



Purchasing Services Office

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Letter of Addendum

TO: All Offerors

FROM: Kimela Miller, CPO

DATE: 8/13/2024

RE: RFP Number: RFP# 2507003C, Amendment No. 2
Commodity: Statewide Data Governance Project

Please note:

This amendment is issued to incorporate into the RFP questions and their answers regarding the project.

All the following questions are regarding the Scope of Work

- Q1) Developing a Data Integration Workgroup: Are there any pre-defined structures or models you prefer for the workgroup?
- A1) The prime will review workgroup ideas proposed.
- Q2) Developing the Workgroup's Work Plan: Are there any fixed deadlines we should be aware of?
- A2) Previously answered
- Q3) Building a Data Catalog: What existing data sources need to be included in the inventory?
- A3) This is a discovery process.
- Q4) Building a Data Catalog: Are there any specific formats or templates you prefer for documenting data sources?
- A4) Not at this time.
- Q5) Building a Data Catalog: Is there a particular tool or solution currently being used to catalog the data?
- A5) Nothing in particular.

- Q6) Building a Data Catalog: What level of detail is required for the metadata documentation?
- A6) Enough to summarize basic information about data.
- Q7) Understanding Data Integration Challenges and Opportunities: Can you provide an overview of the current data systems in place?
- A7) Not required by this RFP.
- Q8) Understanding Data Integration Challenges and Opportunities: Are there any specific systems or processes that pose significant challenges?
- A8) Not required by this RFP.
- Q9) Understanding Data Integration Challenges and Opportunities: What known barriers to data integration have already been identified?
- A9) Discovery process.
- Q10) Understanding Data Integration Challenges and Opportunities: Are there any specific solutions or best practices you prefer to explore?
- A10) Discovery process.
- Q11) Project Management and External Liaison: What are the critical deadlines and key deliverables for the project if any?
- A11) Previously answered.
- Q12) Project Management and External Liaison: Can you provide a list of external partners and stakeholders we will be liaising with?
- A12) Previously answered.
- Q13) Project Management and External Liaison: Are there any specific communication protocols or preferences for interacting with these partners?
- A13) Up for discussion at time of award.
- Q14) #7 Data Sharing and Integration Technical Application Support: Are there preferred technologies or platforms for data integration solutions?
- A14) None at this time.
- Q15) Data Sharing and Integration Technical Application Support: What level of technical support and consulting is expected?
- A15) Limited technical support.
- Q16) Data Sharing and Integration Technical Application Support: How often should we facilitate communication between New Mexico agencies and other stakeholders?
- A16) Up for discussion at time of award.
- Q17) Data Sharing and Integration Technical Application Support: What are the key objectives for these communications?
- A17) Up for discussion at time of award.

- Q18) Data Sharing and Integration Technical Application Support: How many demonstrations and training sessions are anticipated?
- A18) Depends on client.
- Q19) Data Sharing and Integration Technical Application Support: What specific topics or skills should be covered in these sessions?
- A19) Related to criminal justice.
- Q20) Data Sharing and Integration Technical Application Support: Are there existing policies and procedures that we should align with?
- A20) Not at this time.
- Q21) Data Sharing and Integration Technical Application Support: What level of detail is required in the new policies and procedures?
- A21) See answer A20
- Q22) Can the NMIMT provide more details on the specific goals and outcomes expected from the Data Integration Workgroup?
- A22) Previously answered
- Q23) Are there any particular data sources or systems that need prioritization during the data integration process?
- A23) Not at this time. Discovery process.
- Q24) How many years of data does the State have in various data source systems?
- A24) Unknown.
- Q25) Can the NMIMT elaborate on the types and volumes of data to be integrated?
- A25) Not at this time.
- Q26) Are there any specific data quality standards or validation processes that need to be followed during the integration?
- A26) Not at this time.
- Q27) From a governance perspective, how many years of data is the NMIMT looking to integrate?
- A27) Discovery process.
- Q28) Does the NMIMT have any existing data store/data lake/data warehouse where data needs to be integrated?
- A28) NMT will handle technical components on this effort.
- Q29) What is the expected source-wise data growth rate in terms of % on a yearly basis?
- A29) Not required by this RFP.

- Q30) Does the NMIMT have a presence in cloud technologies? If so, is it hosted on a Commercial Cloud or a Government Cloud?
- A30) Not required by this RFP.
- Q31) Do any of the existing data systems reside in a cloud environment (Azure, AWS, GCP, etc.), or are they all on-premises?
- A31) Not required by this RFP.
- Q32) Does the NMIMT prefer for cloud or on-premise solution for data integration?
- A32) Not required by this RFP.
- Q33) For cloud solutions, is there any preference for a cloud platform (Azure/AWS/GCP)?
- A33) Not required by this RFP.
- Q34) Does the NMIMT possess the necessary documentation outlining the current systems and business processes?
- A34) Discovery process.
- Q35) Are there any specific technology preferences or constraints for the tools and platforms to be used?
- A35) Not required by this RFP.
- Q36) Could the NMIMT provide more details on the existing data governance strategy and how the new plan should align with it?
- A36) Discovery process.
- Q37) What are the key compliance and security requirements for handling sensitive data?
- A37) Discovery process.
- Q38) Is there any specific budget and timeline for this entire project?
- A38) We do not discuss the budget.
- Q39) Who are the key stakeholders, and what level of involvement is expected from them throughout the project?
- A39) Previously answered.
- Q40) Are there any existing committees or workgroups within ICASA that we should collaborate with?
- A40) Previously answered.
- Q41) What is the current state of the existing data catalog, if any, and are there preferred metadata standards ICASA wants to follow?
- A41) Previously answered.

- Q42) Could the NMIMT elaborate on any known challenges with the current data systems that we should address in our assessments?
- A42) Discovery process.
- Q43) Are there anticipated barriers to data integration, such as technical limitations, organizational resistance, or regulatory concerns?
- A43) Discovery process.
- Q44) Can the NMIMT provide more details on the desired technical solutions for data sharing and integration?
- A44) Discovery process.
- Q45) Does the NMIMT expect the vendor to deploy any on-site resources to complete any tasks in the project or it is possible to go for completely remote resources?
- A45) Not required by this RFP.
- Q46) Can vendors utilize a hybrid resource model (on-site, remote, off-shore) to accomplish the project?
- A46) No.
- Q47) As per our understanding, this project is more advisory. Will there be a separate RFP for implementation and the same vendor can be considered for the proposed solution?
- A47) At this time, there are no plans for additional RFPs. This was also answered in a previous addendum.
- Q48) Could NMIMT please kindly grant an extension for the due date submission?
- A48) No.
- Q49) Evaluation Criteria 2.2 Resume(s). Could NMIMT kindly clarify how many references are needed for the key personnel?
- A49) Three – five references for the company, not individual employees.
- Q50) Evaluation Criteria 2.2 Resume(s). Is it allowed to use subcontractor references?
- A50) No, we are requesting contractors who have directly worked with the contractor submitting the proposal.
- Q51) Evaluation Criteria 2.2 Resume(s). Could NMIMT please clarify if it is required to provide resumes of the proposed personnel? If yes, is there a page limit for the resumes?
- A51) Yes, we want to know the key people who we will be working with. Two-three pages per person.
- Q52) Is the utilization of subcontractors permitted by NMIMT for this project?
- A52) It may be possible if the prime contractor does not have the resources in-house.

- Q53) Residential And Native American Preference / Veterans And Veteran Native American Preference. Could NMIMT please clarify whether the "Residential and Native American Preference" and the "Veterans Native American Preference" can be applied through a subcontractor?
- A53) No it cannot, it must be through the contractor who is named on the certification issued by NM Tax and Revenue.
- Q54) NMIMT please disclose the allocated budget for this contract?
- A54) Previously answered.
- Q55) Is there any incumbent associated with this project? If so, please disclose the name.
- A55) This is a new project.
- Q56) Is it required to provide the Certificate of Insurance (COI) alongside the proposal response?
- A56) The certificate would be provided once a contract is signed with the selected company.
- Q57) If the resources a firm provides at the time of proposal submission are not available at the time of a potential contract award, could firms replace them with equally qualified resources?
- A57) Our preference is to work with the people we have vetted in the RFP process. If it does become necessary, we will consider it when it is presented to us.
- Q58) Could NMIMT please confirm that we can fill out proposal forms electronically?
- A58) You can fill them out electronically, but you cannot submit them electronically. We require an original signature.
- Q59) Could NMIMT please consider permitting the use of electronic signatures?
- A59) We require an original signature.
- Q60) Could NMIMT please clarify, if firms can provide commercial references?
- A60) No commercial references. We want actual clients who have worked with the submitting contractor.
- Q60) Could NMIMT please clarify, if firms can provide references for ongoing contracts?
- A60) Yes.
- Q61) Are there any format margins that we need to consider when writing our proposal?
- A61) Normal 1" margins are fine.
- Q62) What is the suggested font size and type for the proposal?
- A62) We have no preference.
- Q63) Does the NMIMT accept offshore resources to execute the project?
- A63) no
- Q64) In case firms are submitting confidential information in the response, is it required to provide a redacted version?

- A64) The contractor should label pages as confidential or proprietary. No need to redact.
- Q65) Could the Agency please provide the estimated date of the project execution?
- A65) As soon as possible.
- Q66) Furnish three (3) examples of previous projects similar to the requirements stated in NM Tech's SOW. Could NMIMT confirm if firms can utilize commercial experience here?
- A66) Previously answered.
- Q67) In addition, customer satisfaction will be evaluated, could the NMIMT please clarify what information/details firms are supposed to show the customer satisfaction in the proposal?
- A67) We will be contacting references to ascertain their customer satisfaction with the submitting contractor.
- Q68) Since there is no proposal format given, can firms use the Evaluation Criteria as a format for the proposal?
- A68) Yes, that would be fine.
- Q69) Could NMIMT please clarify if vendors are allowed to include a cover letter in the technical response?
- A69) Yes.
- Q70) Experience and Past Performance - could NMIMT please confirm if vendors can provide ongoing projects to suffice this requirement?
- A70) Previously answered.
- Q71) Experience and Past Performance, could NMIMT please confirm if vendors can subcontractor's experience to suffice this requirement?
- A71) Previously answered.
- Q72) Could NMIMT please confirm if vendors have to provide resumes for the key personnel or for the complete project team members? If resumes for the project team are required, can vendors replace these resources in case they are no longer available when the contract is awarded?
- A72) Previously answered.
- Q73) Cost - Could NMIMT please clarify if there is a specific format for vendors to provide the pricing/cost?
- A73) There is not a specific format. The company can decide what is appropriate.
- Q74) Could NMIMT kindly consider accepting electronic proposal responses?
- A74) Previously answered.
- Q75) Can NMIMT please clarify if it mandatory be headquarters in New Mexico to participate in this project?
- A75) A company does not need to have an office in New Mexico in order to submit an offer.

- Q76) Is it mandatory to have a Resident Contractor Certification Number and a Resident Veteran Contractor Certification Number? If no can be filled out with N/A in the form?
- A76) It is not mandatory. N/A is appropriate.
- Q77) In case the Resident Contractor Certification Number and Resident Veteran Contractor Certification Number are mandatory, can firms use a subcontractor to comply with this requirement?
- A77) Previously answered.
- Q78) Could NMIMT please clarify if the form Conflict of Interest must be provided alongside the proposal response?
- A78) Yes.
- Q79) Could NMIMT please clarify if this form must be provided alongside the proposal response?
- A79) All forms (pgs 12 -16) must be provided. The exception is the Professional Services Agreement (PSA), pg 17-23, which will be completed by NMT and the awarded vendor.
- Q80) Can you confirm that the vendor will be precluded only if it prepares materials for inclusion in an RFP? If a vendor prepares materials that are later used by the Institute or NMIMT as part of an RFP, will they not be precluded from bidding?
- A80) Here is the language from the NMSA 10-16-13. Prohibited bidding. No state agency or local government agency shall accept a bid or proposal from a person who directly participated in the preparation of specifications, qualifications or evaluation criteria on which the specific competitive bid or proposal was based. A person accepting a bid or proposal on behalf of a state agency or local government agency shall exercise due diligence to ensure compliance with this section.
- Q81) The RFP Reference Page 11 15.2(7) When asked under Activity 7, "Provide consulting services to ICASA in the implementation of data integration technical solutions." In reference to software and technical solutions, your response to Question 9 was that "We are not looking for a software solution." What data integration technical solutions or other technologies does the Institute already have licensed that could support this project that vendors will need to implement, integrate, and/or work with?
- A81) NMIMT has in-house capabilities to create any software they require.
- Q82) The RFP Reference Page 11 15.2(7) When asked under Activity 7, "Provide consulting services to ICASA in the implementation of data integration technical solutions." In reference to software and technical solutions, your response to Question 9 was that "We are not looking for a software solution." What data integration technical solutions or other technologies is the Institute looking to leverage now?
- A82) Same question and answer in Q2, A2.

- Q83) The RFP Reference Page 11 15.2(7) When asked under Activity 7, "Provide consulting services to ICASA in the implementation of data integration technical solutions." In reference to software and technical solutions, your response to Question 9 was that "We are not looking for a software solution." Please share the intent or expectation of what the future technical solution is comprised of?
- A83) Previously answered.
- Q84) If you do not have a vision for the future state technical solution, is the Institute open to recommendations from the selected vendor upon completion of this consulting engagement?
- A84) Yes.
- Q85) Assuming the Institute would want recommendations around a future state technical solution does ICASA have a preference for COTS, SaaS, or open source?
- A85) Open source.
- Q86) Page 1, Section 1, 1.5: Is the cost information to be provided in a separate sealed envelope from the Technical Proposal? According to Page 5, Section 4, 4.2 - "The price portion of the offer shall remain sealed until the evaluation committee has completed..."
- A86) Yes, please separate the cost by putting it in its own envelope. Once we review the technical offer, we will proceed to review the cost portion.
- Q87) Is there an anticipated length of the contract - 6 months or 1 year?
- A87) We have the option to award up to four years. See 10.1.
- Q88) The RFP states that the discovery may include additional state and federal stakeholder groups. How many entities will need to be interviewed as part of this project?
- A88) At this point, we have identified several "possible" sources so don't really have a number.
- Q89) How many data sources will be evaluated during the discovery and documentation process for the data catalog?
- A89) We have no idea, it will be up to the discovery process.
- Q90) Metadata attribution standards can take many forms based on the type of data collected, such as GIS projection and accuracy information on GIS datatypes; Linear Referencing Systems (LRS) is another example. Is this deliverable to include all options in one formatted table or one for each of the dataset-type options?
- A90) This will be discussed with the selected vendor.
- Q91) How will communication be coordinated among the various agencies and the awarded vendor?
- A91) That will be decided after the vendor is selected.
- Q92) To what extent is the awarded vendor expected to integrate with individual agency teams in New Mexico?

- A92) That will be decided with the selected vendor before the project starts.
- Q93) Can the awarded vendor rely solely on the centralized ICASA team set up for this work, or is broader engagement across multiple New Mexico agencies mandatory?
- A93) We would not say mandatory, but there should be some involvement. The extent has not been identified at present.

This RFP due date is extend to **August 27, 2024.**