Purchasing Services Office
801 Leroy Place
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(575) 835-6168

Letter of Addendum

TO: All Offerors

FROM: Lisa Majkowski

DATE: 11/18/2026

RE: RFP Number: RFP #27100011 - Amendment #3

Commodity: Campus Residential Housing Management Software

Q1: (Section 15.2 Pg 12) - Does NMT intend to manage residential maintenance work orders directly within the proposed housing management system, or is an integration with an existing campuswide facilities management system (such as TMA) required? If integration is required, please confirm the system currently in use and what data you would want to send between the two systems.

A1: Work orders are sent to in house facilities, the university Facilities Management, and ITC. Facilities Management uses Web TMA, and we send direct emails for other work orders. A direct integration is not required, but would like to simplify the transfer of information to the appropriate office. The information required for Web TMA includes requestor information, location, problem type, problem/request description, time available for maintenance, requested completion date, attachments, billing information, and request date.

Q2: (Section 15.8 Pg 13) - For students signing housing contracts, would NMT accept a standard electronic agreement where students type their name or student ID to accept the contract, or is a more formal electronic signature solution required? If a formal solution is required, does NMT currently use AdobeSign or DocuSign on campus? If so, which one would NMT prefer to integrate with?

A2: We do allow the typing of the name and ID number. If a more formal signature situation is needed, Adobe Sign would be preferred.

Q3: Section 10.1, Pg 9) – Please clarify the terms of this agreement regarding renewals.

A3: An initial four-year contract will be awarded under this RFP. By mutual agreement, the contract may be extended for another four years; otherwise, New Mexico Tech may issue a new RFP when the initial term expires.

Q4: (Section 15.11 - Presentation Pg 14) - Would NMT allow proposers to conduct the 30min product demonstration on-site, while also hosting and recording the presentation via Zoom for those who cannot attend in person?

A4: All presentations will be held exclusively on Zoom.

Q5: (Section 15.6 – Vendor Privacy and Security, Page 12) - Could NMT please provide a copy of the Memorandum of Agreement (MOA) and/or Interconnection Security Agreement (ISA) referenced in this requirement?

A5: Please note that this form will be included as part of the contract negotiations with the selected vendor.

Q6: (Section 5.9.1) - Can you confirm the sample Professional Services Agreement is the only additional contract form or terms and conditions intended to be included in, or incorporated into, the resulting agreement? If other standard terms, conditions, policies, exhibits, or security/privacy requirements are intended to apply, can you please provide those?

A6: In addition to New Mexico Tech's standard Professional Services Agreement (PSA), New Mexico Tech Purchasing is able to include vendor terms and conditions in the contract negotiations, subject to review for alignment with New Mexico state law and institutional policies.

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