



LOS ALAMOS

# INCORPORATED COUNTY OF LOS ALAMOS

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

April 12, 2024

## TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:

**Request for Proposals No. RFP24-37**  
**RFP Name: Microtransit and Paratransit Software**

### **Addendum No. 4**

This Addendum No. 4 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

This Addendum provides to all potential Offerors questions asked and County's responses.

- 1. Please clarify how the vendor should complete "Exhibit C: CAMPAIGN CONTRIBUTION DISCLOSURE FORM." For example, if the vendor has made no campaign contributions, how should the vendor fill in/complete Exhibit C? Should the vendor mark the form NOT APPLICABLE?**

ANSWER: Do not mark the form NOT APPLICABLE. If no contributions were made, check the box next to the applicable statement "NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS WERE MADE."

- a. If yes, does the vendor need to sign, date, and include title at the bottom of the form?**

ANSWER: Yes, all Offerors should sign, date, and include a title on this page and include it with their Proposal.

- b. Or, even if no vendor contributions were made, should vendor put a check mark before "NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative."?**

ANSWER: See answer to #1 above.

- c. If yes, does the vendor need to sign, date, and include title at the bottom of the page?**

ANSWER: See answer to #1.a above.

- 2. Does the vendor need to submit the "Exhibit H: FTA Checklist and Required Clauses" along with the proposal? If yes, does the vendor need to put any check marks in the checklist?**

ANSWER: Yes, Offerors should submit a signed Exhibit H with their proposals. Exhibit H includes both the checklist and the required clauses, with the applicable clauses already checked. As described in the Proposal Response Components Section No. 6, review and certify that Offeror has read and understands all contract clauses, attachments, and certifications in Exhibit H by signing the certification page from page 56 of the RFP and including the signed certification page

and entire Exhibit H with the Proposal. Do not add or remove any check marks on the checklist.

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 4 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. 4 with the Proposal Forms.

I hereby acknowledge receipt of this Addendum No. 4.

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| Signed | Print Name | Date |
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