



State of New Mexico
GENERAL SERVICES DEPARTMENT
PURCHASING DIVISION

1100 St. Francis Dr. Rm. 2016 • Santa Fe, New Mexico 87505
Mailing Address: P.O. Drawer 26110 • Santa Fe, New Mexico 87502-0110
Phone (505) 827-0472 • Fax: (505) 827-2484

Susana Martinez
GOVERNOR

Ed Burckle
SECRETARY

Lawrence Maxwell
STATE PURCHASING AGENT

-NOTICE-

GSD Purchasing Division
Request for Proposal Number: 20-630-00-21545

TITLE: ASPEN Correspondence Management and Batch Mailing Services

COMMODITY CODES: 14111800, 43231500, 45101500, 55101500, 82121500

PURPOSE:

The New Mexico Human Services Department, Income Support Division (HSD/ISD) is requesting proposals for an experienced, local vendor that can provide technical development, testing, printing and insertion of client correspondence in a test environment for the Department's upcoming transition to the Automated System Program and Eligibility Network (ASPEN) project. After testing is complete the vendor will provide ongoing printing, insertion and mailing of client correspondence during the Department's pilot phase and continuing through each wave of transition during the projects "Go Live" phase.

GENERAL INFORMATION:

RFP Administrator: Jeff Barela. Correspondence should be directed to:

Jeff Barela, Management Analyst-A
New Mexico Human Services Department
Income Support Division-Program Administration Bureau
Pollon Plaza
2009 South Pacheco St.
Santa Fe, NM 87504-2348
Telephone: (505) 827-6244
Fax: (505) 827-7259
Email: jeff.barela@state.nm.us

ISSUANCE: The Request for Proposals will be issued on June 22, 2012. Firms interested in obtaining a copy may access and download the document from the Internet on June 22, 2012 at the following address:
www.generalservices.state.nm.us/statepurchasing

PRE-PROPOSAL CONFERENCE: none scheduled

PROPOSAL DUE DATE AND TIME: Proposals must be received by the Procurement Manager Jeff Barela at:

Correspondence Management and Batch Mailing RFP
Purchasing Division, General Services Department
Joseph M. Montoya State Office Building, Room 2016
1100 St. Francis Drive
Santa Fe, NM 87505

no later than 2:00 PM MOUNTAIN DAYLIGHT TIME ON July 18th, 2012. Proposals received after this deadline will not be accepted.