

Pre-Proposal Conference
RFP No. 2022-0086-GM/KE
ON-LINE PERMITTING & WORKFLOW SYSTEM
Wednesday, December 8, 2021 at 1:30 PM MST

Contracting Agency: Santa Fe County

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|------------------|-----------------------------------|------------------------------|
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Karen Emery | Procurement Specialist Senior | Purchasing Division |
| • Vicki Lucero | Building & Development Manager | Growth Management Department |
| • Robert Griego | Planning Manager | Growth Management Department |
| • Paul Kavanaugh | Building & Development Supervisor | Growth Management Department |

Project Information

Santa Fe County is seeking a vendor to implement a user friendly on-line permitting and internal/external workflow system that is easy to use for both staff and the public. The County is looking for a system that will increase office production and reduce review time for all building and development services and Growth Management Development review applications. The system should accept only complete applications, allow the public to pay for a complete submittal online and allow the public to view and review status and updates of their submittal.

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 21-22, 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 – Friday, December 10, 2021
- Addendum Issued – Friday, December 17, 2021
Will include answers to questions asked and copy of the sign in sheet for this Pre- Proposal meeting.

Proposal Submittal

- **Due Date:** Thursday, January 6, 2022
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/dTddGrOdv2rfUhyqdkKD>

Questions: