**AMENDMENT #1**

# Human Services Department

# Income Support Division

**REQUEST FOR PROPOSALS (RFP)**

**COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)**



**RFP#**

**24-630-9000-0002**

RFP Release Date: August 11, 2023

Proposal Due Date: September 6, 2023

Request for Proposal Number **24-630-9000-0002** amended as described herein:

# CHANGE ON PAGE iii

# Remove

# 32. New Mexico/Native American Resident Preferences ……… Error! Bookmark not defined.

CHANGE ON **PAGE 8**

**II. CONDITIONS GOVERNING THE PROCUREMENT**

# A. SEQUENCE OF EVENTS

# Line # 8, Column Due Dates,

# From:

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Party** | **Due Dates** |
| 1. Issue RFP | HSD | August 11, 2023 |
| 2. Acknowledgement of Receipt Form | Potential Offerors | August 16, 2023 |
| 3. Pre-Proposal Conference | Agency | August 16, 2023 |
| 4. Deadline to submit  Written Questions | Potential Offerors | August 21, 2023 |
| 5. Response to Written  Questions | Procurement Manager | August 25 ,2023 |
| ***6. Submission of Proposal*** | ***Potential Offerors*** | ***September 6, 2023*** |
| 7.\* Proposal Evaluation | Evaluation Committee | September 7 – September 14, 2023 |
| 8.\* Selection of Finalists | Evaluation Committee | *August 2, 2023* |
| 9 \* Oral Presentation(s) | Finalist Offerors | N/A |
| 10.\* Best and Final Offers  | Finalist Offerors | N/A |
| 11.\* Finalize Contractual Agreements | Agency/Finalist Offerors | September 20, 2023 |
| 12.\* Contract Awards | Agency/ Finalist Offerors | October1, 2023 |
| 13.\* Protest Deadline | HSD | +15 days after notice of award |

# To:

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Party** | **Due Dates** |
| 1. Issue RFP | HSD | August 11, 2023 |
| 2. Acknowledgement of Receipt Form | Potential Offerors | August 16, 2023 |
| 3. Pre-Proposal Conference | Agency | August 16, 2023 |
| 4. Deadline to submit  Written Questions | Potential Offerors | August 21, 2023 |
| 5. Response to Written  Questions | Procurement Manager | August 25 ,2023 |
| ***6. Submission of Proposal*** | ***Potential Offerors*** | ***September 6, 2023*** |
| 7.\* Proposal Evaluation | Evaluation Committee | September 7 – September 14, 2023 |
| 8.\* Selection of Finalists | Evaluation Committee | **September 15, 2023** |
| 9 \* Oral Presentation(s) | Finalist Offerors | N/A |
| 10.\* Best and Final Offers  | Finalist Offerors | N/A |
| 11.\* Finalize Contractual Agreements | Agency/Finalist Offerors | September 20, 2023 |
| 12.\* Contract Awards | Agency/ Finalist Offerors | October1, 2023 |
| 13.\* Protest Deadline | HSD | +15 days after notice of award |

# CHANGE ON PAGE 22

# Remove:

# 7.e. Desirable Specification

# CHANGES ON PAGE 37

# Remove The Following Items:

# 6. Employee Health Coverage Form

# 7. Pay Equity Reporting

# 8. Governmental Conduct Concurrence

# CHANGES ON PAGE 37

# From:

# 9. Verification of 501 (c) 3 status or Educational Institution

# To:

# 6. Verification of 501 (c) 3 status or Educational Institution

# CHANGES ON PAGE 39

# Remove from the table the following:

# C.6 Employee Health Coverage Form Pass/Fail

# C.7 Pay Equity Reporting Pass/Fail

# C.8 Governmental Conduct Concurrence Pass/Fail

# CHANGES ON PAGE 44

# Remove the following:

# C.6 Employee Health Coverage Form

# Pass/Fail only. No points assigned.

# C.7 Pay Equity Reporting

# Pass/Fail only. No points assigned.

# C.8 Governmental Conduct Concurrence

# Pass/Fail only. No points assigned.

CHANGES ON **Appendix G**

**From:**

Attachment 1 - CSFP Site List July 2023

**To:**

Attachment 1 - CSFP Site List July 2023

[New Mexico Human Services Department (bonfirehub.com)](https://newmexicohsd.bonfirehub.com/portal/?tab=openOpportunities)

[Open RFPs | New Mexico Human Services Department (state.nm.us)](https://www.hsd.state.nm.us/lookingforinformation/open-rfps/)

**From:**

Attachment 2 – June 2023 Current Seniors Served by County

**To:**

Attachment 2 – May 2023 Current Seniors Served by County

[New Mexico Human Services Department (bonfirehub.com)](https://newmexicohsd.bonfirehub.com/portal/?tab=openOpportunities)

[Open RFPs | New Mexico Human Services Department (state.nm.us)](https://www.hsd.state.nm.us/lookingforinformation/open-rfps/)

Attachment 3 – June 2023 Current Seniors Served by County

[New Mexico Human Services Department (bonfirehub.com)](https://newmexicohsd.bonfirehub.com/portal/?tab=openOpportunities)

[Open RFPs | New Mexico Human Services Department (state.nm.us)](https://www.hsd.state.nm.us/lookingforinformation/open-rfps/)

Attachment 4 – July 2023 Current Seniors Served by County

[New Mexico Human Services Department (bonfirehub.com)](https://newmexicohsd.bonfirehub.com/portal/?tab=openOpportunities)

[Open RFPs | New Mexico Human Services Department (state.nm.us)](https://www.hsd.state.nm.us/lookingforinformation/open-rfps/)

Attachment 4 – CSFP 2023 Caseload & Funding

**To:**

Attachment 5 – CSFP 2023 Caseload & Funding

 [New Mexico Human Services Department (bonfirehub.com)](https://newmexicohsd.bonfirehub.com/portal/?tab=openOpportunities)

[Open RFPs | New Mexico Human Services Department (state.nm.us)](https://www.hsd.state.nm.us/lookingforinformation/open-rfps/)

**From:**

Attachment 5 – New Mexico CSFP State Plan

**To:**

Attachment 6 – New Mexico CSFP State Plan

 [New Mexico Human Services Department (bonfirehub.com)](https://newmexicohsd.bonfirehub.com/portal/?tab=openOpportunities)

[Open RFPs | New Mexico Human Services Department (state.nm.us)](https://www.hsd.state.nm.us/lookingforinformation/open-rfps/)

**From:**

Attachment 6 – New Mexico Senior Food Box Program CSFP Program Standards and Requirements Manual, August 2023

**To:**

Attachment 7 – New Mexico Senior Food Box CSFP Program Standards and Requirements and Requirements Manual, August 2023

  [New Mexico Human Services Department (bonfirehub.com)](https://newmexicohsd.bonfirehub.com/portal/?tab=openOpportunities)

# [Open RFPs | New Mexico Human Services Department (state.nm.us)](https://www.hsd.state.nm.us/lookingforinformation/open-rfps/)

# CHANGE ON PAGE 24

# Remove the following:

# 9. Suspension and Debarment Requirement Form