Department of Cultural Affairs
and State Purchasing Division

New Mexico Cultural Resource Information System
Upgrade

Pre-Proposal Conference Agenda

Date: December 18, 2019

Procurement Manager: Danelle Lucero
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- **Introductions (Doug):**

- **Questions (Danelle):**
  Verbal responses to questions will not be binding. Responses will be provided in a forthcoming amendment posted on the NMDCA Website.

- **Schedule (Danelle):**
  - Questions must be submitted no later than 3:00 pm on December 19, 2019 to Danelle Lucero at her email address.
  - The last amendment will be released no later than December 23, 2019.
  - Submission – No later than Monday February 17, at 3:00 pm local time. 407 Galisteo Street Suite 264, Santa Fe, NM 87505. Electronic submittals will NOT be accepted.

- **Summary of RFP (Danelle):**
  - This procurement is **NOT** an invitation to bid. This procurement is a qualifications-based Request for Proposals procurement.

2. **Pre-Proposal Conference – NOT Mandatory, still requesting sign in.**

3. **Number of Copies:** 1 original, 1 hard copy and 3 electronic copies. Confidential information – In accordance with state statute section 57-3A-1 through 7. Easily detached from the proposal.

- **Ownership of Proposals – State of NM.**
- **New Mexico Resident Business Preference –** Resident or Veteran’s preference. Attach a copy to your Proposal.
- **Submit Appendices with Proposal –** Additional attention to the Letter of Transmittal -All questions must be answered.
- **Proposed Schedule of Services (page 12)**
• **Evaluation Criteria (page 49)** – Criterion.
• **Reference Questionnaire (page 91)** – To be submitted by firm’s reference directly to Danelle Lucero, not to the requesting firm.
• **Cost of services** – In accordance with state statute section 13-1-124. To be negotiated after top finalist is chosen.

13. **Withdrawal of Proposal**: Proposals are to remain valid for a minimum of 120 days after the due date for receipt of proposals or 90 days after due date for the receipt of a best and final offer.

14. **Contract**: A draft Contract/Agreement is included in the Proposal package.

E. **Project Scope of Work (Derek)**:

- Creation of a risk assessment, implementation plan, and project schedule;
- Creation of system documentation identifying all security measures to protect the system and ensure the integrity and confidentiality of the data;
- Creation of an Application Development Plan, to be approved by the Agency, that thoroughly details all proposed modifications to the existing NMCRIS application, including the programming languages, libraries, and frameworks to be used for custom programming and the use of any COTS software applications, including all licensing requirements;
- Creation of an Application Testing Plan, to be approved by the Agency;
- Creation of a test instance of the full system that can be remotely accessed by DCA staff to allow ongoing, iterative testing of the application;
- Installation and configuration of the latest available version of ESRI’s ArcGIS Server on DCA servers;
- Normalization and expansion of the current application databases and the migration of all existing data, as needed;
- Redesign of the existing file management system and migration of all digital files to the new system, as needed;
- Modification of existing application code and/or the development of new code as necessary to fully implement a solution that meets the mandatory and desirable technical specifications;
- Resolution of all security issues identified through an independent Application Security Review;
- Management of the implementation of the system from initial stages through final installation, including the installation and configuration of the system on DCA servers and the migration of all data, as needed.
- Creation of system documentation capable of providing current and future DCA staff with the knowledge to maintain, update, consume, and expand the NMCRIS and its data.
- Creation of an Entity Relationship Diagram that thoroughly documents the architecture of the relational database management system, including all tables, relationships, primary and foreign keys, and application views.
- Presentation of no less than one (1) four-hour training session at a DCA-owned facility for up to eight (8) DCA staff members in the administration and maintenance of the
NMCRIS.

- Presentation of no less than one (1) four-hour training session at a DCA-owned facility for up to twenty-four (24) DCA staff members in use of the NMCRIS.
- Online presentation of additional training based on end-user needs.
- Providing Technical and logistical support for a defined period after system installation is finished; and
- A period of warranty during which the vendor will make any necessary changes to correct issues or problems.

All work must be completed by June 30, 2021.