



Bennett J. Baur
Chief Public Defender

REQUEST FOR PROPOSAL #2019-IT-0001
SD-Wan Network & Internet Service Providers (ISP)
Pre-Proposal Conference Friday, February 1, 2019 at 10:30 AM MST

DATE: Friday, February 1, 2019
TIME: 10:30 AM
LOCATION: Zoom Web conference
Join Zoom Meeting
<https://zoom.us/j/229249207>
or via Telephone
+1 669 900 6833 US (San Jose)
+1 646 876 9923 US (New York)
Meeting ID: 229 249 207

- I. Attendees Sign-in.
- II. Welcome and Introductions:
- III. General Information: The purpose of this voluntary Pre-Proposal Conference is to provide an “informal” forum for potential Offerors to ask questions and gain clarification on the requirements identified in the Request for Proposals. NOTE: The scope of the Pre-Proposal Conference will include questions from potential Offerors to this RFP (not subcontractors or vendors of potential Offerors).

A. Important deadlines:

Description	Due	Proposal Number of Copies
Issuance of RFP	1/22/2019	
Acknowledgement Receipt Form	1/28/2019	
Request for auxiliary aid or service (Ex: ASL interpreter, reader, amplifier etc.)	1/29/2019	
Pre-Proposal Conference	2/1/2019	
Proposal	2/13/19; 3:00 PM MST	2 electronic technical proposals are required [1 proprietary redacted proposal (if applicable) and 1 non-redacted proposal] and 1 electronic cost proposal.

- B. All questions about the contents of the RFP document shall be directed to: Rhonda Sanchez, Procurement Manager, LOPD, 301 N. Guadalupe, Suite 200, Santa Fe, N.M. 87501, (505) 395-2865; E-MAIL: Rhonda.Sanchez@lopdm.us, as per RFP#2019-IT-0001, I. Introduction, D. Procurement Manager.

- IV. Overview of RFP Documents
 - A. Scoring and Mandatory vs. Desirable

Req #	Id	Evaluation Criteria	Max Points	Evaluation Type
A. MANATORY BUSINESS REQUIREMENTS				
1		Campaign Contribution Disclosure Form	0	Mandatory-Pass/Fail
2		Letter of Transmittal Form	0	Mandatory-Pass/Fail
3		NM CRS# ID Number	0	(In state only offerors only)
B. MANDATORY TECHNICAL REQUIREMENTS				
1		Support Organization	50	Mandatory-Pass/Fail
2		Account Management Team (Account Team)	25	Mandatory for Enterprise class services only
3		Standard Escalation Procedures and Resolution Plan for Resolving Problems	50	Mandatory
4		Service Locations	0	Mandatory-Pass/Fail
5		Outages and Escalation Procedures	50	Mandatory-Pass/Fail
6		Internet Service as a Direct Connection	0	Mandatory-Pass/Fail
7		SD-WAN Internet Connection	25	Mandatory for SD-WAN Pass/Fail
8		Monitoring Capability	50	Mandatory for SD-WAN N/A for ISP
9		Provisioning and Upgrading Timeframe by location (points awarded by location)	25	Mandatory (If higher service available)
10		Standard Level Agreement (SLA)	25	Mandatory- for SD-WAN only Pass/Fail
11		Service Levels Resulting in Service Credits	0	
C. DESIRABLE REQUIREMENTS				
12		Riverbed Steelhead Compatibility	75	Desirable
13		Lease to own or equivalent	75	Desirable
14		New Mexico Business Preference	50 (5%)	Mandatory
15		New Mexico Veterans Business Preference	100 (10%)	Mandatory
D. MANDATORY COST/PRICING REQUIREMENTS				
16		Waive Installation Fees and Nonrecurring Costs (NRC)	0	Mandatory-Pass/Fail
17		Internet Service Maximum Cost SD-WAN and/or Internet Service Maximum Cost ISP	400	Mandatory for SD-WAN, ISP and SD-WAN & ISP offerors
E. DESIRABLE COST/PRICING REQUIREMENTS				
18		Load Balancing and Failover SD-WAN	75	Desirable
19		Upgraded Service/Response	75	Desirable
		Total excluding New Mexico Resident Veterans Business Preference AND New Mexico Business Preference	1,000	

V. Questions and Answers

- A. LOPD will include **attendees by phone or teleconference/Zoom**. LOPD will take your questions one at a time and will ask for the next questions, so please speak-up. If connecting via computer you may also submit questions via the chat window inside Zoom. If multiple people verbally respond we will give each person a chance one at a time. We ask that you state the following information: Introduce yourself and company you are representing, section of RFP in question (if applicable), state question, SD-Wan Network & Internet Service Providers (ISP).
- B. LOPD will answer the question/provide clarification verbally; or LOPD will defer answer.
- C. All question and answers to those questions will be placed on the LOPD website www.lopdnm.us by 5:00pm Feb 5th 2019.

VI. Concluding Remarks by LOPD.