provide sound technical support" (see page 26 and Table 1). We assume these items should be included under Section F, Response to Mandatory Specifications, in the proposal. Please confirm.	"Personnel qualifications" and "Ability to provide sound technical support" should be included under Section F, Response to Mandatory Specifications.
5.	Section IV.B and Section V.A. Page 26 and Table 1 list "Completeness and clarity of the proposal" as a Technical Specification. Is NMED expecting a section on "Completeness and clarity of the proposal" or will NMED evaluate this based on the totality of the proposal?	NMED will evaluate this based on the totality of the proposal.
6.	Section IV.B.2, page 26, asks for fax numbers for client references. Many of our clients no longer maintain dedicated fax numbers. Can we just provide the telephone number and email address?	Yes, you may provide the telephone number and email address.
7.	Appendix D, Cost Response Form, Page 46. Please clarify what type of contract will be awarded. Will it be a Time and Materials contract?	The contract will be a Time and Material contract.

8.	Appendix D, Cost Response Form, Page 46. Please clarify what is expected for this form. The statement of work is not sufficiently specific to develop cost estimates for the four tasks listed in the form. If a Time and Materials contract is expected, instead of the Cost Response Form in Appendix D could we provide a list of labor categories and hourly rates?	Yes, you may submit a list of labor categories and hourly rates.
9.	Given the unprecedented situation due to the COVID 19 pandemic, ERG is encouraging employees to work from home as a general precaution to safeguard themselves and their families from exposure to the coronavirus. While this won't impede our ability to prepare a proposal, it does impair our ability to produce hard-copy proposals. Given this, coupled with the uncertainty as to if personnel will be available in New Mexico's offices to receive the hard-copy proposals, would it be possible to waive the requirement for the hard-copy proposal submission and instead just submit the technical and cost proposals electronically?	Yes, you may submit the technical and cost proposals electronically. As part of the submittal, please include a written acknowledgement that you agree to accept that your submission can be made in electronic format and the NMED's receipt of whatever is sent and received constitutes your offer.

