**The City of Santa Fe**

**AND**

**Community Services Department**

**Youth and Family Services Division**

**REQUEST FOR PROPOSALS (RFP)**

**Youth and Adult Contractors**

**Data Project**



**RFP#**

22/01/P

Questions & Answers

Proposal Issue Date: June 24, 2021

Youth and Adult Contractors Data Project

RFP# 22/01/P

Questions and Answers

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|  | Questions | Answers | RFP Section | RFP PG # |
| 1 | Is there a page limit for our response to specifications? | Nothing in the RFP specifies a page limit | III.C.1 | 24 |
| 2 | The Resident Certification through the state TRD typically takes 20-30 days to obtain. This may be a barrier for some applicants and has not been a requirement in previous City RFPs. If we do not have the actual certificate in time for this proposal submission, may we submit our application for the resident business certification as a placeholder? | By law (13-1-21 1978 NMSA and the City’s Procurement Manual) the certificate has to be attached to the RFP at time of submittal for the preference to be applied during evaluation. | II.C.31 | 21 |
| 3 | Should Resumes/CV be included in the body of the response to specifications, or as separate attachments? Then separately, in the **desirable specifications** section, it asks for a “detailed explanation and documentation of Master degree” can we simply list the dates and universities from where they were obtained? Or what documentation is the City looking for in this section that would not appear on our resume? | Please include them as a separate attachment. A detailed list of dates and universities that were attended will suffice. | V.B.3 | 21 |
| 4 | On the “Organizational Reference Questionnaire”, can you describe a little bit more what the City is looking for in the “technical environment” section of that form? | The Offeror’s reference would be able to speak to the Offeror’s competency with a number of technologies from the Microsoft suite, survey monkey, up to the City’s electronic coordinated care tool, Unite Us. | V.B.2.b.2 | 28 |
| 5 | Cost Proposal questions: Are we expected to use that exact format provided in the RFP? Does the City have an amount or range for this contract? | Please use the attached cost form, the City cannot disclose the amount of funding allocated at this time. | IV.C.3  V.B.6.C.3 | 27  29 |
| 6 | The addendum documents on the City’s website appear to be for a different proposal/project (a utilities evaluation form). Should there be other attachments related to this RFP not included in this RFP packet? | The addendum on the City website are not relevant to the posted RFP. There are no other addendums or attachments to this RFP other than the ones listed. | Appendix A  Appendix B  Appendix C  Appendix D  Appendix E  Appendix F  Appendix G  Appendix H  Appendix I | 31  33  37  39  41  45  47  50  52 |