

**New Mexico Tourism Department**  
**RFP: 19-418-1003-00002-00**  
**Tourism and Destination Development Roadmap**  
**Questions and Answers**

**This procurement will result in a 12 month contract award with all deliverables due prior to expiration.**

**The budget appropriation for this procurement will be determined based on the value of the proposal selected, and the cost associated with that proposal.**

<b>Question Number</b>	<b>Questions</b>	<b>Response</b>
<b>1</b>	Under what evaluation criteria on pages 25 and 26 will the Scope of Work be reviewed?	Based on the merit of the proposal in reference to the detailed Scope of Work.
<b>2</b>	The Mandatory Specifications listed in the table on pages 25 and 26 under Factor B.4.a are different than what is listed on page 24. Can you clarify/confirm that the items specified on page 24 are the correct mandatory specifications that must be included?	Please refer to Amendment 01
<b>3</b>	Is it sufficient to address the Mandatory Specifications (IV.B.8.a-e) listed on page 24 within the Scope of Work (as outlined on pages 21 and 22)? We would include a table that references pages where each specification (a-e) is addressed.	YES
<b>4</b>	Section III.C.1.b on page 21 (which should be C.1.e) asks that two example plans be included in the submission. Do you want these to be included in the technical binders or as a supplement? The plans we would like to share are 88 pages and 264 pages in length which is why I ask. If they can be shared as a supplement,	Please refer to Amendment 01-include in technical binders” and “four copies are required”.

	please clarify if one copy will suffice or if four hard copies (one original and three hard copies) are required.	
<b>5</b>	For the Campaign Contribution Disclosure Form (referenced in section IV.C.5 on page 25 and attached in Appendix B), if no member (or family member or representative) of the project team has given political contributions over \$250, is it sufficient for the President of the company to sign this form or do you require each member of the project team to fill out the form individually?	One form signed by the authorized signatory for the company submitting the proposal.
<b>6</b>	Should Appendix D, the Cost Response Form found on page 47, be included in Binder 1? On page 21, the Proposal Format section lists that the Cost Response Form should be included in Binder 2 while the Cost Response Form (page 47) says that “a detailed cost proposal will be in Binder 2.” Please confirm (a) in which binder the Cost Response Form should go and (b) if a detailed cost breakdown is desired in Binder 2.	Binder 2 must contain Appendix D with a detailed cost proposal.
<b>7</b>	For the hard copies of the proposals, is spiral binding with plastic covers sufficient or do you require 3-ring binders with hard covers?	The quality of the proposal is paramount rather than the form of binding.
<b>8</b>	What is the allocated budget for development of the roadmap?	N/A
<b>9</b>	Is there a deadline for completing the contract?	This is a 12 month contract award.
<b>10</b>	Is there a ballpark budget for the proposed scope?	N/A