

Letter of Interest – Sequence of Events

ACTION	RESPONSIBLE PARTY	DUE DATES
1. Issue Letter of Interest	DDPC	January 15, 2016
2. Deadline to Submit Questions	Potential Offeror	February 5, 2016
3. Response to Written Questions	Procurement Manager	February 12, 2016
4. Submission of Letter of Interest	Potential Offeror	February 19, 2016
5. Proposal Evaluation	Evaluation Committee	Feb. 22 – March 4, 2016
6. Selection of Finalists	Evaluation Committee	March 4, 2016
7. Finalize Contractual Agreements	Agency/Finalist Offerors	May 2, 2016
8. Contract Awards	Agency	July 1, 2016

** Please Submit Letter of Interest to –

Developmental Disabilities Planning Council
Attn: Kathleen Coates, Procurement Officer
625 Silver SW, Suite 100
Albuquerque, New Mexico 87102

Ph: (505) 841-4554
Fax: (505) 841-4590
Kathleen.coates@state.nm.us

Note – Offerors that are not currently a state vendor please complete W-9 (attached) and submit with Letter of Interest.

Note – Offerors that are currently a state vendor any changes relating to address, business name change, banking information, etc... please complete W-9 (attached) and submit with Letter of Interest.