

**ALBUQUERQUE PUBLIC SCHOOLS  
PROCUREMENT DEPARTMENT  
ADDENDUM #1 FOR RFP NO. 13-055SS-AM  
BOND UNDERWRITING SERVICES  
JUNE 27, 2013 – 11:00 AM**

June 19, 2013

Please note the following changes/corrections:

- Responses to written questions on the following pages.
- Replace 3.4.1 Organization and Indexing, Volume #2 (Mandatory) with revised page 16.
- Replace Appendix K, Submittals Check off List with revised page 45.

Thank you for your interest in Albuquerque Public Schools

**ACKNOWLEDGE ADDENDUM WITH RFP:**

**Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

---

**COMPANY/FIRM NAME**

---

**SIGNATURE**

---

**DATE**

**Sandra Sanchez, C.P.M., A.P.P., CPPO, CPPB  
Procurement Manager**



**REQUEST FOR PROPOSAL  
RFP #13-055SS-AM  
BOND UNDERWRITING SERVICES**

**RESPONSE TO TECHNICAL QUESTIONS SUBMITTED**  
(Similar questions grouped together)

**TECHNICAL QUESTIONS**

1. It appears there are about 4 different financing anticipated – do you want pricing proposal for each of them.

*Answer: No. Please complete the Fee Response Form as requested.*

2. Appendix D (Firm Capabilities Information) requests Firm Capital as of June 30, 2013, which is after the due date of the RFP. Is it acceptable to use the most recent quarterly statements?

*Answer: Yes*

**PROCUREMENT QUESTIONS**

1. You require separately bound (or otherwise put together) sets for each Volume 1 and Volume 2: Pre-Proposal Questions

*Answer: Yes. Mark "Original" on original of each volume.*

2. You are requesting a total of 5 sets + 1 CD for Volume 1, and only 2 sets with no CD for Volume 2?

*Answer: Correct. Information from Volume 1 and Volume 3 (if applicable) can be on the same CD.*

3. Would the 2 sets of Volume 2 forms each require original signatures or just the original?

*Answer: Just the original requires an original signature.*

4. A letter of transmittal, or cover letter, would be included in Volume 1 with a copy of the Letter of Transmittal Form. While the original of the Letter of Transmittal Form is to be include in Volume 2? – With or without accompanying letter of Transmittal?

*Answer:*

*Include copy of "Letter of Transmittal Form" in Volume 1  
Include original "Letter of Transmittal Form" in Volume 2*

5. Do you want each of the "Volumes" to be labeled as such, i.e. "Volume 1" and "Volume 2" on each of the required sets?

*Answer: Yes. See 3.2 Number of Copies, page 15.*

**REQUEST FOR PROPOSAL  
RFP #13-055SS-AM  
BOND UNDERWRITING SERVICES**

**RESPONSE TO TECHNICAL QUESTIONS SUBMITTED CONTINUED**

**PROCUREMENT QUESTIONS CONTINUED**

6. Section 4.0 refers to Offeror Cost Response Form Appendix D. I see an Appendix E as the Fee Response form and a Firms Capability Form Appendix D – would you please clarify? Is there another separate Appendix D to be included?

On Page 16, Volume #2 lists the various Appendices but leaves out Firm Capabilities (Appendix D) and states “Appendix D” as Completed Offeror Cost Response Form (which is really Appendix E). All of the appendices in letters d through k are off by one letter. For example the Submittals Check off List is referred to as Appendix J on page 16, but the actual form is titled Appendix K in the back of the RPF. Please confirm that the Firm Capabilities need to be included in page 16 under Volume #2.

Section 4.5.3 to 4.5.5 – is it safe to assume this reference Appendices F, G, H respectively?

*Answer: See revised page 16 and 45.*

7. Question with respect to the veterans preference. It appears the credit is given only to veteran owned firms domiciled in New Mexico. Since we are a financial services firm, will there be any consideration given to our state as a Service Disabled Veteran Owned Business certification and/or Disabled Veteran Business Enterprise? Other governments have made an exception because of the nature of our business.

*Answer: No.. The Resident Veterans Preference Certification is for Veterans residing in the State of New Mexico.*

**Volume #2 (Mandatory)** [1 original + 1 copy (2 separate volumes total) required]

- a. Original Acknowledgement of Receipt Form (Appendix A)
- b. Letter of Transmittal Form Original (Appendix B)
- c. New Mexico Employees Health Coverage Form (Appendix C)
- d. Firm's Capabilities Form (Appendix D)
- e. Completed Offeror Fee Response Form (Appendix E)
- f. Campaign Contribution Disclosure Form (Appendix F)
- g. Conflict of Interest and Debarment/Suspension Certification Form (Appendix G)
- h. Statement of Confidentiality Form (Appendix H)
- i. Request for Taxpayer Identification Number and Certification (W-9) Form (Attachment 1)
- j. Resident Veterans Preference Certification Form (Appendix I)
- k. Offeror Information/Signature Page (Appendix J)
- l. Submittals Check off List (Appendix K)
- m. Addendum(s) if applicable

**Volume #3 (Optional)** [1 original + 4 copies +1 electronic (5 separate copies (volumes) total) required]

Any Supporting Materials (refer to 3.4.6 below)

\*Optional Proposed Summary is for informational overview only and will not be scored.

### **3.4.2 Order of Items**

Within each section of their proposal(s), Offeror should address the items in the order in which they appear in this RFP.

### **3.4.3 Inclusion of Completed Form**

All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

### **3.4.4 Costs, Rates, or Expenses Discussion**

All discussion of the proposed costs, rates, or expenses must occur only in the Offeror Cost Response Form, Appendix D, unless otherwise stated.

### **3.4.5 Marking of Volumes**

Proposal volumes should be clearly labeled and numbered. The original copy of each volume should be clearly marked as "Original" on the front of the volume.

### **3.4.6 Other Supporting Material**

Offeror may attach other materials that they feel may improve the quality of their responses. Unless provided in specific response to the requirements, this material should be included in Volume #3. While the material in Volume #3 may be reviewed by the members of the evaluation committee for background information, it WILL NOT be included in the scoring of the proposal.

**APPENDIX K**  
**SUBMITTALS CHECK OFF LIST**  
**BOND UNDERWRITING SERVICES**  
**RFP NO. 13-055SS-AM**

|     | <b>Appendix</b>  | <b>Volume #1<br/>Yes/No</b> | <b>Volume #2<br/>Yes/No</b> | <b>Form<br/>Submitted<br/>&amp; Signed<br/>Yes/No</b> |
|-----|--|-----------------------------|-----------------------------|---|
| 1.  | Acknowledgement of Receipt Form (Appendix A) (Can be faxed or emailed)                 |                             | X                           |   |
| 2.  | Letter of Transmittal Form (Appendix B)  | X                           | X                           |   |
| 3.  | New Mexico Employees Health Coverage Form (Appendix C)                                 |                             | X                           |   |
| 4.  | Firm's Capabilities Form (Appendix D)  |                             |                             |   |
| 5.  | Fee Response Form (Appendix E)   |                             | X                           |   |
| 6.  | Campaign Contribution Disclosure Form (Appendix F)                                     |                             | X                           |   |
| 7.  | Conflict of Interest and Debarment Form (Appendix G)                                   |                             | X                           |   |
| 8.  | Statement of Confidentiality Form (Appendix H)   |                             | X                           |   |
| 9.  | Request for Taxpayer Identification Number and Certification (W-9) Form (Attachment 1) |                             | X                           |   |
| 10. | Resident Veterans Preference Certification Form (Appendix I)                           |                             |                             |   |
| 11. | Offeror Information/Signature Page (Appendix J)  |                             | X                           |   |
| 12. | Submittal Check Off List (Appendix j)  |                             | X                           |   |
| 13. | Addendum(s) (if applicable) <b>(E-mail replies are unacceptable in this case.)</b>     |                             | X                           |   |

**Note: All original appendices must be included in Volume #2 except as noted above. Appendices not included in Volume #1 or #2 will be considered non-responsive and may be rejected.**

**Documents must be in a sealed envelope(s)/box(es) with RFP number, company name, address, city state, ZIP code, and the date and time by proposal due date and time.**

(Initial) All documents as indicated in the RFP are included; the required number of copies have been provided as indicated in Section 3.4.1; verified that pages are accounted for and numbered according to section; and all forms are signed and placed in the appropriate volume(s).

\_\_\_\_\_  
Offeror Company Name

\_\_\_\_\_  
Authorized Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date