



CITY OF RIO RANCHO  
DEPARTMENT OF FINANCIAL SERVICES  
PURCHASING DIVISION  
3200 CIVIC CENTER CIRCLE NE 3<sup>rd</sup> FLOOR  
RIO RANCHO, NEW MEXICO 87144  
PHONE: 505-891-5044 FAX 505-891-5762

**ADDENDUM NO (1) One  
RFP 14-PS-003  
Police Operations and Staffing Study**

September 9, 2013

Addendum Number (1) One forms part of the contract documents and modifies them in the manner and extend set forth below.

**ATTENTION CONTRACTORS**

- Clarification
- Questions & Answers

**Clarification**

The Table of Contents references two (2) Appendix D – the Acknowledgement Form on page 25 should be referenced as Appendix E.

**Questions and Answers**

**Question:** Does a mechanism exist for reflecting economies in the tendered price for these contracts if both are awarded as opposed to either one on its own?

**Answer:** The City is concurrently soliciting two independent proposals for public safety operations staffing studies (RFP 14-PS-003 for Police Operations and RFP 14-FR-004 for Fire & Rescue Operations). If an Offeror intends to submit a proposal for each RFP, the cost submission should be based on the assumption that the Offeror may be awarded one of the contracts. However, cost proposals may include a potential discount that will only be offered if both contracts are awarded to the same Offeror. The discount amount, if any, must be clearly indicated in the cost proposal under a separate notation. Also, please note that scoring for each proposal will be an independent evaluation and based only on the cost proposal amount without the discount applied.

**Question:** Item 1a – should ‘organizational structure’ here be interpreted as ‘operational organizational structure’, ignoring functions assumed currently to be undertaken outside the Police Department (eg, Finance, Human Resources?)

**Answer:** Yes.

**Question:** Item 1a – should ‘safety’ here be interpreted as ‘officer safety’?

**Answer:** Yes.

**Question:** Item 1b – should ‘functions’ here be interpreted as ‘operational functions’?

**Answer:** Yes.

**Question:** Item 1b – please can you give an indication of the type of functions that may not be adequately fulfilled at present

**Answer:** The study should identify any gaps in service.

**Question:** Item 1d – should the shift and staffing assessment be based on current demand profiles taking no account of projections in demand?

**Answer:** Yes.

**Question:** Item 2a - for how many years back does consistent and accurate data exist on detailed activity and incidents?

**Answer:** Data starts on January 1, 2002.

**Question:** General – should any account be taken of any existing plans for change?

**Answer:** No, but see item 2) k) in scope regarding future changes in the community.

**Question:** The Police department includes Code Enforcement and Animal Control – yet in the description of work (Operational Analysis and Data Analysis) there does not seem to be mention of those functions. Is the scope of work limited to the study of the sworn policing functions only or does it include the entire police department.

**Answer:** The scope does not include Animal Control and Code Enforcement.

**Question:** Is this contract subject to NM Gross Receipts Tax? If so, what is the rate, and should this cost be included in the project budget?

**Answer:** Yes, this contract would be subject to all applicable NM Gross Receipts tax. The New Mexico Taxation and Revenue Department website details all the rate information based on the location of the business. The applicable tax amount should be shown on a separate line of the cost proposal since the tax amount will not be part of the contractual amount.

**All other provisions of the Contract Documents shall remain unchanged. Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**