

# 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**

<b>To:</b>	All holders of Solicitation documents for the below-referenced Solicitation.
<b>Date:</b>	January 15, 2025
<b>Addendum No.:</b>	No. 3
<b>Solicitation No.:</b>	RFP25-35
<b>Solicitation Title:</b>	Historical Museum and Education Program
<b>Contact Name:</b>	Jaime Kephart
<b>Contact Title:</b>	Procurement Contracts Manager
<b>Contact Phone No.:</b>	505-709-5503
<b>Contact E-Mail:</b>	<a href="mailto:jaime.kephart@lacnm.us">jaime.kephart@lacnm.us</a>

## **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.**

<b>Name:</b>		<b>Date:</b>	
<b>Title:</b>		<b>Signature:</b>	
<b>Company:</b>			

(This space intentionally left blank)

## **MODIFICATIONS TO THE SOLICITATION AND/OR Q&A**

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

<b>Ref. No.</b>	<b>Modification and/or Question</b>	<b>Answers</b>
1	The homestead and walking tours are both visitor self-guided tours. Would you please clarify what the expectation is for the contractor as pertains to these self-guided tours?	To ensure the tour is accessible, safe, and user-friendly. Deliver clear and engaging content that enhances the participant's experience with minimal external assistance. Handle logistical elements like navigation aids and ensuring compliance with safety and accessibility standards.
2	Please clarify what the County considers an annual financial review.	A report that summarizes the contractor's financial performance and operations over the previous year. Preference would be a profit/loss statement or balance sheet, but a summary report would also be acceptable. The important piece of this is that it is done through an outside or third-party review.
3	Is the County legally required to take a portion of admission fees? If so, what is that portion used for by the County?	These are the terms and conditions as part of the services being requested. Any funds received are deposited into the general fund to offset any administrative costs as part of the contract.