

# NEW MEXICO HIGHER EDUCATION DEPARTMENT

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## CAPITAL PROJECT ASSESSMENT AND PRIORITIZATION SOFTWARE RFP# 21-95000-91-00014

### RESPONSE TO WRITTEN QUESTIONS

1. There are statements in the scope of work related to integration of existing datasets (page 23, 25). Would you please speak a bit on what data is available that HED desires to migrate/integrate? Is this limited to existing condition assessment / deferred maintenance / capital renewal data?

*The NMHED has developed a scoring matrix for the review and prioritization of all higher education capital outlay funding requests. This matrix incorporates facility assessment, classroom efficiency, space utilization, utility cost impact, deferred maintenance, and project estimation methodology data as key factors in the overall scoring. There are other factors involved in the scoring as well. Each of the higher education institutions compile and house some form of facility data in differing formats, whether it be a software program or excel spreadsheet. The NMHED seeks to migrate as much of these existing datasets through system migration or through import from a spreadsheet as possible. Further details on the requirements can be found within the RFP under Section II. Facilities Assessment Data Management and Section III. Integration with New Process.*

2. Are there forms related to the capital project request or ranking process that HED desires be automated through this platform?

*Yes. The goal of the NMHED is to automate as much of the capital outlay funding request process as possible. Per the RFP, the first phase of the project will include working with the NMHED to develop the capital funding request portal as well as the scoring and assessment rubric for project prioritization and ranking. The RFP also notes annual capital outlay funding requests will be submitted by the institutions, through the software, for projects they have prioritized for funding. Current annual capital outlay funding request forms and rubric can be found on the NMHED website at <https://hed.state.nm.us/resources-for-schools/capital-projects/summer-hearings>*

3. I would like clarification on what NMHED is anticipating in terms of "installed software"? The web-based applications/services provided requires no software other than a browser. None of the web-based applications/services we provide are "installed" on users computers, servers or clouds.

*The NMHED is seeking a cloud-based software and data hosting system.*

4. The RFP asks for examples of two project hosting success and failures. What does NMHED consider to be a failure in a software and data hosting engagement?

*The NMHED is interested in understanding “successes” in implementation as well as “lessons learned” from similar software and data hosting engagements. The “lessons learned” is important to the NMHED as it provides information on ways to mitigate potential implementation issues with the cloud-based software and data hosting system.*

5. Does NMHED expect that once the application/software is developed the scripts are transferred to NMHED to be hosted on an NNMHED cloud?

*The NMHED is interested in a sustainable application/software program which is developed and maintained by the vendor on their own secure cloud-based platform.*

6. Does the “operating manual” need to be a separate, physical printed or printable manual? Or can the “operating manual” be integrated into the application in the form of user prompts and links to help pages?

*The NMHED is requiring a printable manual which can be used and shared as needed. Integration within the application in the form of user prompts and links to help pages is recommended however it does not satisfy the printable manual requirement.*

7. Approximately how many potential capital projects will be submitted and reviewed each year?

*The NMHED receives and reviews an average of 58 capital project funding requests each year.*

8. In section IV, B., 3., II. Facilities assessment data management - Will the institutions be the ones supplying the project scores, or will the system need to be able to automatically assess scores based on outside factors?

*The NMHED is expecting both as an option. Once the projects are entered, the user institution will enter details and proposed scores per category for each criterion. Once submitted the software will then automatically assign a score, based on outside factors, for every project based on the assigned points achieved through each criterion. This will allow the schools to assess how well its projects support the NMHED and state objectives. There should also be a mechanism to detail the basis for the proposed score. It is important to note that the institution score will be documented however it will not have any impact on the factors used to develop the statewide prioritization.*

9. In section III, B., a). technical proposals - the RFP states the electronic copy must be submitted as a USB/CD and cannot be emailed. There is also a paragraph at the end of this section that states the electronic submission must be fully uploaded in the SPD' eProNM system. Please clarify how we should submit the electronic proposal copy.

*The RFP defines Electronic Submission as “a successful submittal of Offeror’s proposal in the eProNM system, in such cases where the eProNM submission are accepted.” This RFP is not utilizing the eProNM system for*

*submissions. All other requirements as outlined in Section III. Response Format and Organization must be adhered to or the proposal may, per the RFP, be deemed non-responsive and rejected on that basis.*

10. In appendix D, on the cost response form, under licensing cost, section b. it asks for initial 1st year costs with optional – 4 one year contract renewals. On page 1, Section C - Scope of procurement there is a note stating the term would be one year with three one-year renewals. Please clarify the anticipated term of the contract.

*The NMHED is seeking cost information for a one-year contract with four one-year renewals. The term of the contract will be one-year with three one-year renewals.*

11. Page 32, Item 32 and Page 41 Item 7: New Mexico Resident / Resident Veteran Preference Forms.  
a. Are we only required to submit these forms if they are applicable to our business?

**Yes**

12. Page 33: Hard Copy Proposal  
a. Are you expecting hard copy proposals as defined on page 33 with accompanying digital copies on a USB drive / CD? Or are you expecting electronic proposal submissions through email / file upload?

*All requirements as outlined in Section III. Response Format and Organization must be adhered to or the proposal may, per the RFP, be deemed non-responsive and rejected on that basis.*

13. Page 33: Original Hard Copy Proposals  
a. If hard copy proposals are required for this submission, are wet signatures necessary on the original documents or are printed digital signatures acceptable? At this time, COVID precautions create a barrier to wet signing original documents.

*The RFP states there is a need for "wet signatures". The Evaluation Committee will need to meet and agree to accept electronic signatures. The NMHED will provide guidance on electronic signatures once the committee makes a determination. The determination will be sent out to all vendors who submitted an Acknowledgement Form. It will also be posted to the NMHED website under the Request for Proposals section.*

*UPDATE: The Evaluation Committee has approved the acceptance of Certificate-based digital signatures on all documents requiring a "wet signature" for this RFP.*