

QUESTIONS & ANSWERS
LEGAL SERVICES FOR OLDER ADULTS
RFP 21-62400-4000-01452

QUESTIONS DUE IN WRITING TO ALTSD PROCUREMENT MANAGER APRIL 2, 2021
RESPONSES DUE TUESDAY, APRIL 6, 2021

1. Section I Introduction, D Procurement Manager (pg. 2)

States: “Any inquires or requests regarding this procurement should be submitted, **in writing** to the Procurement Manager....”

Question: We would like to confirm that “in writing” includes communications by email?

Answer: Yes, to clarify since ALTSD is only accepting electronic submissions of the RFP, Email communication is the acceptable and required means. As we are working from home any mail received at the office will not be accepted.

2. Section I Introduction, E Definition of Terminology # 12Electronic Submission (pg. 3)

States: “Electronic Submission means a successful submittal of Offeror’s proposal in the eProNM system, in such cases where eProNM submission are accepted”

Question: Will we be required to use the eProNM System?

Answer: Please disregard this as the language in the template was meant for those RFP’s posted and processed by State Purchasing Division. SPD has an electronic system for their RFP’s. This should have been deleted.

3. General question regarding subcontractors.

Section II - Conditions Governing the Procurement and the Letter of Transmittal Form (Appendix E) both refer to the use of “Subcontractors.”

Question: Do these references include an independent contract employee hired by the Grantee as referenced by the definition of “Staff” on page 6 of the RFP? Or, are the sections only referring to the case where a portion of the work is to be subcontracted out to a company?

Answer: This section refers to work being Subcontracted out to a company and to an individual. Any work not done specifically by the Proposing Offeror.

4. Section II - Conditions Governing the Procurement and the Letter of Transmittal Form (Appendix E), C General Requirements, 4 Subcontractors/Consent (pg. 13)

States that “The use of Subcontractors is not allowed but it also mentions that “The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the agency awarding any resultant contract before any subcontractor is used during the term of the agreement”.

Question: Please clarify if the use of Subcontractors is allowed with prior approval or not allowed at all?

Answer: This section should have been fixed to state that as long as ALTSD approves, the use of Subcontractors is allowed. The sections of the RFP that addresses this, conflict with each other and should have been fixed. To be clear it is allowed as long as ALTSD is asked in writing and agrees in writing.

5. Section III Response Format and Organization, B Number of Copies, 1 Electronic Submission Only (pg. 21)
 - a) States that all information for the Technical Proposal must be combined into a single file/document for uploading and also mentions an exception: “Single Electronic files that exceed 50mb may be submitted as multiple uploads, which must be the least number of uploads necessary to fall under the 50mb limit”.

Question: We anticipate that our submission will require several 50mb files. Please clarify whether we can have multiple 50mb files in the same email or if we should send a separate email for each 50mb file when we respond to the RFP?

Question: If the answer to the previous question is that we can have multiple 50mb files in our submittal email, is there a maximum number of files that may be attached?

Question: May we compress our data files using Zip to meet the 50mb limit? Here is the link with information regarding Zip Files:

<https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5>

Answer: Response Submittal Process:

1. Send an e-mail to Marlene.Acosta@State.nm.us expressing your request to respond.
2. An e-mail will be sent to the respondent, with instruction on how to upload pertinent documentation, to a secure e-mail portal
 - a. The portal is capable of handling large attachments >50MB as well as ZIP files