

# **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
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>September 6, 2023</b>
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	October 1, 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
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>September 6, 2023</b>
7.* Proposal Evaluation	Evaluation Committee	September 7 – September 14, 2023

8.* Selection of Finalists	Evaluation Committee	<b>September 15, 2023</b>
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:**

<b>C.6 Employee Health Coverage Form</b>	<b>Pass/Fail</b>
<b>C.7 Pay Equity Reporting</b>	<b>Pass/Fail</b>
<b>C.8 Governmental Conduct Concurrence</b>	<b>Pass/Fail</b>

**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://bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://state.nm.us)

**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://bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://state.nm.us)

Attachment 3 – June 2023 Current Seniors Served by County

[New Mexico Human Services Department \(bonfirehub.com\)](https://bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://state.nm.us)

Attachment 4 – July 2023 Current Seniors Served by County

[New Mexico Human Services Department \(bonfirehub.com\)](https://bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://state.nm.us)

Attachment 4 – CSFP 2023 Caseload & Funding

**To:**

Attachment 5 – CSFP 2023 Caseload & Funding

[New Mexico Human Services Department \(bonfirehub.com\)](https://bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://state.nm.us)

**From:**

Attachment 5 – New Mexico CSFP State Plan

**To:**

Attachment 6 – New Mexico CSFP State Plan

[New Mexico Human Services Department \(bonfirehub.com\)](https://bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://state.nm.us)

**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://bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://state.nm.us)

## CHANGE ON PAGE 24

### Remove the following:

9. Suspension and Debarment Requirement Form