

ADDENDUM



Incorporated County of Los Alamos
Procurement Division
101 Camino Entrada, Building 3
Los Alamos, NM 87544

This Addendum forms a part of the Solicitation documents and modifies the original Solicitation documents, as stated herein. All other provisions of the Solicitation documents remain unchanged. This Addendum 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.

GENERAL INFORMATION

To:	All holders of Solicitation documents for the below-referenced Solicitation.
Date:	January 10, 2025
Addendum No.:	No. 2
Solicitation No.:	RFP25-35
Solicitation Title:	Historical Museum and Education Program
Contact Name:	Jaime Kephart
Contact Title:	Procurement Contracts Manager
Contact Phone No.:	505-709-5503
Contact E-Mail:	jaime.kephart@lacnm.us

ACKNOWLEDGEMENT

Respondents are requested to acknowledge receipt of this Addendum by submitting a signed copy of page one (1) of this Addendum with Respondent's Bid or Proposal. Pursuant to NMSA 1978 §14-16-7, this acknowledgement may be signed by electronic signature.

I hereby acknowledge receipt of this Addendum.

Name:		Date:	
Title:		Signature:	
Company:			

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MODIFICATIONS TO THE SOLICITATION AND/OR Q&A

Please note the modifications to the Solicitation and/or questions received and County's answers.

Ref. No.	Modification and/or Question	Answers
1	Please note the following correction to the issuance date of Addendum 1 that was inadvertently left out of that document: Addendum 1 was issued on December 31, 2024.	
2	The recording for the pre-proposal meeting held on January 9, 2024, may be viewed online at the following web address: https://losalamosnm.egnyte.com/dl/d8pbLbh2sF	
3	The attendance list for the pre-proposal meeting is attached on Page 2 of this Addendum.	
4	The Councilors shown in Exhibit C of the original Solicitation documents have changed since the advertising date. Offerors should include with their proposals the revised Exhibit C, attached hereto starting on Page 3.	
5	What is the relationship between the museum and the Historical Society?	The Historical Society is the current contractor for the Historical Museum and Historical Education Program.
6	Can you provide some context of why this particular scope of work has been presented this way as an RFP to a contractor instead of hiring staff directly?	The County does not have the staff and expertise within the County to run the operations and provide to the County the full scope of services described in the RFP.
7	Are there any growth goals or changes you'd like to see? Is there a shift in the scope of work between the last contract and this new contract?	There are no substantial changes between the current contract scope of services and the scope of Services in this RFP.
8	Is there anywhere we can find information about number of visitors or is there a pro forma annual report of some sort?	Information is provided in the County's annual budget, which can be found at the following URL, FY25 Adopted Budget, Pg. 205: https://www.losalamosnm.us/Government/Departments-and-Divisions/Administrative-Services/Finance-and-Budget/Reports-and-Budgets

PRE-PROPOSAL MEETING ATTENDANCE

Name	Company	Phone	E-Mail
Jaime Kephart	LAC – Procurement	505-709-5503	Jaime.kephart@lacnm.us
Linda Lindstrom	LAC – Community Services	505-663-1785	linda.lindstrom@lacnm.us
Chelsea Ashcraft	LAC – Community Services	505-662-8261	Chelsea.ashcraft@lacnm.us
James Zerr	LAC – Facilities	505-662-8158	Jm.zerr@lacnm.us
Ellyn Felton	LAC – Community Development	505-662-8087	Ellyn.felton@lacnm.us
Hillary Spencer	Agency		hillary@agency.museum
Jennifer Foley	Horizon Insights		jennifer@horizoninsights.org
Todd Nickols	Los Alamos Historical Society		execdirector@losalamoshistory.org

Exhibit C – REVISION 1
Campaign Contribution Disclosure Form
RFP No:25-35
RFP Name: Historical Museum and Education Program

Any prospective contractor seeking to enter into a contract with the Incorporated County of Los Alamos must file this form disclosing whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official during the two (2) years prior to the date on which prospective contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date prospective contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds TWO HUNDRED FIFTY DOLLARS (\$250.00) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other things of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of:
(a) a prospective contractor, if the prospective contractor is a natural person; or
(b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a ☐ member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS: (Report any applicable contributions made to the following-COUNTY COUNCILORS: Theresa Cull; Melanee Hand; Susie Havemann; Ryn Hermann; Beverly Neal-Clinton; David Reagor; and Randal Ryti.)

Contribution Made By:			
Relation to Prospective Contractor:			
Name of Applicable Public Official:			
Contribution(s) Date(s)	Contribution Amount(s):	Nature of Contribution(s):	Purpose of Contribution(s):
	\$		
	\$		
	\$		
	\$		
	\$		

(Attach extra pages if necessary)

Please check the box next to the applicable statement.

<input type="checkbox"/>	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, and I have disclosed those contributions.
<input type="checkbox"/>	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.

Signature

Date

Title (position)