

# County of Bernalillo

## State of New Mexico

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### Purchasing Department

ONE CIVIC PLAZA, N.W.  
ALBUQUERQUE, NM 87102  
(505) 768-4013  
FAX (505) 768-4067

Date: April 11, 2008

Attn: All Prospective Offerors

From: Colin Spencer, Senior Buyer

Subj: **Request for Proposal (RFP) #35-08-CS**  
**Client Data Management System for Department of Substance Abuse Programs**

The Bernalillo County Purchasing Department on behalf of the Bernalillo County Department of Substance Abuse Programs is soliciting proposals from Offerors to propose and provide a software system and an implementation strategy for a client data management and tracking system supporting fundamental public safety addiction recovery services to improve the service delivery, record keeping, data collection, client tracking and archiving using data retention schedules.

**A non-mandatory pre-proposal conference will be held on April 17<sup>th</sup>, 2008 11:00am** at the Albuquerque/Bernalillo County Government Center, One Civic Plaza NW – 10<sup>th</sup> Floor, Conference Room B, Albuquerque, New Mexico.

For registered vendors, pertinent RFP documents, including the specifications and the proposed contract documents pertaining to this project can be downloaded through the purchasing website at no cost. All organizations must be registered with the County in order to receive a complete copy of the RFP and submit a proposal. For firms not registered, interested parties are welcome to register through the County's purchasing website, [www.bernco.gov](http://www.bernco.gov) and pay the required fee of \$50.00 plus a convenience fee of \$1.49 to process payment by credit card or \$1.25 per e-check. Vendors are also welcome to contact Colin Spencer, at (505) 468-7388, or by e-mail [cspencer@bernco.gov](mailto:cspencer@bernco.gov) to request a hard copy of document at a cost of 50 cents per page.

Sealed submittals for the referenced proposal must be addressed and delivered, no later than **4:00 PM (local time), May 9, 2008**, to the Purchasing Department, One Civic Plaza, 10<sup>th</sup> Floor, Room 10010, Albuquerque, NM 87102. The Purchasing Department will date and time stamp the sealed envelope upon receipt.

Questions regarding the proposal submission process, instructions to offerors or terms and conditions, shall be directed to the Senior Buyer, Colin Spencer via e-mail to [cspencer@bernco.gov](mailto:cspencer@bernco.gov).

cc: RFP# 35-08-CS, File Copy