



New Mexico  
Department of Public Safety

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**ADDENDUM 1**

**RFP 23-79000-4000-00003  
Emergency Medical Dispatch Protocol Software System**

June 7, 2023

Please note the following changes to the above referenced RFP.  
Changes are in *red, bold, italicized font*.

- Proposal Due Date Change on RFP Cover Page, verbiage changed to:  
*Proposal Submission Deadline: July 11, 2023 at 3:00 PM (MDT)*
- Section I, Paragraph D. Procurement Manager, is revised as follows:  
*Name: Marilee P. Gallacher, CPO, Procurement Manager*  
*Telephone: 505-394-5669*  
*Email: Marilee.Gallacher@dps.nm.gov*
- Date Changes to the Sequence of Events in Section II. A. Sequence of Events, page 8; revised as follows:

Action	Responsible Party	Due Dates
1. Issue RFP	SPD	April 27, 2023
2. Acknowledgement of Receipt Form	Potential Offerors	May 5, 2023
3. Pre-Proposal Conference	Agency	May 12, 2023
<i>4. Submit Amended Acknowledgement of Receipt Form</i>	Potential Offerors	<i>June 12, 2023</i>
<i>4. Deadline to submit Written Questions</i>	Potential Offerors	<i>June 14, 2023</i>
<i>5. Response to Written Questions</i>	Procurement Manager	<i>June 16, 2023</i>
<i>6. Submission of Proposal</i>	<i>Potential Offerors</i>	<i>July 11, 2023 at 3:00 PM MDT</i>
<i>7. Proposal Evaluation</i>	Evaluation Committee	<i>TBD</i>
<i>8. Selection of Finalists</i>	Evaluation Committee	<i>TBD</i>
<i>9. Finalize Contractual Agreements</i>	Agency/Finalist Offerors	<i>TBD</i>

<b>10. Contract Awards</b>	Agency/ Finalist Offerors	<b>TBD</b>
11. Protest Deadline	SPD	15 days after Contract Award

- Section II, B., Paragraph 5. Response to Written Questions, page 9, corrected webpage link is below:  
<https://www.dps.nm.gov/wp-content/uploads/2023/05/Emergency-Medical-Dispatch-Protocol.pdf>
- Section II, B. Paragraph 6. Submission of Proposal, page 9 – 10: the revised verbiage below prevails:  
*At this time, only electronic proposal submission is allowed via email. Do not submit hard copies until further notice.*

*Multiple emails may be required in order to submit all required proposal documents. PLEASE NOTE: It is better to send a larger number of emails with up to four or five attachments than to attempt to send a fewer number of emails with a larger number of attachments, making the email too large for delivery because of its size. It is recommended that the option for Delivery Receipt is selected with each email.*

*The subject line for each email must be in the following format:  
DPS EMD RFP – [Offeror Business Name] – Email [#] of [#].*

*Examples of a Subject Line:     DPS EMD RFP – ABC Company – Email 1 of 3  
DPS EMD RFP – ABC Company – Email 2 of 3, etc.*

*ALL PROPOSALS MUST BE RECEIVED BY THE PROCUREMENT MANAGER NO LATER THAN 3:00 PM MDT ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS. NO LATE PROPOSAL CAN BE ACCEPTED. The date and time of receipt is recorded on each email. Such electronic submissions will be considered sealed in accordance with statute. It is the Offeror’s responsibility to ensure all documents are completely submitted electronically via email by the deadline set forth in this RFP. If multiple emails are required in order submit all Proposal documents, the final email time must be no later than 3:00 PM MDT. If the final email is after the deadline, then entire proposal submission will be deemed late. Please ensure that you, as the Offeror, allow adequate time to send large proposals in their entirety, and to complete your submittal by the deadline.*

*Proposals submitted by facsimile or in hard copy will not be accepted. A log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to §13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.*

- Section II, Paragraph B. 11. Protest Deadline, page 11, is changed as follows:  
*The protest must be directed to:  
DPS Office of Legal Affairs  
General Counsel or Designee  
Re: RFP Protest*

**4491 Cerrillos Road  
Santa Fe, NM 87507  
505-827-9040**

- Section II, Paragraph C. 27. Use of Electronic Versions of this RFP, page 17, the corrected website link is below:  
<https://www.dps.nm.gov/wp-content/uploads/2023/05/Emergency-Medical-Dispatch-Protocol.pdf>
- Revised Appendix A – Acknowledgement of Receipt, attached.  
***Please complete and return the attached, revised Appendix A – Acknowledgement of Receipt as soon as possible, per the instructions on the form.***

The remainder of the RFP remains the same.

**Include this signed and dated Addendum and Acknowledgement with your Proposal. Acknowledgment not signed, dated and included with the RFP Proposal, may deem the Proposal submission as non-responsive, and the proposal may be rejected.**

Thank you for your interest in the New Mexico Department of Public Safety solicitations.



Marilee P. Gallacher, SPSM, CPO  
Chief Procurement Officer

**RFP 23-79000-4000-00003  
Emergency Medical Dispatch Protocol Software System**

**ADDENDUM #1 ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**APPENDIX A**  
*Amended 6.7.2023*

**REQUEST FOR PROPOSAL**  
**23-79000-4000-00003**

**Emergency Medical Dispatch Protocol Software System**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

*Please complete and resubmit to the Procurement Manager (below).*

This optional Acknowledgement of Receipt Form establishes a distribution list to be used for the distribution of written responses to questions, and/or any amendments to the RFP. Failure to return the Acknowledgement of Receipt Form does not prohibit potential Offerors from submitting a response to this RFP. However, by not returning the Acknowledgement of Receipt Form, the potential Offeror's representative shall not be included on the distribution list, and will be solely responsible for obtaining from the Procurement Library (Section I.G.) responses to written questions and any amendments to the RFP.

The information below will be used for all correspondence related to the Request for Proposal. Only one contact per Offeror is permitted.

ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

***Submit Acknowledgement of Receipt Form to the RFP Procurement Manager:***

Marilee P. Gallacher, SPSM, CPO  
E-mail: Marilee.Gallacher@dps.nm.gov  
Subject Line: RFP 23-79000-4000-00003