MINUTES FROM THE STATE OF NEW MEXICO PRE-PROPOSAL CONFERENCE MEETING:

December 3, 2014

Organizations in attendance:

Apple Tree Educational Center
Atrisco Heritage Foundation
Capacity Builders, Inc.
Earth Care International
EcoServants
New Mexico Highlands University
New Mexico School for the Deaf
Rio Grande Educational Collaborative
Rocky Mountain Youth Corps
Teach for America-New Mexico
All attendees signed-in.

Introductions were made between all present.

Gerrie Becker, Chief Procurement Officer at DWS, addressed the following items:

- Instructed attendee’s that questions can be asked and answers can be given today but none of them are official until they are submitted in writing and answered as part of the formal question and answer process.
- Addressed common application pitfalls:
  - Private Companies must submit financials in the RFP but they can be sealed and marked confidential.
  - Make sure you get your proposals in by the required date and time as no late proposals will be accepted.
  - Make sure your written questions are in by the deadline, referencing the section and page of the RFP you are questioning and are as clear and concise as possible because no further questions will be answered after the deadline. However, clarification may need to be made and all offerors will be copied on the response.
  - Don’t overlook or take any forms for granted, failure to fully complete forms could eliminate your bid.
  - Make sure any and all correspondence regarding the RFP are directed to the Procurement Manager, Curtis Cannon. No other communication pertaining to this RFP will be tolerated and jeopardizes the procurement of the RFP.

Curtis went over the due dates for the RFP submission and reminded group of the Acknowledgement of Receipt Form.

The floor was then opened to Q&A:

- Will NMCCV let all applicants know which ones are selected for national competition?
  - Yes, in January after review is complete.
- We would like to apply early, how do we do this? Yes.
  - Notify Curtis to make sure NMCCV Office is open and he is available to accept application packet.
- What is the eGrants Application ID?
  - 15AC168797
- Do we submit a logic model outside of eGrants?
  - Yes. Submit with your application packet as directed in RFP.
- How do we submit our audit information?
- Can be submitted electronically on USB.
- Are Letters of Recommendation needed?
  - Yes for NMCCV RFP and only as requested by CNCS.
- Please provide the appropriate links needed from the State Purchasing website.
  - Will include in subsequent Amendments.
- Please clarify Pay Equity Form and provide correct link.
- Please clarify Section III Response Format and Organization; C Proposal Format; 1. Proposal Content and Organization Proposal Content and Organization?
- Should applications be submitted in a binder?
  - Yes. See RFP instructions.
- CCR Registration link is broken, please add correct link.
  - Will provide correct link.
- Please address the discrepancy between page limits in eGrants and the RFP.
  - Will follow up on.
- Clarify definition of “sub-contractors” and “any entity” as pertains to the RFP.
  - Will follow up on.
- Evidence Base, “applicants classifying their evidence as Moderate or Strong must submit up to two studies, evaluation reports, briefs, or peer-reviewed articles cited in this section as separate attachments”. Do we have to report? What if there is a paywall or cost to include publication?
  - Yes, but can submit briefs.

After Q&A, Curtis again highlighted due dates for the RFP submission and collected signed Acknowledgement of Receipt Forms for those wishing to submit then. Group was also reminded to submit written questions by the deadline and no further questions will be answered after the deadline.

Pre-Proposal Conference Meeting was adjourned.