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Letter of Addendum

TO: All Offerors

FROM: Meradeth Montoya, Associate Director of Purchasing

DATE: 11/13/2026

RE: RFP Number: RFP #27100011 - Amendment #2

Commodity: Campus Residential Housing Management Software

Q1: Section 15, Scope of Work — How many residence halls, beds, and residents will the system serve, and approximately how many staff users (including resident assistants and administrators) will require access? What housing management system, if any, is currently in use?

A1: New Mexico Tech has eight residence halls with approximately 750 beds, representing maximum resident capacity. Approximately 25 resident assistants, five desk staff, and 10 professional staff will require system access. The current housing management system is StarRez.

Q2: Sections 1.14 and 15.4 — What is the required go-live date, and is that date tied to a specific housing application or room-selection cycle (for example, fall housing selection)? What is the expected implementation timeline from contract award?

A2: The current housing system contract ends June 1, 2027, and New Mexico Tech seeks to have the replacement system operational by that date. Ideally, implementation would begin in January 2027. Housing applications need to be available in March 2027, either through the new system or through a process for transferring applications from the existing system at the conclusion of implementation.

Q3: Sections 10.1 and 15.12 — Is there a budget range, estimated value, or not-to-exceed amount for the four-year term that proposers should plan against? If no range can be shared, please confirm that cost will be evaluated solely on the proposals submitted.

A3: New Mexico Tech is not providing a budget range or estimated contract value for this solicitation. Proposers should submit their most competitive pricing in accordance with the RFP requirements. The evaluation committee will initially review and score proposals based solely on the technical evaluation criteria. Cost proposals will remain sealed and will not be reviewed during the technical evaluation process. Once the technical evaluation has been completed, cost proposals will be reviewed and scored separately as the final phase of the evaluation process, in accordance with the RFP evaluation criteria.

Q4: Section 4.1.1 — The five main evaluation categories appear to total 100 points, with an additional 8 points for resident preference and 10 points for veteran preference, for a combined total of 118 points. Please confirm the correct maximum total score. Can a proposer receive both the resident and veteran preferences, or only one?

A4: The maximum total score is 110 points. A proposer may receive either resident preference points or veteran preference points, but not both.

Q5: Sections 8 and 9 — Sections 8 and 9 describe the resident preference as 8% and the veteran preference as 10%. Please confirm whether these preferences are applied as points added to the score, as a percentage of the total score, or in another manner, and how that application relates to Section 4.1.1.

A5: Applicable preference points are added to the evaluation score. The maximum possible score, including applicable preference points, is 110 points. Resident and veteran preferences may not be combined.

Q6: Sections 15.11 and 1.12 — Will every proposer be invited to provide the 30-minute product demonstration, or only proposers on a shortlist following evaluation of the written proposals? When will demonstrations be scheduled, what scenarios or functions must be demonstrated, and how will the 15 demonstration points be allocated?

A6: Only shortlisted proposers, selected following the initial evaluation of written proposals, will be invited to participate in a 30-minute product demonstration. Demonstrations are scheduled for the week of November 30 through December 4, 2026. Demonstrations must address the essential functions of the proposed housing management system, including student and administrative access and functionality, institutional IT support requirements, implementation timeline, integration with Ellucian Banner, reporting capabilities, and access to historical data. The 15 demonstration points will be awarded based on the system's ease of use, its ability to meet the functional and integration requirements outlined in the Scope of Work, and the level of ongoing institutional IT support required to maintain the system.

Q7: Sections 15.9 and 4.1.1(e) — Section 15.9 states that integration must be native to Ellucian Banner SaaS and must not require direct database access, custom tables, or custom file-based scripts, while Section 4.1.1(e) asks proposers to describe SFTP drop folders and related file transfer. Please confirm which requirement controls, and whether SFTP or file-based transfer is permitted for any part of the integration or only prohibited for core Banner data exchange.

A7: Section 15.9 governs integration with Banner SaaS. The proposed solution must not require direct database access to Banner SaaS, custom Banner tables, or modifications to existing Banner tables or fields. Offerors may propose auxiliary servers for integration functions, including secure SFTP or integration code, but must not assume New Mexico Tech will provide the supporting infrastructure. New Mexico Tech anticipates Banner SaaS go-live no earlier than July 2027. Depending on contract award and implementation timing, an interim integration with the current on-premises Banner environment may be needed. Such an interim solution must not require supplementary tables or modifications or customizations to existing tables or fields in on-premises Banner. As clarified in Amendment #1, secure SFTP for non-core data flows may be permitted with prior approval; REST API is preferred where both methods are available.

Q8: Section 15.8 — Section 15.8 refers to "SAML 2.0 and 3.0" and "OATH 2.0." Please confirm that the intended requirements are SAML 2.0 and/or OpenID Connect for single sign-on and OAuth 2.0 for authorization. Which identity provider does New Mexico Tech use?

A8: The intended requirements are SAML 2.0 and/or OpenID Connect for single sign-on and OAuth 2.0 for authorization. New Mexico Tech uses Microsoft Entra ID as its identity provider. The references to SAML 3.0 and "OATH 2.0" were incorrect.

Q9: Section 15.9 — Which Ellucian Ethos data models/API entities must the housing system support (for example, persons, students, and academic periods), in which direction (Banner to housing, housing to Banner, or both), and with what update frequency? What versions of Banner SaaS and Ethos is New Mexico Tech currently running?

A9: New Mexico Tech currently operates Banner 8 on-premises. Banner SaaS go-live is anticipated no earlier than July 2027, at which time New Mexico Tech expects to use the then-current supported product version. Based on current StarRez usage, the identified data models/entities include student, persons, academic periods, addresses, academic levels, admissions-decisions, curriculum-rules-major-and-departments, registration-related models, genders, visas, class-codes, personal-pronouns, and emails. This is a preliminary list and may not be exhaustive; it is not a finalized list of mandatory entities for the replacement system. The current data direction is Banner to housing, with daily updates. The final integration design and requirements for the replacement solution will be coordinated with ITC during implementation. Exact Banner SaaS and Ethos version numbers have not been provided; the exact current Banner 8 version is also pending confirmation. Offerors should describe their supported entities, data-flow directions, and synchronization frequencies.

Q10: Sections 1.5 and 4.2 — The RFP states that cost will remain sealed until technical evaluation is complete, but submission instructions describe a single printed original and a thumb drive in one sealed package. Should the cost proposal be submitted in a separate sealed envelope (and as a separate file on the thumb drive)? Please confirm the required packaging.

A10: The printed cost proposal must be submitted in a separate sealed envelope clearly marked “Cost Proposal” within the overall proposal package. The electronic cost proposal may be included on the same thumb drive as the other proposal files, but it must be a separate, clearly labeled electronic file. A separate thumb drive is not required. Cost information must be kept separate from the technical proposal and excluded from the redacted version. This response clarifies the electronic submission instructions in Amendment #1.

Q11: Section 15.12 — Is there a required cost proposal form? If not, please confirm that proposers should present costs separately for Year 1, Year 2, Year 3, and Year 4, with implementation, data migration, training, and ongoing support/licensing shown as separate line items.

A11: There is no required cost proposal form. Proposers must present costs separately for Years 1, 2, 3, and 4, identifying implementation, data migration, training, and ongoing support/licensing as separate line items. The total annual cost must be provided for each year; annual percentage increases may be included.

Q12: Sections 15.4 and 15.5 — The RFP does not state requirements for integration testing, data-migration testing, or user acceptance testing, nor service levels, uptime targets, or support hours. Please confirm whether New Mexico Tech has required testing/acceptance criteria, service-level targets, and support coverage hours that proposers should address, and if so, what they are.

A12: New Mexico Tech has not established additional specific testing/acceptance criteria, service-level targets, or support coverage hours for this clarification. Proposers should describe the integration testing, data-migration testing, user acceptance testing, service levels, uptime commitments, and support coverage they provide, including any additional charges for services beyond their standard offering.

Q13: Section 15, Scope of Work (data migration) — What historical housing data must be migrated into the new system, covering what period, in what approximate volume and format, and from what source system? Will sample data or a data dictionary be provided to the awarded vendor?

A13: Approximately four years of historical housing data will be migrated from StarRez.

ALL OFFERORS ARE REQUIRED TO CONFIRM RECEIPT OF THIS AMENDMENT IN THEIR RESPONSE. ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.