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DEPARTMENT OF FINANCIAL SERVICES
PURCHASING DIVISION
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**ADDENDUM NO (2) Two
RFP 15-AD-002
State Lobbyist Services**

August 7, 2014

Addendum Number (2) Two forms part of the contract documents and modifies them in the manner and extent set forth below.

ATTENTION CONTRACTORS

- **Question and Answer**

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Question: We have a local office and a Washington D.C. office. Both offices will be submitting separate proposals for state and federal lobbying services. We are with the same company so I wanted to find out if you have a special process for this type of scenario, or if you would like that reflected in each of our proposals?

Answer: Please reflect in each of the proposals.

Question: Who makes the selection decision for this RFP?

Answer: A committee comprised of the City Manager, Financial Services Director, and Chief Communications Officer.

Question: Who determines the City's legislative priorities and when is that established?

Answer: Assuming this question pertains to state lobbyist services, the City Manager brings forward initial recommendations for capital outlay funding for the upcoming New Mexico Legislature session (starts in January) and the Governing Body approves a list of final funding priorities in fall (the past couple years this has taken place in late September).

Question: How does the client want to receive updates on status?

Answer: Noted in Scope of Services. When references are made to written documents, email submission of those documents will suffice.

Question: Who will be the main point of contact for the state lobbyist during the term of contract?

Answer: City Manager.

Question: What is the decision process when determining legislative action and position on issues during the legislative session?

Answer: The City Manager advises and consults with the Governing Body.

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.