1. Should the Mandatory and Desirable Specifications (pages 29-34) be included in “Technical Proposal (Binder 1)” after the Organizational References section (page 26, item F.2)?

The mandatory and Desirable specifications should go into the response to specifications section (F). As far as the placement of the items: if the placement after the organizational references flows for your binder it is acceptable to place it there.

Technical Proposal (Binder 1):

A. Signed Letter of Transmittal
B. Table of Contents
C. Proposal Summary (Optional)
D. Response to Contract Terms and Conditions
E. Offeror’s Additional Terms and Conditions

F. Response to Specifications (except cost information which shall be included in Cost Proposal/Binder 2 only)

1. Organizational Experience
2. Organizational References
3. Oral Presentation (optional at DFA’s deaccession)
4. Proof of Licensure in New Mexico
5. Statement of Concurrence form (appendix I)
6. Financial Stability - Financial information considered confidential should be placed in the Confidential Information binder.
7. Signed Campaign Contribution Form
8. New Mexico Preferences (If applicable)

G. Other Supporting Material (If applicable)

2. On page 27 under “Cost Proposal (Binder 2)”, the Campaign Contribution Disclosure Form, NM Employees Health Coverage Form, Affidavit Pursuant to Governmental Conduct Act, Resident Vendor Certificate, and Resident Veteran Preference Certificate are required. These are also required in the Mandatory and/or Desirable Specifications. Do you want them in both places, or can we reference back to where they originally appear?
Please make sure that all required forms are in the appropriate binder. Any forms dealing with financial information should only be in the cost binder. If there is any duplication of form requests you should include all financial forms in the cost binder and simply reference them in the mandatory and/or desirable section.

3. Items 7 and 8 under “Technical Proposal (Binder 1)” on pages 26-27 are also listed under “Cost Proposal (Binder 2)” on page 27. Do you want them in both places, or can we reference back to where they originally appear?

Please see the highlighted section in the answer to Question #1. Also see the answer to Question #2. Any form with financial information should ONLY be submitted in the cost binder; the form may be referenced in the technical proposal as being included in the cost binder.

4. On page 26 under “Technical Proposal (Binder 1)”, item 3 is “Oral Presentation (optional at DFA’s deaccession). What kind of statement do you want in this section?

   No statement is required. Oral presentations will be included only at the discretion of the agency.

5. Under Part III.C.1 about the proposal format, both the technical proposal – binder 1 and optional binder have a place for “other supporting material”. What is acceptable “other supporting material” that could be included in binder 1 versus what cannot be included in binder 1 thus should be in binder 3?

Other supporting material would be considered anything not outlined in the RFP and considered relevant by a submitting candidate.

   Binder 1 – Technical Proposals: material outlined, must not include any cost forms or cost items
   Binder 2 – Cost Proposals: material outlined: should include all financial information
   Binder 3 – Other Supporting material: (optional) should include anything that is not outlined in the above binders and is deemed as relevant to the submitting entity.

6. Under Part III.C.1 about the proposal format, the technical proposal – binder 1 indicates including the signed campaign contribution form and so does the cost proposal – binder 2. Is this correctly states so we should include this form in both binders 1 and 2?

All cost material should be in binder 2 ONLY.

7. Are all major and non-major funds under the same system of internal controls, i.e. the transactions cycles for cash receipts, cash disbursements and payroll disbursements processed by the
same personnel? If not, which special revenue and/or capital projects funds are different from the main system of internal controls and why?

All of the funds are processed by DFA personnel.

8. Is there a page limit for the proposal for either the technical or cost proposals? Or a preference if no set limit?

No set limit.

9. What progress has been made on findings 2015-0015 on the SGFIP reconciliation process and 2017-001 about year-end closing procedures – FCD?

All of the findings have been addressed and published according to management’s response to the audit findings.

10. How many 998 JEs were posted after 9/30/17 for the 2017 audit? How many 998 JEs were posted in total for the 2017 audit?

There were 38 audit adjusting JE’s all associated with period 998

11. How many audit JEs were posted in total for the 2017 audit?

There were 38 audit adjusting JE’s