



County of Bernalillo

State of New Mexico

Procurement & Business Services

One Civic Plaza NW, 10th Floor

Albuquerque, New Mexico 87102

Office: (505) 468-7013 Fax: (505) 468-7067

www.bernco.gov

DATE: April 26, 2020

TO: All Prospective Offerors

FROM: Gary Proski, Purchasing Administrator

RE: Request for Proposal (RFP) 39-20-GP
Small Business Assistance Program Administration Services

On behalf of the Economic Development Department, the Procurement and Business Services Department Purchasing Section is soliciting proposals for Small Business Assistance Program Administration Services.

Pertinent RFP documents can be downloaded through the Purchasing website www.bernco.gov/finance/procurement-and-business-services.aspx at no cost; firms must be registered to download the document. If not registered, interested parties may register at www.bernco.gov/finance/vendor-registration.aspx. Vendors are also welcome to contact Jesus Muniz at (505) 468-1680, or by e-mail jamuniz@bernco.gov to request a hard copy document at a cost of 50 cents per page.

A non-mandatory pre-proposal conference will be held on, **May 5, 2020, 2:00 p.m. (local time) by Skype only. If you are going to participate, join meeting by phone (Dial-in Number) 1-505-225-7962; Conference ID 128540815.**

Due to COVID-19 restrictions enacted by Governor Michelle Lujan Grisham on March 23, 2020, Bernalillo County has now closed a majority of its facilities to the public until further notice. As a result the Purchasing Section will only be accepting responses to any formal solicitations via an electronic drop box.

All Offeror proposals must be received for review and evaluation, no later than 4:00 PM Mountain Daylight Time on May 15, 2020, via the electronic drop box. Please upload your submittal to the following Vendor Document Uploader Website: <http://bcapp.bernco.gov/VendorDocumentUploader>. The Offeror must log in using your login and password that was used to download the RFP documents. Please note: the system does not allow an Offeror to upload a response if all documents associated with the solicitation have not been downloaded through Vendor Registration System.

It is the responsibility of the Offeror to ensure that proposals are received in the drop box prior to the deadline; the upload will include a date and time stamp. Proposals received in the drop box with a time stamp after the 4:00 p.m. deadline will be rejected. Proposals must clearly indicate response to the RFP #39-20-GP, **Small Business Assistance Program Administration Services.**

xc: RFP File #39-20-GP

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Julie Morgas Baca