

Pre-Proposal Conference
RFP No. 2023-0063-CDD/KE
SOFTWARE PACKAGE FOR
AFFORDABLE HOUSING
Wednesday, December 7, 2022 at 11:00 AM MST
Via WebEx

Contracting Agency: Santa Fe County

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|--------------------|-------------------------------|-----------------------|
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Karen Emery | Procurement Specialist Senior | Purchasing Division |
| • Denise Benavidez | Project Manager | Community Development |
| • Joseph Montoya | Director | Community Development |
| • Chris Hyer | Economic Dev. Manager | Community Development |
| • Paul Olafson | Deputy Director | Community Development |
| • Jordan Barela | Director | SFC Housing Authority |

Project Information

PURPOSE OF THIS REQUEST FOR PROPOSAL

Santa Fe County Community Development Department (CDD) is requesting proposals from qualified vendors or firms to provide a software package for the Affordable Housing Program at the CDD. This software will need to interface with HUD and other software used in the office.

BACKGROUND

The CDD would like to implement a program that would help create and pre-fill documents and workflow of documents. Documents that are used by the department are loan applications and related documents such as mortgages, notes security agreements, releases and subordinations. The department is wanting to implement a workflow system.

Procurement Information

Proposal Organization- Proposal shall be organized as per the format outlined in the RFP on page 19.

Selection of finalist(s) – The most qualified proposal received based on the *Evaluation Criteria*, outlined in the RFP on pages 21-23, to be scored by an evaluation committee. The top finalists may be shortlisted to participate in oral presentations.

Preferences- (Pages 16 – 17)

1) N.M. In-State Business Preference Certificate, 5% of total weight of all evaluation factors added to score;

OR

2) N.M. Resident Veteran Preference Certificate, 10% of the total weight of all evaluation factors added to score. For more information on State Preferences:

www.tax.newmexico.gov;

AND

3) Santa Fe County Preference Certificate, 5% of total weight of all evaluation factors added to score.

Addenda

- Submit questions via e-mail to Karen K. Emery at kkemery@santafecountynm.gov
(If your question is not in writing it never was asked)
- Last day for questions – Tuesday, December 13, 2022
- Addendum Issued – Friday, December 16, 2022
Will include answers to questions asked and copy of the sign in sheet for this Pre-Proposal meeting.

Proposal Submittal

- **Due Date: Thursday, January 5, 2023**
Time: 2:00 PM (MDT)
Location: Santa Fe County Purchasing Division
102 Grant Avenue
Santa Fe, NM 87501

DROPBOX for submitting Proposals: <https://www.dropbox.com/request/aj1h6x13VSfADs1ywSxU>

Questions: