

To: Potential Bidders/ Providers/Vendors

From: Jenny Martinez, Non - Metro Compliance Officer

Via: Tim Armer, NCMEDD, Executive Director

CC: Nancy Arias, Non - Metro AAA Director

Re: Four –Year Area Plan

Date: January 30, 2012

This is to provide you with some information regarding the Four-Year Area Plan. As all of you are aware it is a requirement for Non – Metro AAA to bid out all services every four years.

The Area Plan includes the guidance and general instruction and the required information and forms. Only the information and forms that are part of the Area Plan Packet will need to be submitted. A check list is included to assist in ensuring all information is submitted.

Proposals awarded will be based on the content of the document and a rating system will be applied. **No extensions will be allowed.**

If you require clarity on the process, a pre-bidders conference will be held on Friday, February 10, 2012 at 1:00 in Santa Fe. All information is posted on our web-site www.ncmedd.com.