



Purchasing Services Office
801 Leroy Place
Socorro, NM 87801
(575) 835-5886

Letter of Addendum

TO: All Offerors

FROM: Lisa Majkowski, Director of Purchasing Services

DATE: 07/02/2026

RE: RFP Number: RFP #27070001 - Amendment No. 4
Commodity: Production and Communications IDIQ

Q1. What is the order to be followed specified in this sentence? I have read the RFP multiple times *"1.13 Proposer's offer must be bound and indexed and must use, where required, the forms provided in the RFP. Proposers should organize each copy of their offer as follows, with a tab / section for each alpha designation and its title, in order to simplify evaluation. If the required format is not followed, the offer may be eliminated from consideration."*

A1. Proposers should use tab dividers with titles to identify each major section of their proposal.

Q2. Do you have an example of what a completed contractor application/package/offer looks like?

A2. While we do not provide a sample template, a completed proposal must include the following components to be considered responsive:

- **Scope of Work (SOW) Identification:** Clearly identify which specific component(s) of the SOW you are bidding on—whether one, several, or all (see RFP page 11).
- **Technical Proposal:** Detail your experience, qualifications, and specific response/approach to the SOW (see evaluation criteria on RFP page 5).
- **Portfolio Information:** Provide relevant portfolio samples as outlined on RFP pages 5 and 12.
- **References:** Include professional references as required by the evaluation criteria (RFP page 5).
- **Cost Proposal:** Submit your pricing in a separate, sealed cost proposal.
- **Required Forms:** Complete and include all required forms (RFP pages 13–17), ensuring they feature original, ink signatures. Proposals submitted without a signed Offer form are considered non-responsive and will not be evaluated.

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