

STATE OF NEW MEXICO

AGING & LONG-TERM SERVICES DEPARTMENT

REQUEST FOR PROPOSALS (RFP)
FOR

Legal Assistance Helpline for Older Adults in New Mexico



RFP #25-624-1000-0004
Amendment One

ISSUE DATE: June 3, 2025

PROPOSAL DUE DATE: July 8, 2025
(Electronic submission only)

RFP # 25-624-1000-0004 is AMENDED as follows:

Key Revisions include *but are not limited to*:

- 1) Procurement Manager is revised from Craig Hays to Francis Doubrava

FROM:

D. PROCUREMENT MANAGER

ALTSD has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Craig Hay Aging & Long-Term Services Department Administrative Services Division
2550 Cerrillos Rd Santa Fe, NM 87505
Telephone: (505) 603-3431
E-Mail: craig.hay@altsd.nm.gov

1. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the SPD.
2. **Protests of the solicitation or award must be submitted in writing to the Protest Manager identified in Section II.B.8.** As a Protest Manager has been named in this Request for Proposals, pursuant to §13-1-172, NMSA 1978 and 1.4.1.82 NMAC, **ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals.** Protests submitted or delivered to the Procurement Manager will **NOT** be considered properly submitted.

TO:

D. PROCUREMENT MANAGER

ALTSD has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Francis Doubrava Aging & Long-Term Services Department Administrative Services Division
2550 Cerrillos Rd Santa Fe, NM 87505
Telephone: (505) 629-2182
E-Mail: francis.doubrava@altsd.nm.gov

1. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the SPD.
2. **Protests of the solicitation or award must be submitted in writing to the Protest Manager identified in Section II.B.8.** As a Protest Manager has been named in this Request for Proposals, pursuant to §13-1-172, NMSA 1978 and 1.4.1.82 NMAC, **ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals.** Protests submitted or delivered to the Procurement Manager will **NOT** be considered properly submitted.