

New Mexico Educational Retirement Board
Addendum to
REQUEST FOR PROPOSALS
PROFESSIONAL LEGAL SERVICES FOR SECURITIES LITIGATION
RFP # ERB 14-03
September 30, 2013

REQUEST FOR PROPOSALS
PROFESSIONAL LEGAL SERVICES FOR SECURITIES LITIGATION

RFP # ERB 14-03

Issued: September 18, 2013

Deadline of Submission: October 30, 2013

Submit to:

Amanda S. Olsen
Procurement Manager
701 Camino de los Marquez
Santa Fe, New Mexico 87505

V. CONDITIONS GOVERNING THE PROCUREMENT

B. Explanation of Events.

1. Release of RFP – The RFP will be released on or about September 18, 2013.
2. Deadline to submit written questions – Offerors may submit questions in writing as to the intent or clarity of this RFP by 4:00 p.m. Mountain Daylight Time (“MDT”) October 2, 2013 at the ERB office in Santa Fe. Questions should be submitted to the Educational Retirement Board, Attn: Amanda S. Olsen, Procurement Manager, at the address and location shown below, or by fax transmission to (505) 827-1855, or by email to: amandas.olsen@state.nm.us. Inquiries received after the deadline stated above or inquiries not submitted in writing in accordance with these requirements will not be considered. No telephone inquiries or other non-written inquiries from Offerors will be accepted. **INQUIRIES TO OTHER ERB STAFF OR BOARD MEMBERS ABOUT THIS RFP WILL NOT BE ACCEPTED AT ANY TIME, UNDER ANY CIRCUMSTANCES, AND MAY RESULT IN DISQUALIFICATION OF THE OFFEROR FROM CONSIDERATION UNDER THIS RFP.**
3. Deadline to return Acknowledgment of Receipt – See Appendix C for the Acknowledgment of Receipt Form. Submission of the Acknowledgment by fax is acceptable. Failure to return the Acknowledgment will not preclude the ability to submit a proposal. However, only Offerors who return the Acknowledgment of Receipt form by 4:00 p.m. MDT October 2, 2013 will receive notification of any changes to the RFP and the responses to Offerors’ questions.
4. Response to written questions – Written responses to all Offerors’ written questions will be made by October 9, 2013. Answers to questions will be supplied by email unless otherwise requested by Offeror.
5. Offeror submission of proposals – Seven (7) copies of the proposal shall be delivered to the ERB. Proposals must be signed by an individual with the authority to commit the Offeror organization and the authority of the individual signing must be stated thereon. If additional copies of the proposal are required from firms selected for personal interview they must be exact duplicates of the response submitted for evaluation. The proposal shall be sealed in an envelope which shall be clearly marked:

"SEALED PROPOSAL"
RFP # ERB 14-03

All mailed submissions must be addressed to:

NEW MEXICO EDUCATIONAL RETIREMENT BOARD
P. O. BOX 26129
SANTA FE, NM 87502-0129
ATTENTION: AMANDA S. OLSEN, PROCUREMENT MANAGER

All hand and courier or express deliveries must be addressed to:

NEW MEXICO EDUCATIONAL RETIREMENT BOARD
701 CAMINO DE LOS MARQUEZ
SANTA FE, NM 87505
ATTENTION: AMANDA S. OLSEN, PROCUREMENT MANAGER

Deadline for receipt of the proposal is 4:00 p.m. MDT, October 30, 2013. Date and time will be recorded on the proposals by ERB upon their receipt. **NO FAX TRANSMISSIONS OF THE RFP ARE ALLOWED. NO EXCEPTIONS TO THIS DEADLINE WILL BE ALLOWED. ANY PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED AND RETURNED TO THE OFFEROR UNOPENED.**

VI. REQUIRED FEE STRUCTURE INFORMATION

Please fully describe the fee structure you propose for this engagement, including expenses you propose to charge to the client.

VII. RESPONSE FORMAT AND ORGANIZATION

H. Where to Send.

Submit proposals in a sealed envelope or box clearly identified on the outside as follows:

FROM: Your Firm Name
Address
City, State, Zip

TO: New Mexico Educational Retirement Board
C/O Amanda S. Olsen
Procurement Manager
701 Camino de los Marquez
Santa Fe, New Mexico 87505

(Please note on outside of envelope/box)

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“Request for Proposal for Legal Services
for the New Mexico Educational Retirement Board
RFP Deadline October 30, 2013
TO BE OPENED ONLY BY ADDRESSEE”

APPENDIX C
RFP #ERB 14-03

ACKNOWLEDGMENT OF RECEIPT FORM

In acknowledgment of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy of the RFP, beginning with the title page and ending with Appendix C.

This acknowledgment of receipt should be signed and returned to the coordinator (see below) no later than 4:00 pm MDT on October 2, 2013. Only vendors who elect to return this form and who intend to respond will receive copies of all vendor written questions and ERB's written responses as well as any revisions to the content of this RFP.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE: _____

FAX: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to this RFP.
Firm does/does not (circle one) intend to respond to this Request for Proposals.

Mailing address: NEW MEXICO EDUCATIONAL RETIREMENT BOARD,
P.O. BOX 26129, SANTA FE, NM, 87502-0129

Street address: NEW MEXICO EDUCATIONAL RETIREMENT BOARD,
701 CAMINO DE LOS MARQUEZ, SANTA FE, NM, 87505

ATTENTION: AMANDA S. OLSEN
FAX NUMBER: (505) 827-1855 TELEPHONE: (505) 476-6133
EMAIL: amandas.olsen@state.nm.us