



**RFP# 2023-0018-ATT/CW**

**RECORDS RETENTION and MANAGEMENT CONSULTANT SERVICES**

**AGENDA**

**August 22, 2022 at 10:30 AM**

WebEx: <https://sfco.webex.com/sfco/j.php?MTID=m4e81d1b27bb315a7a28e1bf8eccff509>

WebEx Meeting access code: 2494 300 3057    WebEx telephone number: 1-408-418-9388

**Bill Taylor**

County Procurement Manager

Purchasing Division

**Rachel Brown**

Deputy County Attorney

Attorney's Office

**Project Information**

Santa Fe County ("County") is requesting proposals from qualified Offerors to develop a business plan for implementation of an effective and efficient Countywide Records and Information Management Program

**Request for Proposals (RFP) Documents**

The RFP documents are available by contacting Coralie G. Whitmore at

[cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov) or the County's website:

[http://www.santafecountynm.gov/asd/current\\_bid\\_solicitations](http://www.santafecountynm.gov/asd/current_bid_solicitations)

**RFP Information**

- **Basis of Award**                      The most *responsive* proposal. The County reserves the right to cancel the award if there are not sufficient appropriations available.
- **Last Day for questions**            September 9, 2022 via e-mail to Coralie G. Whitmore at: [cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov)
- **Addendum Issued**                    July 12, 2022; the addendum will also be posted to the Santa Fe County website.
- **Proposal Due Date**                    **September 21, 2022, 2:00 p.m.(MT)**

**Information for Potential Offerors**

**Information from the County Attorney's Office**

- Work Summary
- Work Conditions and Requirements

RFP requirements

- Highlights
- Content Overview
- Appendices