

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

The Incorporated County of Los Alamos ("County") requires a geospatial mapping and situational awareness platform to support emergency planning, evacuation management, and operational decision-making during all-hazards incidents. The County wishes to procure a system to provide advanced, map-based visualization of evacuation zones, traffic routing, critical infrastructure, and community assets that exceed the mapping capabilities of alerting platforms alone.

SOLICITATION INFORMATION	
Solicitation No.	QUO26-47
Solicitation Title	Geospatial Emergency Management and Evacuation Mapping Platform
Requesting Dept.	Los Alamos Police Department/Emergency Management
SOLICITATION SCHEDULE	
Advertised	January 20, 2026
Question Submission Deadline	February 3, 2026, 2:00 p.m. Mountain Time
Responses to Questions Issued by County	February 10, 2026, 5:00 p.m. Mountain Time County reserves the right to issue responses at any time prior to this date.
Quote Due Date	February 12, 2026, 2:00 p.m. Mountain Time
CONTACT INFORMATION	
Procurement Contact Name	Jaime Kephart
Title	Procurement Contract Manager
E-Mail	Jaime.kephart@losalamosnm.gov
Phone No.	505.662.8191
ESTIMATED PROCESS SCHEDULE AFTER THE QUOTE DUE DATE	
The estimated dates of the solicitation process after Quote due date 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.	
Quote Review	Feb 12, 2026 – Feb 26, 2026
Contract Drafting, Legal Review, and Negotiations	Feb 26, 2026 – March 30, 2026
Estimated Contract Award	March 30, 2026

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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 Quotes submitted through the County's Procurement Portal will be considered.** To register to view and download solicitation documents and submit a Quote 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 REQUEST FOR QUOTES**

Additional documents are referenced in this Request for Quotes, 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 or modifications stated via the County's Procurement Portal, the complete solicitation package. Documents required to be submitted as a component of Offeror's Quote will be noted as such in each individual solicitation posted on the County's Procurement Portal, and Offerors will be unable to submit their Quotes through the County's Procurement Portal until all required documents and information have been uploaded or provided by Offerors.

Please also reference "Requested Information and Scope of Work or Services" below.

3. **QUESTIONS**

Any questions must be received in writing at least five (5) business days prior to the submission due date, unless otherwise stated herein, in an addendum, or on the County's Procurement Portal. **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.

4. **DEMONSTRATION INFORMATION**

County may, at County's sole option, request demonstrations from some or all Offerors. The primary purpose of demonstrations is to receive clarification on how the software meets the required software functionality and technical specifications as described in the Quote.

The meeting date, time, location, questions, and software demonstration instructions, if requested by County, will be coordinated with and e-mailed to Offerors before the demonstration.

5. **GENERAL INFORMATION**

5.1. Award for these Services will result in the execution of a contract between the selected Offeror and the County. A sample Services Agreement with the County's standard terms and conditions is provided on the County's Procurement Portal for the consideration of interested parties to review prior to submitting a Quote.

5.2. The County reserves the right to issue a formal solicitation if the Quotes received or total estimated not-to-exceed compensation, throughout a contract term, is estimated to exceed the County's small purchase threshold, which is SIXTY THOUSAND AND 00/100 DOLLARS (\$60,000.00). County reserves the right to procure services consistent with County ordinances and policies.

5.3. County reserves the right, at its sole discretion, to accept or reject any Quote; to waive any and all irregularities in any or all statements or Quotes; to request additional information from any or all

respondents; and to award a to the Offeror whose Quote is most beneficial to County. Nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror.

5.4. Quotes are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this Request for Quotes shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, Quotes 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.

5.5. The County contemplates a multi-term contract as a result of this Request for Quotes. The term of the contract may be for a period of up to fifteen (15) 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.

6. COST QUOTE

6.1. Using the Cost Quote document provided on the County's Procurement Portal, follow the instructions to provide costs for all years of a possible contract term.

7. REQUESTED INFORMATION AND SCOPE OF WORK OR SERVICES

7.1. **Qualifications and Experience.** Describe Offeror's prior experience performing similar work, particularly providing examples from the last 3-5 years.

7.2. **County Responsibilities.** Include a list of any County responsibilities necessary for Offeror to perform the requested services.

7.3. **Deviations or Exceptions to Sample Services Agreement.**

7.3.1. Using the Deviations or Exceptions to Sample Services Agreement Form provided on the County's Procurement Portal, provide any deviations or exceptions or note no deviations or exceptions to the County's Sample Services Agreement provided in the County's Procurement Portal.

7.3.2. Provide a copy of any of Offeror's own terms and conditions County may be requested to consider. The County may consider, but is under no obligation to accept, any of Offeror's contractual terms or provisions included in Offeror's Quote.

7.4. **Software License and/or Subscription.** Describe all related licensing or subscription information County will be asked to consider prior to utilizing the Services. This should also include any End User Licenses County users of the Software will be asked to agree to through a click-wrap agreement.

7.5. **Warranty, Service Level Agreement, and Support and Maintenance.** Describe Offeror's warranty for Software performance and provide Offeror's Service Level Agreement. Describe support and maintenance services provided.

7.6. **County Technology Standards.** Using the County Technology Standards Requirements for On-Premise, Hybrid, or Cloud/Hosted Solution Solicitations, provided in the County's Online Procurement Portal. Describe Offeror's ability to conform to the applicable County requirements for hybrid or cloud-hosted solutions.

7.7. **Software Functionality Matrix.** Using the Software Functionality Matrix provided in the County's Procurement Portal, describe in more detail whether the proposed Software Solution provides the

features and functionality requested and how it is provided.

- 7.8. **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 Quote. If the Form is not submitted with the Quote, upon award, Contractor must submit this form prior to County's obligation to pay for the services.
- 7.9. **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 Quote. 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.
- 7.10. **Certification Regarding Debarment, Suspension, and Other Responsibility Matters.** A Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Quote.
- 7.11. **Additional Information, Forms, and Documents.** Submit any additional pertinent information, forms, or documents related to provision of the services requested.
- 7.12. **Cooperative Purchasing Agreement.** If your firm has a current federal contract (e.g., GSA or FSS), a contract issued under a cooperative purchasing agreement with another public entity, or a contract that was subject to competitive solicitation with another government or agency thereof, please provide the contract number and the agency.
- 7.13. **Scope of Work or Services.** Confirm and describe your ability to provide the Services described below:
 - 7.13.1. **Generally.** Selected Offeror ("Contractor") will provide for County a Software-as-a-Service ("SaaS") Solution, or other XaaS type solution, such as a Platform as a Solution ("PaaS") that is a cloud based and hosted Software program, developed, owned, and operated by Contractor ("System," "Software," or "Solution") that complies with all federal, state, and local laws, rules, and regulations for a geospatial emergency management platform to support evacuation planning, incident visualization, and operational decision-making. Los Alamos County has a mass notification and public alerting system but is also seeking a separate geospatial emergency management platform. County's preference is to implement a fully hosted Solution.
 - 7.13.2. **Laws, Rules, Regulations, and Industry Standards.** It is expected that Offerors have knowledge of and comply with all applicable industry standards, laws and regulations, which may include but is not limited to adherence to regulations. Describe Offeror's understanding and ability to comply with applicable industry standards, laws, and regulations. Confirm that Offeror is properly authorized to conduct business in the State of New Mexico and briefly describe those authorizations Offeror possesses (e.g., a New Mexico business License issued by the New Mexico Secretary of State.)
 - 7.13.3. **Software Functional Descriptions and Technical Specifications.** Contractor's Software will substantially conform to the functional descriptions and technical specifications proposed in Offeror's Quote and agreed to by County. Using the Software Functionality Matrix provided on the County's Procurement Portal, Offerors are asked to provide information about their Software functionality.
 - 7.13.4. **Project Initiation, Management, and Implementation.**

- 7.13.4.1. Contractor will, within ten (10) business days from the Effective Date of an agreement, or within a timeframe proposed in Offeror's Quote and agreed to by the County, schedule a Project Initiation Meeting with the County's Project Manager at a date, time, and virtual format agreed upon by both Parties to discuss implementation and account creation. Describe the process steps and proposed timeline for onboarding and implementation.
- 7.13.4.2. Contractor will provide experienced, competent, and knowledgeable staff to serve as County's primary point of contact and successfully complete the onboarding process.
- 7.13.5. **Training and Consulting.** Describe any training and consulting services offered and include any related pricing in the Cost Quote for all years of an agreement.
- 7.13.6. **Additional, Optional, and Future Functionality and Services.** For award of an agreement, County requires a not-to-exceed ("NTE") amount for total compensation for the entire term of an agreement. Please describe and provide pricing for any other additional, optional, and future functionality and services County may consider, which may include, but is not limited to, tools, modules, apps, add-ons, functionality, future integrations, or professional services not specifically named or requested herein.

8. **EVALUATION**

Quotes will be evaluated based on the following:

	Criteria	Weighted Points
1	Cost	50
2	Suitability and Offeror's ability to meet County's needs, including software functionality and standards.	50
	Total	100