

RFP B-16-10, Consultant and Lobbyist Services – Addendum #1

Eddy County has elected to ask Offerors to contact Former and/or Current clients for submittal of the attached Reference Questionnaire Form.

Offerors must provide no more than four (4) references from similar projects performed for private State and/or large/local government clients within the last three years. **Offerors are required to submit the attached Reference Questionnaire, for the business references they listed in their proposal. The business references must submit the Reference Questionnaire directly to the designee described in Section I, Paragraph D.** It is the offeror's responsibility to ensure that the completed forms are received by or before the proposal submission deadline for inclusion in the evaluation process. **Business references that are not received in time or are incomplete may adversely affect the vendor's score in the evaluation process.** The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the County reserves the right to consider any and all information available to it (outside of the Business Reference information required herein), in its evaluation of Offeror responsibility per Section II, Paragraph C.18. Offeror shall submit the following business reference information as part of Offer:

- a) *2.1 Client name;*
- b) *2.2 Project description;*
- c) *2.3 Project dates (starting and ending);*
- d) *2.4 Technical environment; (i.e., software applications, Internet capabilities, data communications, network, hardware);*
- e) *2.5 Staff assigned to reference engagement that will be designated for work per the RFP;*
- f) *2.6 Client project manager name, telephone number, fax number, and e-mail address.*

Points will be awarded based upon an evaluation of the responses to a series of questions listed in the Reference Questionnaire Form. Points will be awarded for each individual response up to 1/4 of the total points for this category (200). Lack of a response will be awarded zero (0) points. Fifty points per reference will be calculated if 4 responses are received, with points taken away based on Reference scores, Reference response to open-ended questions or references not received.

Eddy County and the City of Carlsbad may not be used as references in response to this Addendum.

The references must be received by close of business, September 19, 2016, Local Time.

REFERENCE QUESTIONNAIRE

The State of New Mexico, as a part of the RFP process, requires proposing vendors to submit a minimum of three (3) business references as required within this document. **The County is asking for four (4).** The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is required to send the following reference form to each business reference listed. **The business reference, in turn, is requested to submit the Reference Form directly to the Procurement Manager by the RFP submission deadline for inclusion in the evaluation process.** The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation.

RFP #B-16-10 REFERENCE QUESTIONNAIRE FOR:

(Name of company requesting reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the Eddy County via facsimile or e-mail at:

Name: Bob Fabian, Procurement Manager

Address: 101 W. Greene

Telephone: 575-887-9511

Fax: 575-628-3275

Email: rfabian@co.eddy.nm.us

no later than **September 19, 2016.**, and **must not be returned to the company requesting the reference.**

For questions or concerns regarding this form, please contact the Procurement Manager listed above. When contacting us, please be sure to include the Request for Proposal number listed.

CONFIDENTIAL INFORMATION WHEN COMPLETED

Company providing reference	
Contact name and title/position	
Contact telephone number	
Contact e-mail address	

QUESTIONS:

1. In what capacity have you worked with this vendor in the past?

COMMENTS:

2. How would you rate this firm's knowledge and expertise?

____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?

____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

4. What is your level of satisfaction with hard-copy materials produced by the vendor?

____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

5. How would you rate the dynamics/interaction between the vendor and your staff?

____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

COMMENTS:

7. How satisfied are you with the products developed by the vendor?

____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

8. How would you rate the timeliness of services of this vendor?

____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

9. Was the vendor responsive to problems and complaints?

COMMENTS:

10. With which aspect(s) of this vendor's services are you most satisfied?

COMMENTS:

11. With which aspect(s) of this vendor's services are you least satisfied?

COMMENTS:

12. Would you recommend this vendor's services to your organization again?

COMMENTS:

APPENDIX A
ACKNOWLEDGEMENT OF RECEIPT FORM – Addendum #1
Request for Proposals
Consultant and Lobbyist Services
for
EDDY COUNTY
EDDY COUNTY RFP B-16-10

In acknowledgment of receipt of this Request for Proposals, the undersigned agrees that he/she has received a complete copy, of **Addendum #1**.

The acknowledgment of receipt should be signed and returned (by fax, e-mail and courier or hand delivery) to the Procurement Manager **September 15, 2016**.

The firm listed below does/does not (circle one) intend to respond to this Request for Proposals.

FIRM: _____

REPRESENTED BY: _____ TITLE: _____

E-MAIL ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposals.

Please return to:

Bob Fabian, CPO
Eddy County Procurement Manager
101 W. Greene
Carlsbad, NM, 88220
Phone: 575-887-9511
Fax: 575-234-1835
E-mail: rfabian@co.eddy.nm.us