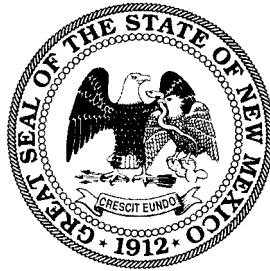


REQUEST FOR INFORMATION

Statewide Furniture
RFI #90-000-00-00042



STATE OF NEW MEXICO

General Services Department, Purchasing Division

1100 St. Francis Dr., Room 2016

Santa Fe, New Mexico 87505

January 30, 2009

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Note: This is not a Request for Proposals. A contract will not be awarded based on submissions.

I. INTRODUCTION

A. Purpose of this Request for Information (RFI)

The purpose of this RFI is to gather sufficient information to determine whether it is in the best interest of the State of New Mexico to extend the existing Save Smart New Mexico (SSNM) contract(s) or to conduct a new procurement for subject goods or services. We recognize the importance of stakeholders input and that diverse insights are critical for fair and proper decision making. All stakeholders are encouraged to respond whether or not you intend to respond to any RFP that may be issued. Comments from the public at large are also invited.

We may follow-up the receipt of written responses with a meeting(s) to solicit additional information. Please feel free to share this RFI with anyone you believe may be interested.

B. General Background

The Save Smart New Mexico program is a strategic sourcing initiative that was initiated in 2003 by the General Services Department. Faced with disparate spending and lack of coordinated and uniform sourcing, the State of New Mexico was not obtaining the best pricing for products and services procured. To better understand the problem, and to develop and implement a more coordinated sourcing approach, a competitive Request for Proposals (RFP) based procurement was conducted to select a support contractor. Silver Oak Solutions (now CGI-AMS) was awarded the contract in September of 2004.

A detailed analysis of statewide spending was then conducted and, based on the findings and comparisons to prices being paid by other states and the private sector, a number of categories of products and services were identified where the State of New Mexico was paying excessively high prices. During the following several years, competitive RFP based procurements were conducted to obtain better pricing through consolidation and improved procurement practices. Additionally, for Information Technology temporary services, prices were aggressively renegotiated. As a result over 80 contracts were awarded across more than 20 categories. Most were set up with an initial contract term plus a number of optional contract renewals (extensions).

Savings achieved are based on FY03 spend data, adjusted for inflation as necessary. As of June 30, 2006, the Save Smart New Mexico program has saved taxpayers over \$16 million.

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C. Category Specific Background/Status

SSNM price agreements were awarded as follows:

Vendor	Sub-Category	Price Agreement Number	Initial Effective Date	Current Term Expires	Optional Renewals Remaining
Contract Associates Goodman's Interior Structures	Statewide Furniture	40-000-00-00132	9/22/04	3/21/2009	Four (4+4))

This price agreement was awarded for four (4) years with four (4) optional one year renewals.

D. RFI Manager

The SPA has designated the following person as responsible for the conduct of this RFI:

Brenda S. Chacon,
RFI Manager
State Purchasing Division
1100 St. Francis Dr., Room 2016
Santa Fe, New Mexico 87505
Phone: (505) 827-0488
Fax: (505) 827-2484
E-Mail: BrendaS.Chacon@state.nm.us

“Request for Information” (RFI) means all documents, including those attached or incorporated by reference, used for requesting information or recommendations through a structured, non-binding process from a specific target audience or the general public.

“Request for Proposals” (RFP) means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“State Purchasing Agent (SPA) means the Director of the Purchasing Division of the General Services Department.

“State Purchasing Division” (SPD) means the Purchasing Division of the General Services Department.

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II. CONDITIONS GOVERNING THE RFI

A. Sequence of Events

The RFI Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFI	SPD	Friday, January 30, 2009
2. Acknowledgement of Receipt	Potential Respondents	Thursday, February 12, 2009
3. Deadline for Questions	Potential Respondents	Thursday, February 12, 2009
4. Response to Questions	RFI Manager	Thursday, February 19, 2009
5. Submission of Response	Respondents	Thursday, March 12, 2009

B. Explanation of Events

1. Release of RFI

This RFI is being issued on the date indicated in the Sequence of Events, above, by the State Purchasing Division.

2. Acknowledgment of Receipt

The Acknowledgment of Receipt form in Appendix A will be used to indicate the respondent's intent to participate in and respond to this RFI. The Acknowledgment of Receipt form should be received by 5:00 p.m. Mountain Time on the date indicated in the Sequence of Events, above.

3. Deadline for Questions

Questions regarding this RFI must be submitted in writing, by e-mail, to the RFI Manager and must be received by 5:00 Mountain Time on the date indicated in the Sequence of Events, above.

4. Response to Questions

Written responses to questions shall be provided to those companies that have returned the Acknowledgment of Receipt form by on the date indicated in the Sequence of Events, above.

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5. Response Deadline

Six (6) copies of the RFI response shall be delivered to the RFI Manager by no later than 2:00 p.m. Mountain Time on the date indicated in the Sequence of Events, above.

Responses received after the due date and time may not be considered. Responses should be labeled, "Response to RFI – STATEWIDE FURNITURE- SPD".

C. General Requirements

Submission of a response constitutes acceptance of, and consent to, the following General Requirements:

1. No Obligation

This RFI in no manner obligates SPD, the State of New Mexico, or any of its agencies to the issuance of an RFP or to the eventual rental, lease or purchase of any services or items of tangible personal property that may be described, implied, or proposed.

2. Governing Law

This RFI and any subsequent RFP that may be issued by SPD, or any other agency of the State of New Mexico, shall be governed by the laws of the State of New Mexico.

3. Clarifications

All requests for clarifications should be directed to the RFI Manager.

4. Basis for Response

Only information supplied by RFI Manager in writing, whether on paper or electronically, or in this RFI should be used in the preparation of responses.

5. Response Preparation Cost

Any cost incurred by the respondent in the preparation, transmittal or presentation of any response or material submitted in response to this RFI will be borne solely by the respondent.

6. Use of Information

The State of New Mexico reserves all rights available to it by law. If an RFP or other type of solicitation results from this RFI, respondents to this RFI are hereby notified that all information, documentation, and any specific content or approaches included in RFI

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responses will be analyzed, may appear in various reports and may be used in the resulting solicitation. Therefore, do not submit any copyrighted, proprietary or confidential information. The State of New Mexico cannot guarantee the confidentiality of the information submitted.

7. Eligibility to Participate in Subsequent Procurement

If the State of New Mexico decides to issue an RFP or other form of solicitation, those parties who choose to respond to this RFI, as well as those parties who choose not to respond to this RFI, will be eligible to participate in that procurement.

8. Ownership of Materials

Ownership of all data, material, and documentation originated and submitted to the State of New Mexico, pursuant to the RFI, shall belong exclusively to the State of New Mexico and be subject to public inspection in accordance with the New Mexico Open Records Act.

9. Unsolicited Proposals

Unsolicited proposals addressing any or all aspects of this RFI, or any similar project, will not be accepted and will be returned to sender.

10. Acceptance

The State of New Mexico reserves the right to reject responses that arrive late, or do not meet all of the specified requirements.

III. RESPONSE FORMAT AND ORGANIZATION

A. Number of Responses

Respondents may submit only one (1) response to this RFI.

B. Number of Copies

Respondents should provide six (6) copies of their response.

C. Response Format

Each respondent's response should include a letter of transmittal identifying the submitting organization and the organization's point of contact. Responses should be typewritten on standard 8 1/2 x 11 paper and placed within a binder.

The respondent's response to this RFI should be organized in the following format:

1. Letter of Transmittal
2. Response to RFI Requirements
3. Other Supporting Materials/Documentation

Respondents may attach other materials that they believe may improve the quality of their responses.

D. Page Limit

Respondents are requested to limit their responses to 50 pages, not counting the letter of transmittal or any supporting or other pre-printed materials that may be provided.

E. Electronic Copy of Response

Respondents should include an electronic version of their narrative response in editable form (i.e. not in PDF format). This can be provided on CD-ROM or flash drive. MS Word format is preferred. Only a single copy of the electronic submittal is needed.

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IV. REQUIREMENTS

A. General Information

It is **STRONGLY** recommended that anyone considering responding to this RFI complete and return the Acknowledgement of Receipt Form at Appendix A in order to receive any updates, as they arise. However, return of the Acknowledgement of Receipt Form is **NOT** required for submitting a response to this RFI.

B. Issue

Based on the procurements and negotiations conducted, we feel we got the best possible pricing at the time the contract(s) was/were established. We also recognize that many things may have changed since the contract(s) was/were established that may reduce the overall value to the State. Before exercising an optional contract extension, we wish to insure that the strategically sourced contract(s) in place is/are continuing to provide us with the best deal possible. If not, we need to understand why not and what are options are to proceed with an additional or replacement procurement action. We seek the assistance of the vendor community, including those currently holding Save Smart contracts, to assess and understand the current environment in this specific area.

C. General Responses Requested

Respondents are requested to respond to the following questions in narrative form. Additional supporting information may be provided as attachments and may be referenced from the narrative response as appropriate. Respondents are invited to provide additional information as they deem appropriate. We recognized that respondents may have different areas of expertise and interest so it is not necessary to respond to each item. Please identify by letter/number, each requested response you are addressing.

1. Based on your analysis of our current Save Smart New Mexico contract(s), is the State of New Mexico still receiving the best possible deal? If not, why not? (Verifiable supporting data is required for your response to be considered.)
2. What would you do/offer differently?
3. Did the RFP used achieve the best possible coverage in this area? If not, why not?
4. Are there newer technology or processes that the State of New Mexico is missing out on due to being locked into the existing contract(s)? If so, please describe.

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5. Are there value add services that we are not receiving that we should be receiving? What are they? What are they worth and why?
6. What are the advantages/disadvantages of a single contract award in this category?
7. What are the advantages/disadvantages of multiple contract awards in this category?
8. Respondents should identify topics or issues regarding this category not addressed by this RFI that respondents believe are important to address in any future RFP, and offer input on those topics or issues.
9. What non-price issues are associated with obtaining the “best value” and how should they be quantified for fair comparison purposes?
10. How can the quality of the products (or services) be fairly measured and compared?
11. How can we quantify and fairly compare the value of proposed products and services?
12. What can we do to make it easier on you (like lowering your overhead/administrative costs) such that you could pass on additional cost savings to us?
13. If this category were put back out to RFP, what would you include, at no cost that is not provided by the existing contract?
14. Please provide a generalized price breakdown (such as manufacturer cost, your cost and our cost) for products or services covered by this category. (A percentage breakdown is acceptable.) Where are the potential cost savings?
15. How can we involve more New Mexico vendors and still achieve great prices/values?
16. What key characteristics should we consider when evaluating the offerors that respond to the next RFP we issue for this category?
17. What changes do you expect in the market in the next 12-24 months that might impact our contracts for this category?
18. How should needed price adjustments (either during the contract term or at contract renewal/extension) be handled? Should they be tied to an index? What index? What should trigger an allowable price increase? What should trigger a required price decrease?
19. How can the Save Smart New Mexico program be improved to achieve its objectives?
20. Given that models, capabilities and prices change over time, how should equipment replacement (as opposed to what was originally proposed) be handled?

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D. Category Specific Responses Requested

[No category specific responses are requested. Potential respondents are encouraged to provide information supporting any category specific questions they feel we should have asked but did not ask.]

APPENDIX A

Acknowledgement of Receipt Form

STATE PURCHASING DIVISION REQUEST FOR INFORMATION
Statewide Food Services
RFI# 90-000-00-00042

OFFEROR/VENDOR NAME: _____

OFFEROR/VENDOR ADDRESS: _____

OFFEROR/VENDOR CONTACT PERSON: _____

CONTACT PERSON PHONE #: _____

CONTACT PERSON E-MAIL: _____

Return of this form acknowledges receipt by the Offeror/Vendor of the above referenced RFI.
Please indicate below your planned actions regarding the RFI:

_____ We will submit a response to the RFI by the response deadline.

_____ No, we will not submit a response.

SIGNATURE: _____ DATE: _____

This form should be received no later than Thursday, February 12, 2009 at 5:00 p.m. Mountain Time. Please mail or fax to:

Brenda S. Chacon,
RFI Manager
State Purchasing Division
1100 St. Francis Dr., Room 2016
Santa Fe, New Mexico 87505
Phone: (505) 827-0488
Fax: (505) 827-2484

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