

**NEW MEXICO SUPREME COURT REQUESTS FOR PROPOSALS:
LEVEL 3 SECURITY:
RESPONSES TO WRITTEN QUESTIONS/RFP AMENDMENTS**

Written Questions deadline November 14th

1) The Sample Contract, section 3 (TERM) lists that the agreement shall begin December 15, 2023, and shall terminate June 30, 2023. We understand that this is a sample contract.

Response: Number one is not a question and does not require a response. This is a sample contract.

2) Shall we assume that the intention of this procurement is to enter into an agreement by 12/30/2023?

Response: The RFP states that finalization of the contract will be from December 22–29, 2023.

3) Shall we assume that the initial PO would extend only through June 30, 2024, with the New Mexico fiscal year?

Response: Yes.

4) Are there any intended additional years that may be extended by the Administrative Office of the Courts or by mutual agreement of both parties? Or, would an additional RFP solicitation be required after the initial term of June 30?

Response: Any professional services agreements over sixty thousand (\$60,000) dollars will go through the RFP process in accordance with the New Mexico Procurement Code. A vendor on the Statewide Pricing Agreement can be selected for professional services without an RFP. Additionally, professional services agreements are contingent on appropriations.

5) Do you have an intended start date of services for the awarded vendor?

Response: The anticipated start date for the Court's security RFP is January 16, 2024.

6) Are these Level Three Security Services being performed by a security vendor at this time?

Response: Yes.

7) If so, would you be able to provide the company currently providing services?

Response: Triskelion.

8) How long has this vendor been performing services?

Response: Since September 11, 2023.

9) Are there incumbent security officers that the Administrative Office of the Courts would accept or encourage to remain in service to the Supreme Court of New Mexico with an alternate security vendor?

Response: The Supreme Court of New Mexico encourages all qualified offerors to submit a proposal to the Court's RFP in compliance with the New Mexico Procurement Code.

10) We understand that the schedule for Level Three Security Officers would be Monday thru Friday between the hours of 8:00AM and 5:00PM, with occasions that require the Officers to open as early as 7:00AM and stay past the 5:00PM closing.

Response: There will be times when security officers will need to be present to open the Supreme Court Building at 7:00 am or close the Building and stay past 5:00 pm upon approval from the Chief Clerk or Facilities Manager.

11) 8:00AM to 5:00PM is a nine hour period. Do the Security Officers work and are they billed for 9 hours on a typical day or is there a one-hour lunch period, resulting in an 8-hour work day?

Response: The security officers will work an eight hour work day with a one hour lunch break.

12) Assuming that the workday is 9 hours, is it preferred that two primary Security Officers are assigned Monday thru Friday with 45 weekly hours worked? In this case, is overtime billing acceptable for the 5 hours worked over 40 on weeks without holiday or scheduling adjustments?

Response: The scheduled shift for a security officer is eight hours. Only upon the approval of the Chief Clerk or Facilities Manager will overtime over forty hours per week be allowed.

13) Similarly, on those days when the Security Officer(s) are asked to report early or remain late, is overtime billing acceptable?

Response: Yes, only to the extent that prior approval has been obtained from the Chief Clerk or Facilities Manager.

14) Are the facilities closed and the Level Three Security Officer not assigned on state recognized holidays?

Response: The Supreme Court of New Mexico is closed on recognized holidays as set forth by the Chief Justice. Security officers will not be needed for dates when the Supreme Court Building is closed on holidays recognized by the New Mexico Judiciary.

15) Does this RFP, and the resulting contract/agreement, fall under the purview of the New Mexico Statewide Pricing Agreement with the General Services Department and for Security Vendors?

Response: The RFP is open to all qualified security offerors that provide Level Three security officers. The Supreme Court adheres to the Procurement Code, NMSA 1978 Sections 13-1-28 through 13-1-199.

16) Is any security guard touring or reporting technology currently utilized?

Response: This question is vague and overly broad, and requests information that cannot be released because of security concerns.

17) Are there any equipment requirements not listed in the RFP?

Response: No.

18) Page 5 – Required Duties last bullet states off-site travel, special events... how will this be paid for? Will per diem & mileage be covered on the off-site trips, based on the federal standards?

Response: Per diem and mileage will be determined based on Supreme Court Order, which sets the per diem & mileage rates for the Judiciary. See Order 22-8500-030, In The Matter Of The Amendment Of The Mileage Reimbursement Policy For The New Mexico Judicial Branch Of Government.

19) Page 13 Evaluation table – Will there be a resident veteran preference be applied?

Response: Veteran preference is not part of this RFP for professional services.

20) Appendix B – Total Cost and Certification, should this just be total cost?

Response: Yes.