

NOTIFICATION REGARDING SUBMISSION PROCESS AND REGISTRATION INSTRUCTIONS

The Incorporated County of Los Alamos ("County") has recently implemented a new on-line eProcurement portal. This new platform, Euna Procurement powered by Bonfire, provides the County's electronic Bid and Proposal process ("County's Procurement Portal"). It is where the County will post solicitation opportunities, including Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ) and Request for Information/Interest (RFI). The County's Procurement Portal will streamline the County's Bid process for Bid or Proposal submission, acceptance, evaluation, and award. For vendors, the County's Procurement Portal will enhance communication, allow for fast and accurate Bids and Proposals, and provide automatic notification about projects.

Registered vendors will view and submit Bids and Proposals electronically. The past practice of submitting electronic Bids and Proposals by email or submitting paper Bids and Proposals is being phased out. If you are seeing this notification in a solicitation document, **submissions will be accepted ONLY electronically through the County's Procurement Portal for this solicitation**. It is every Offeror's responsibility to read, understand, and submit Bids and Proposals in accordance with the instructions provided in and specific to each solicitation document.

Requested Action: Please register as a vendor on the County's Procurement Portal by visiting <https://losalamosnm.bonfirehub.com> and click on "Register". Registration is free and only takes a few minutes. Please be sure to select the applicable NIGP: The Institute for Public Procurement ("NIGP") Commodity Codes for your business when you are prompted so that you can receive notification of recommended opportunities when they are sent out by the County to the NIGP Commodity Codes you have selected.

Already Have a Bonfire Vendor Account? If you already have a Bonfire vendor account and are already registered for another agency's portal, you will still need to visit the County's Procurement Portal at <https://losalamosnm.bonfirehub.com> and click on "Log In" to provide County-requested information, view open opportunities, receive opportunity notifications, and submit Bids and Proposals through the County's Procurement Portal. You will be able to manage the multiple agencies with whom you do business through the button labelled "My Supplier Hub" in your Bonfire account.

For Bonfire Support, visit the Vendor Help Center at <https://vendorsupport.gobonfire.com> where you can view support articles and videos and search FAQ's on all aspects of Bonfire. For personal assistance, you can email Support.Bonfire@eunasolutions.com. Support is available Monday to Friday from 6:00 a.m. to 6:00 p.m. Mountain Time.

NEEDS STATEMENT

Los Alamos County is requesting Proposals from qualified and experienced Offerors to assess the overall state of the wildlife in the County, with special focus on the deer population. The selected Offeror will deliver a final report detailing areas of health, areas of concern, priority areas to address, and recommendations for action. The report should also provide guidance for public involvement and education and can include optional add-on recommendations or tasks.

SOLICITATION INFORMATION	
Solicitation No.	RFP26-46
Solicitation Title	Wildlife Assessment for Los Alamos County
Single-step or Multi-step	Single-step
Requesting Dept.	Communications and Public Relations
SOLICITATION SCHEDULE	
Advertised	January 6, 2026
Pre-Proposal Conference	Non-Mandatory January 12, 2026, 10:00a.m. Mountain Standard Time Virtual https://tinyurl.com/yx4yx6zv
Question Submission Deadline	January 14, 2026, 5:00p.m. Mountain Standard Time
Responses to Questions Issued by County	January 16, 2026, 5:00p.m. Mountain Standard Time County reserves the right to issue responses at any time prior to this date.
Proposal Due Date and Closing	January 21, 2026, 2:00p.m. Mountain Standard Time Late responses will not be considered
CONTACT INFORMATION	
Procurement Contact Name	Jeff Engelhardt
Title	Management Analyst
E-Mail	Jeff.engelhardt@losalamosnm.gov
Phone No.	505.662.8056
ESTIMATED PROCESS SCHEDULE AFTER CLOSING	
The estimated dates of the solicitation process after closing are tentatively planned as follows, are provided here for informational purposes only, and at County's discretion, may be subject to change without prior notification. Discussions may be conducted with responsible offerors who submit Proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with the solicitation requirements for the purpose of obtaining best and final offers.	
Proposal Evaluation	January 22, 2026 – February 6, 2026
Contract Drafting, Legal Review, and Negotiations	February 9, 2026 – February 27, 2026
Estimated Contract Award	February 27, 2026

1. ELECTRONIC SUBMISSIONS

A full copy of the solicitation and all associated documents can be found on the County's Procurement Portal at <https://losalamosnm.bonfirehub.com/>. **Only Proposals submitted through the County's Procurement Portal by the Proposal Due Date stated herein, or as may be modified by addendum, will be considered.** Late responses will not be considered. To register to view and download solicitation documents and submit a Proposal through the County's Procurement Portal, follow the instructions on page 1 of this solicitation.

2. ADDITIONAL DOCUMENTS AND INFORMATION INCLUDED AS A PART OF THIS RFP

Additional documents are referenced in this RFP, which may include, but are not limited to, exhibits, attachments, links to documents online, and documents that are provided through the County's Procurement Portal. Any such documents are considered to be a part hereof and constitute, along with this solicitation document and any addenda, the complete solicitation package. Documents required to be submitted as a component of Offeror's Proposal will be noted as such in each individual solicitation posted on the County's Procurement Portal, and Offerors will be unable to submit their Proposals through the County's Procurement Portal until all required documents and information have been uploaded or provided by Offerors.

Please also reference "Proposal Format and Response Components" below.

3. GRANT RELATED INFORMATION

It is not anticipated that this project will be funded by a grant; no additional grant-related information provided.

4. QUESTIONS

Any questions must be received in writing at least five (5) business days prior to the submission due date, unless otherwise stated herein or in an addendum. **Questions must be submitted through the County's Procurement Portal.** Please follow the instructions on page one (1) of this document to register for the County's Procurement Portal to submit written questions. Offerors who submit questions via e-mail or by phone shall be redirected to submit written questions through the County's Procurement Portal.

Offerors must submit in writing through the County's Procurement Portal, as stated herein, any questions or requested clarification necessary for Offeror to provide a complete response with all Proposal response components and pricing included. Offerors are asked to refrain from including in Proposals statements such as "more information available upon request," "pricing to be determined," or other similar statements. Such statements and failure of Offeror to seek clarification needed for Offeror to provide the requested information may result in an Offeror being found non-responsive or non-responsible. This in no way may be construed to conflict with County's right to hold interviews and discussions for clarification with Offerors, as further described herein.

5. PRE-PROPOSAL CONFERENCE

The County will hold an optional, non-mandatory pre-Proposal conference via a virtual format on the date and time noted in the Solicitation Schedule for this RFP and on the County's Procurement Portal. The purpose of this conference is to allow potential Offerors to ask questions regarding this RFP and the County's RFP process. Information about the virtual meeting will be sent to all entities that have registered for this solicitation opportunity through their County Procurement Portal Vendor Account. County reserves the right to send pre-Proposal conference information to any vendors or requesting individuals.

6. MULTI-STEP PROCESS

This is a single-step RFP; multi-step process information does not apply.

7. DEMONSTRATION INFORMATION

Demonstrations are not planned for this RFP.

8. GENERAL INFORMATION

8.1. **About Los Alamos County.** The Incorporated County of Los Alamos is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 feet to 9,200 feet. Los Alamos is an incorporated county, established under a special provision of the State constitution, giving it both county and municipal authority and powers. Two distinct communities, Los Alamos Town site and White Rock, each with its own visitor center, are home to ~19,000 people. Los Alamos is mostly known for the historic accomplishments of its largest employer, Los Alamos National Laboratory, and continues to gain notice for its vast scenic assets and recreational opportunities. Visit the Los Alamos County website (www.losalamosnm.us) and the tourism website (www.visitlosalamos.org) for more information.

8.2. Unless otherwise defined, the following terms may be used interchangeably throughout this RFP:

"Offeror," "Contractor," and "Vendor"
"Proposal," "Response," and "Submittal"
"Software," "Solution," and "System"
"Project" and "Services"
"RFP" and "Solicitation"

8.3. The County invites Proposals from all qualified respondents. No Proposal may be withdrawn after the scheduled closing time. Proposals will not be accepted after the scheduled closing time. Please make note of the submittal requirements outlined in this solicitation. Read and follow the instructions carefully. Include the required documents stated in this RFP as part of your submittal packet. Any misinterpretation or failure to comply with the submittal requirements could result in rejection of the Proposal. Proposal preparation is at the Offeror's expense.

8.4. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation. Offerors are expected to acknowledge receipt of addenda by submitting signed copies of addenda with the submitted Proposal.

8.5. County reserves the right, at its sole discretion, to accept or reject any Proposals; to waive any and all irregularities in any or all statements or Proposals; to request additional information from any or all respondents; and to award a contract to the responsible Offeror whose Proposal is most beneficial to County. While County intends to execute a contract for the services listed herein, nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror.

8.6. Proposals are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this RFP shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, Proposals shall be considered public documents and available for review and copying by the public. County declines to sign any non-disclosure agreements or confidentiality agreements submitted by potential Offerors. If an Offeror fails to submit information requested in the RFP that Offeror considers to be confidential, the County reserves the right to find any Offeror's Proposal non-responsive or non-responsible based on the information provided in or excluded from Offeror's response.

- 8.7. The County contemplates a multi-term contract as a result of this RFP. The term of the contract may be for a period of up to seven (7) years. This is the written determination of the Chief Purchasing Officer that such a contract will serve the best interests of the County by promoting economies in County procurement.
- 8.8. Offerors are notified that they must propose pricing for each potential year of the contract. County may consider but is under no obligation to accept proposed cost escalators (e.g., a proposed specific dollar amount) or a cost escalator mechanism (e.g., an annual percentage escalator or use of a Consumer Price Index or Producer Price Index) for future years of an agreement. Pursuant to County Ordinance, **the use of a cost-plus-a-percentage-of-cost contract is prohibited.**
- 8.9. Offerors are informed that State law requires that all foreign corporations (NMSA 1978 §53-17-5) and limited liability corporations (NMSA 1978 §53-19-48) procure a certificate of authority to transact business in the state prior to transacting business in the State of New Mexico.
- 8.10. The Chief Purchasing Officer has determined a preference is applicable to this solicitation. Offerors must submit a written request for preference, using the Request for Preference form provided through the County's Procurement Portal, with a copy of the applicable state-issued preference certificate, with its Proposal to qualify for preference. Ref. County Code Section. 31-261(b) and Section 13-1-21 NMSA 1978 et al.

9. PROPOSAL REVIEW AND EVALUATION

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any Proposal to competing Offerors during the process of negotiation.

After the RFP has closed, Procurement Division staff prepares a register of Proposals containing the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals is open to public inspection only after contract award. Procurement Division staff releases Proposals to the Evaluation Committee. The Evaluation Committee reviews and evaluates the submittals. If interviews are conducted, they may only be for the purpose of clarification and may be used for adjusting the final score. Discussions may be conducted with responsible offerors who submit Proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with solicitation requirements for the purpose of obtaining best and final offers. For proposals that qualify for Preference, as described in the Request for Preference form provided through the County's Procurement Portal, preference factors will be applied as applicable in accordance with the most current County Code Section 31-261(b) and NMSA 1978 Section 13-1-21 et al., as may be modified from time to time.

The Evaluation Committee Chairperson provides final evaluation results to the Procurement Division. Award shall be made to the responsible Offeror whose Proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.

10. AWARD OF SOLICITATION

Following award of the solicitation, the successful Offeror will be required to execute a contract with County in accordance with the terms and conditions set forth in the Sample Agreement, which is provided through the County's Procurement Portal. Offerors must identify any exception or other requirements, if any, to the terms and provisions in the Services Agreement, along with proposed alternative language addressing the exception. County, as a governmental entity, is subject to certain laws and prohibitions and may, but is not required to, negotiate changes in contract terms and provisions, but will not agree to language that is in violation of the law. The Agreement as finally agreed

upon must be in form and content acceptable to County.

11. OBLIGATIONS OF FEDERAL CONTRACTORS AND SUBCONTRACTORS; CONTRACT CLAUSES

Federal Contractors and Subcontractors shall abide by applicable state and federal requirements, which may include but are not limited to all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A, and may be required to be included or incorporated by reference into the Agreement.

12. ILLEGAL ACTS

The County Procurement Code, Article 9, imposes remedies and penalties for violation of the County Code. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

13. CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Offerors are requested to complete the Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form, provided through the County's Procurement Portal, and submit with the Proposal. If this completed document is not included with the Proposal, it must be provided prior to the evaluations of the received Proposals, otherwise the Offeror's Proposal will not be considered. This Form serves as a warrant of the Offeror's responsibility and may not necessarily preclude the Offeror from consideration for award.

14. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

A Campaign Contribution Disclosure Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Proposal. If the Form is not submitted with the Proposal, upon award, Contractor must submit this form prior to County's obligation to pay for the services.

15. VERIFICATION OF AUTHORIZED OFFEROR

A Verification of Authorized Offeror Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Proposal. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to the County.

16. BACKGROUND INFORMATION RELATED TO THE SCOPE OF WORK OR SERVICES

In December 2024, the County Council directed County staff to take additional actions to address concerns related to wildlife within the County. Of particular concern is the growing deer population and its associated impacts. Since that time, the County has adopted an ordinance prohibiting the feeding of wildlife as an initial measure to address these issues.

The County Council has further requested that staff evaluate and recommend additional proactive strategies to manage the deer population, reduce the increasing number of vehicle-wildlife collisions, and mitigate wildlife encounters within the community.

To support these efforts, the County has allocated additional funding to retain a qualified wildlife consultant. The selected Offeror shall assess current wildlife conditions within the County and provide expert analysis, guidance, and recommendations regarding feasible and effective actions the County may implement to proactively manage identified wildlife-related concerns.

17. SCOPE OF WORK OR SERVICES (“SCOPE”)

- 17.1. **GENERALLY:** County seeks proposals from qualified Offerors to perform a comprehensive assessment of wildlife conditions within Los Alamos County, with a specific focus on the deer population. The selected Offeror shall evaluate the current status and overall health of the wildlife and identify existing and emerging issues affecting wildlife management.

Proposers may, at their discretion, include optional add-on tasks or services that could enhance the County’s understanding or management of wildlife resources. All optional services shall be clearly identified and priced separately.

17.2. KNOWN WILDLIFE AREAS OF CONCERN

- 17.2.1. An elevated population of deer within the Los Alamos townsite presents ongoing and material concerns, including but not limited to:
- 17.2.1.1. Increased incidents of vehicle-wildlife collisions;
 - 17.2.1.2. The spread of parasites and wildlife-borne diseases;
 - 17.2.1.3. An increased presence of ticks and associated public health risks;
 - 17.2.1.4. Heightened predator–prey interactions occurring within populated areas;
 - 17.2.1.5. Adverse impacts resulting from the illegal feeding of wildlife;
 - 17.2.1.6. Damage to public infrastructure and private property;
 - 17.2.1.7. Documented incidents of aggressive behavior and attacks involving deer; and
 - 17.2.1.8. Disruption or absence of natural migratory behavior patterns.
- 17.2.2. Risks associated with interactions between large predators and human populations, including but not limited to:
- 17.2.2.1. Mountain lion predation events occurring on or adjacent to residential property;
 - 17.2.2.2. Bear encounters within residential areas;
 - 17.2.2.3. Bear reliance on refuse, trash receptacles, and other anthropogenic food sources; and
 - 17.2.2.4. Increased vehicle-wildlife collisions involving large predators.
- 17.2.3. Feeding of wildlife, whether intentional or negligent, contributes to significant safety and environmental concerns, including but not limited to:
- 17.2.3.1. An increased presence of and direct encounters with wildlife species, including deer, bears, mountain lions, skunks, foxes, raccoons, coyotes, rattlesnakes, and bobcats; and
 - 17.2.3.2. An elevated risk of vehicle-wildlife collisions.

17.3. SUCCESSFUL OFFEROR RESPONSIBILITIES

- 17.3.1. Selected Offeror shall provide the following services:
- 17.3.1.1. Perform an assessment of the current condition and status of wildlife within the County.
 - 17.3.1.2. Prepare a final written report (“Report”) that includes, at a minimum: (1) an assessment of wildlife health and population conditions; (2) identification of areas of concern and contributing factors; (3) prioritization of issues requiring County attention; (4) recommended strategies and actions to address identified priorities; and (5) development of guidance for public involvement and educational outreach related to wildlife issues.
 - 17.3.1.3. Conduct a formal briefing session with designated County personnel regarding the Report, which shall include a structured question-and-answer period.
 - 17.3.1.4. Formally present the Report to the County Council at a regularly scheduled Council meeting.

17.4. COUNTY RESPONSIBILITIES

17.4.1. Project Management and Coordination

- 17.4.1.1. The County's Project Manager shall be the primary point of contact for the successful Offeror.
- 17.4.1.2. The County's Project Manager shall coordinate with County departments, divisions and required staff as needed to ensure cooperation and scheduling of project activities.
- 17.4.1.3. The County's Project Manager shall assist with coordination of other external local entities for assessment as needed and able to facilitate cooperation and scheduling of project activities.

17.4.2. Implementation of Findings

- 17.4.2.1. Following the successful Offeror's assessment and Report, *County shall be responsible for implementing any recommended actions or public involvement and education within the County.*

17.4.3. Review and Feedback

- 17.4.3.1. Review all deliverables in a timely manner and provide written feedback within the mutually agreed-upon review periods.
- 17.4.3.2. Participate in findings presentations and planning sessions for the purpose of confirming project scope, priorities, and subsequent actions.

17.5. SUCCESSFUL OFFEROR DELIVERABLES

Successful Offeror shall provide:

- 17.5.1. A Report that includes prioritized findings, recommended actions, and a formal presentation of such findings to designated County staff as described in Section 17.3.1.

17.6. TIMELINE

- 17.6.1. Project kickoff meeting within thirty (30) days of agreement award.
- 17.6.2. Final Report within twelve (12) months of project kickoff, with specific dates to be determined by the County Project Manager and the successful Offeror following the project kickoff meeting.
- 17.6.3. Presentation of Report to County Council at a regularly scheduled Council meeting within thirty (30) days of delivery of the Report.

18. PROPOSAL FORMAT AND RESPONSE COMPONENTS

- 18.1. Offerors must submit a Proposal to the County in the format described herein, subject to Section 8.5, and through the County's Procurement Portal. Information provided in the Proposal may be used in the contract between the successful Offeror and the County.
- 18.2. To facilitate the review process, unless otherwise stated herein, County's preference, though not a requirement, is that Proposals be limited to fifty (50) pages, not including exhibits, attachments, or marketing materials; that Proposals are 8.5 x 11-inch format; and that general marketing materials should not exceed ten (10) pages.
- 18.3. Unless otherwise specified herein or on the County's Procurement Portal, Proposal documents should be submitted in PDF format.
- 18.4. For uniformity in the Proposal review process, please sequence Proposals as shown below using the same header names as below. Additional information may be included by Offerors in attachments, provided that Proposals include and address, in the sequence requested, the elements requested in the Proposal Format and Scope.

18.5. Whenever describing Offeror's ability to provide the services described in the Scope, reference the header for that section and restate the section to which Offeror is responding.

18.6. As determined acceptable by the evaluation committee, the successful Offeror will be selected to provide some or all of the services described herein, to meet the County's needs. Offerors are expected to identify in their Proposals any modifications to the proposed Scope that may be deemed necessary or might aid in successfully delivering services.

18.7. **Proposal Response Components.** Responses should include the following Proposal Response Components:

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.)
1	Cover Sheet (One page only)	1. Provide the full legal name of the Contractor who will execute the contract, and the name, phone number, and e-mail address of the primary person responsible for responding to questions and communication related to the RFP. 2. Reference the RFP number and name.
2	Cover Letter and Executive Summary (One page only)	1. Include qualifications and a narrative description of the characteristics that set the Offeror apart such as unique examples of service or added value, and any recognition or endorsements received. 2. Provide a clear, concise overview of Offeror's Proposal.
3	Qualifications and Experience	1. Describe Offeror's prior experience performing similar work, particularly providing examples from the last 3-5 years. 2. State qualifications of Offeror's staff who might be assigned to provide services. List all applicable licenses and certifications for each individual. Describe training and ability to perform the required services.
4	References And Previous Clients	1. The County reserves the right to contact some or all the references and previous clients to verify any information provided and to request that references provide additional information. 2. If previous client reference information is confidential, you may state so, however, evaluation scores will reflect Offeror's inability to include requested reference information in the Proposal. 3. Using the Reference Worksheet provided on the County's Procurement Portal, provide a minimum of 3 references and previous clients where similar services were performed in the last 3-5 years. 4. References and previous clients should include company name, address, contact name, position, telephone number, and the period during which services were provided.
5	Applicable Industry Standards, Laws, and Regulations	1. It is expected that Offerors have knowledge of and comply with all applicable industry standards, laws, and regulations. 2. Describe Offeror's understanding and ability to comply with applicable industry standards, laws, and regulations. 3. Describe any required valid licenses, permits, trainings, and certifications Offeror possesses to perform the requested services. 4. Confirm that Offeror is properly authorized to conduct business in the State of New Mexico and briefly describe those authorizations (e.g., Offeror possesses a New Mexico Business License issued by the New Mexico Secretary of State).
6	Description of Services and Ability to Provide the Scope of Work or	1. Use the headers from the Scope of Work in the response. 2. Summarize, in narrative form, Offeror's understanding of the requested Services, and describe Offerors process, planning

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.)
	Services	methodology, approach and ability to fulfill the Scope of Services and identify any modifications to the proposed Scope of Services that may be deemed necessary or may aid in successfully delivering the Services described. - Identify and describe any known constraints in fulfilling the Scope of Services as described. - Describe responsibilities of Contractor versus County for each item under Scope of Services. - Identify any deliverables. - Provide detailed information for any optional services not otherwise described in the Scope of Services, defined clearly as individual items, and provide a narrative to describe the optional services.
7	Cost Proposal	- Provide total costs proposed for all possible years of an agreement using the instructions provided on the Cost Proposal Sheet available in the County's Procurement Portal. - In accordance with County Code, the use of a cost-plus-a-percentage-of-cost contract is prohibited.
8	Submission of County's Standard Sample Service Agreement with Deviations or Exceptions Noted or Statement of No Deviations or Exceptions.	- Offeror must note in their response any deviations or exceptions, if any, to the County's Standard Sample Services Agreement, provided on the County's Procurement Portal. Provide the original language with the County's standard terms and any suggested edits; or - Alternatively, state that Offeror has no deviations or exceptions. - Offerors should provide with their Proposal any of their own standard contractual terms or provisions the County will be asked to consider if Offeror is selected for award. This may include, but is not limited to, such things as a sample Master Services Agreement or Licensing Agreement and any additional governing documents referenced within those sample standard agreements. Offerors should note if their own standard contractual terms or provisions conflict with those provisions provided in the County's Sample Services Agreement. - The County may consider, but is under no obligation to accept, any of Offeror's contractual terms or provisions included in Offeror's Proposal.
9	Additional Documents to Submit with Proposals	In addition to all other components requested herein, submitted Proposals should include, but may not be limited to the following. If a document is required, it will be noted as such in the County's Procurement Portal, and Offerors will be unable to submit Proposals without all required documents. - Certification Regarding Debarment, Suspension, and other Responsibility Matters - Campaign Contribution Disclosure Form - Verification of Authorized Offeror - Request for Preference Form - Signed copies of any addenda issued.

19. EVALUATION CRITERIA

Responsible Offeror means a person who has been determined by the Chief Purchasing Officer or evaluating committee to have the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will ensure good faith performance.

Responsive Offeror means a person who has submitted an offer that conforms in all material respects to the requirements set forth in the RFP.

	Criteria	Weighted Points
1	Qualifications and Experience	15
2	References	10
3	Understanding of and Ability to Comply with Applicable Industry Standards, Laws, Rules, and Regulations and Proof of Valid Licenses and Permits	10
4	Description of Services and Ability to Meet Scope of Services	40
5	Cost Proposal	25
	Total Score	100

(This section intentionally left blank)