

## Questions and Answers for RFP #342-2023-10:

1. Section III (A) (p. 19) indicates we submit **ONE** proposal in response to this RFP (unless we have Confidential Information, which we do)
  - a. Reading further down in Section III (A) (i) – it is indicated that we submit TWO separate files under this **one** Response (one labeled “Technical Proposal” and the second “Cost Proposal”), so, even though it is **one** submission, it will be in two separate files. **Is that correct?**

**This is correct.**

- b. Also in in Section III (A) (i), since we will submit confidential financial information, we will also submit a second redacted version of **ONLY** the “Technical” portion/file of the Response- **is that correct?**

**This is correct. To be clear we will want one email if attachment size allows with an attachment for the following: unredacted technical proposal, a redacted technical proposal, and a cost proposal.**

- c. Finally, the instruction here in Section III (A) (i), is a little confusing as it states: “Redacted versions **must** be clearly marked as “REDACTED” or “CONFIDENTIAL” on the first page...” I think the instruction to label the redacted version as “CONFIDENTIAL” may be an error as we would want to mark our **UN**-REDACTED version as “CONFIDENTIAL”, in accordance with the definitions of “Confidential”, “Redacted” and “Unredacted” on pp. 3-5 of the RFP under Section I (F). **Please confirm if this instruction to mark the redacted version as “CONFIDENTIAL” is an error.**

**Redacted version should be marked "REDACTED" and vice versa for the other version of the Technical Proposal "UNREDACTED".**

I plan to mark the **un-redacted version with “CONFIDENTIAL”** since the confidential information is **not** redacted. And, if the un-redacted version is not marked “CONFIDENTIAL”, someone might inadvertently make that public. I also plan to label **all** pages of the un-redacted version as “CONFIDENTIAL” with a watermark and not just the first page. We want to be compliant with the instructions and also need to be protective of our confidential information. **Please let me know if marking each page is allowed as a protection of the confidential information.** (The instruction states to label the “first” page.)

**We do not allow for every page to be marked confidential; you may mark the financial documents on the bottom of the page. If we were to be subject to an IPRA after the procurement was complete, we would provide the "redacted" version. The unredacted versions are only to be seen by the evaluation committee members and the procurement manager.**

2. Section IV (B) (2) p. 24 states business reference questionnaires to be submitted “on or before the date indicated in Section II.A”. I don’t see a specific due date listed for the business reference questionnaires. **Please clarify the date these are due.**

**On Appendix F, Organizational Reference Questionnaire it states "The business reference, if it chooses to respond, is required to submit its response to the Organizational Reference Questionnaire directly to: Charlette Probst, Procurement Manager, at**

**NMPSIA.procurement@psia.nm.gov by the due date for the Request for Proposals for inclusion in the evaluation process."**