February 27, 2019

NOTE TO PROPONENTS

ADDENDA # 1 TO RFP # ‘19/29/P

Santa Fe Community Convention Center CRM Software System

Reason for Addendum

* Specify number of copies to be submitted and due date – Please submit five hard copies with a flash drive containing a digital copy by 2:00 pm on March 19, 2019 to: Purchasing Office, City of Santa Fe, 200 Lincoln Ave., City Hall, Room #122, Santa Fe, NM 87501
* Clarify the number of references: Please include a minimum of three references with each proposal
* Omit last sentence on pg. 18, #7 – it’s an incomplete, irrelevant sentence.
* Attach the evaluation criteria – below:

**SFCCC CRM SOFTWARE SYSTEM**

**EVALUATION CRITERIA & WEIGHTED VALUES**

**RFP #‘19/29/P**

\*Evaluation Points 1-5

1. Poorly addresses, not adequate

2. Insufficiently addressed capabilities questionable

3. Adequate response, capable

4. Good response, capabilities more that adequate

5. Exceed expectations, superior response

**Evaluation Criteria**

All proposals will be evaluated and rated in accordance with the following criteria and the indicated weighted value of the criteria.

CRITERIA Weighted Evaluation Pts. Total Max

Value 1-2-3-4-5 Score

**Software/System Capabilities** 25% x 125

**Sales Capacity** 20% x 100

**Marketing Capacity** 20% x 100

**Accounting Capacity**  20% x 100

**Space Management** 10% x 50

**Reporting**  5% x 25

**Total 100% 500**

All other pertinent information for RFP # ‘19/29/P will remain the same.

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RECEIPT ACKNOWLEDGE BY PROPONENT