



LOS ALAMOS

INCORPORATED COUNTY OF LOS ALAMOS

101 Camino Entrada, Building 3
Los Alamos, New Mexico 87544
(505) 709-5503
Procurement Division

July 30, 2024

TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:

Request for Proposals No. RFP25-07
RFP Name: Utility Billing and Work Order Software

Addendum No. 2

This Addendum No. 2 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

1. Preproposal Questions and Answers

This Addendum provides questions received by the County and answers to all potential Offerors/Proposers:

Question 1: Regarding the *General Information* section:

12. Proposers/Offerors are informed that State law requires that all foreign corporations (NMSA 1978 §53- 17-5) and limited liability corporations (NMSA 1978 §53-19-48) procure a certificate of authority to transact business in the state before transacting business in the state of New Mexico.
13. The Chief Purchasing Officer has determined a preference is applicable to this offer. To qualify for this preference, a bidder or offeror must submit a written request for preference, with a copy of the state-issued preference certificate, with its proposal to qualify for this preference. Ref. County Code Section. 31-261(b) and Section 13-1-21 NMSA 1978 et al.

We are a California LLC and we are keen to understand the process of obtaining a state-issued preference certificate. Could you guide us on where and how we could get it?

Answer 1: [It is every Offeror's responsibility to ensure that it possesses all applicable pertinent licenses, permits, bonds, registrations and/or certificates to carry out the Services required in the State of New Mexico. Offerors should contact the New Mexico Secretary of State or visit their website at <https://www.sos.nm.gov/> to request information. Offerors may also find additional useful information on the Foreign Profit Corporation page of the New Mexico Secretary of State website.](#)

2. **Corrections in Exhibit G Software Functionality Matrix and Exhibit H - Cost Proposal Worksheet**

Exhibit G - 01 Features and Functionality

- Corrected 'accomodates' to 'accommodates' throughout Exhibit G
- GF01-H: Change calcuation to calculation
- GF02, GF04: Change mater to meter
- GF03: Change commerical to commercial
- GF07: Change inventory to inventory
- GF11: Change compatable to: compatible
- GF15: Change typer to: types
- GF18: Change incorporatate to:incorporate
- GF21: Change provess to:process
- GF24: Change Dcribe to: Describe
- GF25: Change receiptent to:recipient
- GF26: Change Dcribe to: Describe
- GF34: Change billing to:billing
- CA03, CA04: Change Cashering to:Cashiering
- CLA10, CLA12: Change commerical to: commercial

Exhibit H - 02 Software Fees

- Cell A6: Change Compenent to: Component
- Cell A8: Added - Software Fees

Exhibit H - 03 Services

- Cell A8: Change Poject to: Project
- Cell A33: Change Inculde to: Include

Exhibit H - 05 Training

- Cell F6: Change separtely to: separately
- A-F32: Change Resouces to: Resources

Attached with Addendum 2 are the following corrected Exhibits:

- __rfp25-07_exhibit-g_software-functionality-matrix_final CORRECTED
- __rfp25-07_exhibit-h_cost-proposal-worksheet_final CORRECTED

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 2 is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Respondent is requested to acknowledge receipt of this Addendum No. 2 with the Proposal Forms.

I hereby acknowledge receipt of this Addendum No. 2.

Signed	Print Name	Date
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Title	Company	