

**FACILITIES MANAGEMENT DIVISION  
OF THE  
GENERAL SERVICES DEPARTMENT  
AND  
EXPO NEW MEXICO**

**REQUEST FOR PROPOSALS (RFP)**

**Master Plan for the New Mexico State Fairgrounds**



**RFP#25-350-25-0004**

**RFP Release Date: 03/06/2025**

**Proposal Due Date: 04/18/2025  
3:00PM MST**

**ELECTRONIC-ONLY PROPOSAL SUBMISSION**

<https://nmgeneralservices.bonfirehub.com/projects>

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# **I. INTRODUCTION**

## **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The State of New Mexico, Expo New Mexico, is inviting qualified firms to provide competitive sealed proposals for professional consulting services for the development of a Master Plan for the New Mexico State Fairgrounds located in Albuquerque, New Mexico. As further described below, after taking into consideration the evaluation factors set forth in the Request for Proposals (RFP), at the end of the evaluation process the responsible offeror whose proposal is found to be the most advantageous to the Fair will be selected for contract award.

It is envisioned that the state fairgrounds can become a more significant economic, cultural and entertainment driver for the greater Albuquerque area and the State of New Mexico. The State of New Mexico believes there is substantial potential to increase the usage of the State Fairgrounds on a year-round basis.

## **B. BACKGROUND INFORMATION**

The Expo New Mexico is an agency of the State of New Mexico who is housed at the State Fair Grounds and is responsible for the New Mexico State Fair annually. Its mission is to preserve and enhance the agricultural, multi-cultural heritage, and historic legacy of New Mexico.

The 2024 Annual Event had an attendance of approximately 518,000 people. The 2025 eleven-day Annual Event will be held September 4th through September 14<sup>th</sup> of 2025. During the Annual Event, the Fair features livestock, agricultural, and art exhibits, concessions, villages emphasizing cultural heritage, a carnival and live horseracing. A variety of free entertainment is available on the streets and stages. The Fair is also host to a series of the Professional Rodeo Cowboys Association (PRCA) sanctioned rodeo performances in Tingley Coliseum with entertainment provided by a variety of major stars.

Expo New Mexico, which is situated on a 236-acre site in the heart of Albuquerque, is open year-round and is the site of many other events: combat sports, livestock, dog, car, arts and crafts shows, home and builders' shows, concerts, circuses, live and simulcast horse racing, a casino featuring slot machines, rodeos and many others.

Our Fair remains a historic and cultural beacon for the generations to come, and we continue to nurture and grow a year-round business model for our agency that ensures its self-sustainability far into the future. Please visit the EXPO New Mexico Website at [www.ExpoNM.com](http://www.ExpoNM.com) for more information regarding the Fair, interim events, and the Flea Market.

## **C. SCOPE OF PROCUREMENT**

Expo New Mexico seeks the services of a consulting firm with considerable experience in community engagement, planning, urban design, economic development and analysis to develop a Master Plan for the New Mexico State Fairgrounds that will provide a plan to maximize the operation and facilities of the State Fairgrounds, including the prioritization of needs and growth for the next 10 to 20 years.

The following topic areas summarize expected issues to be addressed in the planning process. It is expected the awarded Contractor will conduct stakeholder interviews, use data research to guide their work, and seek public participation in the planning process.

### **Facilities and Infrastructure**

This topic area is expected to assess all current facilities and infrastructure on the State Fairgrounds. Facilities should be analyzed for the past, current and potential future use including, but not limited to building a new arena, adding housing on grounds, other mixed income uses. A plan should produce a list of priority issues to address.

If the contractor determines the potential for future upgrades and use is not adequate to serve the annual New Mexico State Fair, then an analysis of cost and a plan for identifying potential new sites for the annual New Mexico State Fair should be presented.

### **Economic Impact**

This topic area is expected to analyze the current and potential future economic impact of the State Fairgrounds, especially for Albuquerque and the State of New Mexico. The plan should offer recommendations for public, private and public/private partnership opportunities to create greater economic impact to Albuquerque.

### **Programming**

This topic area should analyze the programmatic offerings which have traditionally taken place at the fairgrounds and what programmatic offerings may be considered with improvement to facilities and infrastructure.

### **Land Use**

This topic area should assess non-developed and under developed sections of the fairgrounds for potential use. Recommendations for future land use should focus on the fairgrounds ability to meet programmatic needs of the Albuquerque area and the State of New Mexico in order to have a greater economic and community impact.

### **Operations**

This topic area should assess the operations of the fairgrounds. The plan should make recommendations for any operation changes which would help in fulfilling the goals of the plan and improve the overall success and stability of the fairgrounds into the future.

This Agreement shall not become effective until signed by GSD/SPD Contracts Review Bureau. This Agreement shall terminate four years from the date of final signature.

This RFP will result in a single award.

This procurement will result in a contractual agreement between two parties; the procurement may ONLY be used by those two parties exclusively.

## D. PROCUREMENT MANAGER

Facilities Management Division (FMD) has assigned a Procurement Manager who is responsible for the conduct of this procurement. You must register in FMD's e-Procurement Portal to communicate with the Procurement Manager on this Request for Proposal, link is listed below:

Name: Joseph Lovato, Procurement Manager  
Email: <https://nmgeneralservices.bonfirehub.com/projects>

1. **Any inquiries or requests** regarding this procurement must be submitted, in writing, to the Procurement Manager via the Facilities Management Division (FMD) Bonfire e-Procurement Portal. 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 FMD or Expo New Mexico.
2. **Protests of the solicitation or award must be submitted in writing to the Protest Manager identified in Section II.B.12.** 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.

## E. PROPOSAL SUBMISSION

*Submissions of all proposals must be accomplished via FMD's Bonfire e-Procurement Portal electronic procurement system. Refer to Section III.B.1 for instructions.*

## F. DEFINITION OF TERMINOLOGY

This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations:

1. “**Agency/Procuring Agency**” means all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law to procure items of tangible personal property, services or construction from the agreement(s) awarded as a result of this RFP.
2. “**Award**” means the final execution of the contract document.
3. “**Business Hours**” means weekdays (Monday – Friday) 8:00 AM thru 5:00 PM MST/MDT, whichever is in effect on the date given.
4. “**Close of Business**” means weekdays (Monday – Friday) 5:00 PM MST/MDT, whichever is in effect on the date given.
5. “**Confidential**” means confidential financial information concerning Offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act §§57-3-A-1 through 57-3A-7 NMSA 1978,. See also NMAC 1.4.1.45. The following items may **not** be labelled as confidential: Offeror’s submitted Cost response, Staff/Personnel Resumes/Bios (excluding personal information such as personal telephone numbers and/or home addresses), and other submitted data that is **not** confidential financial information or that qualifies under the Uniform Trade Secrets Act.
6. “**Contract**” means any agreement for the procurement of items of tangible personal property, services or construction.
7. “**Contractor**” means any business having a contract with a state agency or local public body.
8. “**Determination**” means the written documentation of a decision of a procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.
9. “**Desirable**” – the terms “may,” “can,” “should,” “preferably,” or “prefers” identify a desirable or discretionary item or factor.
10. “**Electronic Submission**” means a successful submittal of Offeror’s proposal in the Bonfire e-Procurement Portal.
11. “**Electronic Version/Copy**” means a digital format consisting of text, images or both, readable on computers or other electronic devices, which includes all content that the original document contains. The electronic version/copy CANNOT be emailed.
12. “**Evaluation Committee**” means a body appointed to perform the evaluation of Offerors’ proposals.



13. **“Evaluation Committee Report”** means a report prepared by the Procurement Manager and the Evaluation Committee to support the Committee’s recommendation for contract award. It will contain scores and written evaluations of all responsive Offeror proposals.
14. **“Facilities Management Division (FMD)”** means the Facilities Management Division which is part of the New Mexico General Services Department.
15. **“Final Award”** means, in the context of this Request for Proposals and all its attendant documents, that point at which the final required signature on the contract(s) resulting from the procurement has been affixed to the contract(s) thus making it fully executed.
16. **“Finalist”** means an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee, as explained in Section II.B.8.
17. **“Mandatory”** – the terms “must,” “shall,” “will,” “is required,” or “are required,” identify a mandatory item or factor. Failure to meet a mandatory item or factor may result in the rejection of the Offeror’s proposal.
18. **“Minor Irregularities”** means anything in the proposal that does not affect the price, quality and/or quantity, or any other mandatory requirement.
19. **“Offeror”** is any person, corporation, or partnership who chooses to submit a proposal.
20. **“Procurement Manager”** means any person or designee authorized by a state agency or local public body with the responsibility, authority, and resources to conduct the RFP procurement, make written determinations regarding the RFP procurement, and/or enter into or administer contracts as a result of the RFP procurement.
21. **“Project”** means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the project scope is achieved and project acceptance is given by the project executive sponsor.
22. **“Redacted”** means a version/copy of the Offeror’s proposal with the information considered proprietary or confidential (as defined by §§57-3A-1 to 57-3A-7 NMSA 1978 and NMAC 1.4.1.45 and summarized herein and outlined in Section II.C.8 of this RFP) blacked-out BUT NOT omitted or removed.
23. **“Request for Proposals (RFP)”** means all documents, including those attached or incorporated by reference, used for soliciting proposals.
24. **“Responsible Offeror”** means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate

to make satisfactory delivery of the services, or items of tangible personal property described in the proposal.

25. “**Responsive Offer**” or means an offer which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to price, quality, quantity or delivery requirements.
26. “**Sealed**” means, in terms of electronic submission, an Offeror’s proposal and all accompanying documents has been completely and successfully uploaded into FMD’s Bonfire e-Procurement Portal system prior to the submission deadline stated in the RFP.
27. “**SPD**” means State Purchasing Division of the New Mexico State General Services Department.
28. “**Staff**” means any individual who is a full-time, part-time, or an independently contracted employee with the Offerors’ company.
29. “**State (the State)**” means the State of New Mexico.
30. “**State Agency**” means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state. “State agency” includes the Purchasing Division of the General Services Department and the State Purchasing Agent but does not include local public bodies.
31. “**Statement of Concurrence**” means an affirmative statement from the Offeror to the required specification agreeing to comply and concur with the stated requirement(s). This statement shall be included in Offerors proposal. (E.g. “We concur”, “Understands and Complies”, “Comply”, “Will Comply if Applicable” etc.)
32. “**State Purchasing Agent**” means the Director of the Purchasing Division of the General Services Department.
33. “**Statement of Concurrence**” means an affirmative statement from the Offeror indicating its response to a required Section IV specification agreeing to comply and concur with the stated requirement(s). This statement shall be included in Offerors proposal, pursuant to Section III.C.1. (E.g. “We concur,” “Understands and Complies,” “Comply,” “Will Comply if Applicable,” etc.)
34. “**Technical Irregularities**” are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality or quantity.
35. “**Unredacted**” means a version/copy of the proposal containing all complete information; including any that the Offeror would otherwise consider confidential, such copy for use only for the purposes of evaluation.

36. “**Written**” means typed in standard 8 ½ x 11-inch document format, by common electronic means (such as Microsoft Word, Adobe PDF, etc.). A larger size document is permissible for charts, spreadsheets, etc.

## G. PROCUREMENT LIBRARY

A procurement library has been established. Offerors are encouraged to review the material contained in the Procurement Library by selecting the link provided in this document through your own internet connection. The library contains information listed below:

RFP, Questions & Answers, RFP Amendments, etc.  
<https://nmgeneralservices.bonfirehub.com/projects>

Other relevant links:  
[www.ExpoNM.com](http://www.ExpoNM.com)

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

<b>Action</b>	<b>Responsible Party</b>	<b>Due Dates</b>
1. Issue RFP	FMD	03/06/2025
2. Registration to be on Portal Distribution List	Potential Offerors	05/09/2025
3. Pre-Proposal Conference	FMD	03/24/2025
4. Deadline to submit Written Questions	Potential Offerors	03/31/2025 2:00PM MST
5. Response to Written Questions	Procurement Manager	04/04/2025 5:00PM MST
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>4/18/2025 3:00PM MST</b>
7.* Proposal Evaluation	Evaluation Committee	4/21-4/25/2025
8.* Selection of Finalists	Evaluation Committee	4/25/2025
9* Oral Presentation(s)	Finalist Offerors	<b>04/28/2025-04/30/2025</b>
10.* Finalize Contractual Agreements	FMD/Finalist Offerors	<b>5/2/2025</b>

11.* Contract Awards	FMD/Finalist Offerors	<b>5/9/2025</b>
12.* Protest Deadline	FMD	+15 days

\*Dates indicated in Events 7 through 12 are estimates only, and may be subject to change without necessitating an amendment to the RFP.

## B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the Sequence of Events shown in Section II.A., above.

### 1. Issue RFP

This RFP is being issued on behalf of the State of New Mexico, Expo New Mexico State Fair Grounds on the date indicated in Section II.A, Sequence of Events.

### 2. Registration on Bonfire e-Procurement Portal

Potential Offerors must register in the Bonfire e-Procurement Portal to have their organization placed on the procurement Distribution List.

**Only vendors who register on the portal will be able to access any information regarding this RFP.** The procurement distribution list will be used for the distribution of written responses to questions, and/or any amendments to the RFP. **Failure to register does Prohibit potential Offerors from submitting a response to this RFP.**

### 3. Pre-Proposal Conference

A pre-proposal conference will be held as indicated in Section II.A, Sequence of Events, beginning at 5:30 PM MST @ the African American Pavilion located at the New Mexico State Fair Grounds 300 San Pedro NE, Albuquerque NM 87108.

**Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager** (see Section I.D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All questions answered during the Pre-Proposal Conference will be considered **unofficial** until they are posted in writing. All written questions will be addressed in writing on the date listed in Section II.A, Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

Attendance at the pre-proposal conference is highly recommended, but not a prerequisite for submission of a proposal.

### 4. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP by 2:00PM MST as indicated in Section II.A, Sequence of Events. All written questions must be addressed to the Procurement Manager as declared in Section I.D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

## 5. Response to Written Questions

Written responses to the written questions will be provided via e-mail, on or before the date indicated in Section II.A, Sequence of Events, to all potential Offerors who timely registered in the Bonfire e-Procurement Portal (Section II.B.2).

The Questions and Answers will be posted to the Supporting Documents section of FMD's Bonfire e-Procurement Portal:

<https://nmgeneralservices.bonfirehub.com/projects>

## 6. Submission of Proposal

Only **electronic** proposal submission is allowed. **Do not** submit hard copies.

ALL PROPOSALS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN **3:00 PM MST ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS. NO LATE PROPOSAL CAN BE ACCEPTED.** The date and time of receipt will be recorded on each proposal. Proposals will be time-stamped in the system when the Offeror clicks "OK" after "Review and Submit." Such electronic submissions will be considered sealed in accordance with statute.

*It is the Offeror's responsibility to ensure all documents are completely uploaded and submitted electronically via the Bonfire e-Procurement Portal system by the deadline set forth in this RFP. The Bonfire e-Procurement Portal system will automatically cease uploading data at the date and time of the deadline. Please ensure that you, as the Offeror, allow adequate time for large uploads and to fully complete your submittal by the deadline. A submission that is not both: (1) fully complete; and (2) received, via the Bonfire e-Procurement Portal system by the deadline, will be deemed late. Further, a submission that is not fully complete and received via the Bonfire e-Procurement Portal system by the deadline because the response was captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. In accordance with statute and rule, **NO LATE PROPOSAL CAN BE ACCEPTED.***

**Proposals must be submitted electronically through FMD's Bonfire e-Procurement Portal electronic procurement system. Refer to Section III.B.1 for instructions.**

Proposals submitted by facsimile, or other electronic means other than through the FMD electronic e-procurement system, will not be accepted.

A log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to §13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is

deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

## **7. Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in Section II.A, Sequence of Events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **8. Selection of Finalists**

The Evaluation Committee will select and the Procurement Manager will notify the finalist Offerors as per schedule Section II.A, Sequence of Events or as soon as possible thereafter. Finalists will be comprised of up to three (3) Offerors receiving the highest cumulative scores in the following Sections: Section IV.B.1 Capacity and Capability Section IV.B.2 Organizational References, and Section IV.B.3 Project Understanding and Approach, and Section IV. B4 Past Record and Performance.

## **9. Oral Presentations**

Finalist Offerors, as selected per Section II.B.9 above, may be required to conduct an oral presentation at a venue to be determined as per schedule Section II.A., Sequence of Events, or as soon as possible thereafter. If Oral Presentations are held, Finalist Offerors may be required to make their presentations through electronic means (Microsoft Teams, Zoom, etc.). The Agency will provide Finalist Offerors with an agenda and applicable details (such as, scheduled presentation date and time, time limits, etc.); including an invitation to the event. Whether or not Oral Presentations will be held is at the sole discretion of the Evaluation Committee.

## **10. Finalize Contractual Agreements**

After approval of the Evaluation Committee Report, any contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s), taking into consideration the evaluation factors set forth in this RFP, as per Section II.A., Sequence of Events, or as soon as possible thereafter. The most advantageous proposal may or may not have received the most points. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the timeframe specified, the State reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **11. Contract Awards**

The award is subject to appropriate Department and State approval. Upon receipt of the signed contractual agreement, the Agency Procurement office will award as per Section II.A., Sequence of Events, or as soon as possible thereafter.

## **12. Protest Deadline**

Any protest by an Offeror must be timely submitted and in conformance with §13-1-172 NMSA 1978 and applicable procurement regulations. 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. The 15-calendar day protest period shall begin on the day following the notice of award of contract(s) and will end at 5:00 pm MST/MDT on the 15<sup>th</sup> day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be directed to:

ATTN: Peter Barrington Facilities Management Division  
2542 Cerrillos Road T-187  
Santa Fe, NM 87505  
[Peter.barrington@gsd.nm.gov](mailto:Peter.barrington@gsd.nm.gov)

**PROTESTS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

## **C. GENERAL REQUIREMENTS**

### **1. Acceptance of Conditions Governing the Procurement**

Offerors must indicate their acceptance to be bound by the Conditions Governing the Procurement, Section II.C, and Evaluation, Section V, by completing and signing the Letter of Transmittal form, pursuant to the requirements in Section II.C.30, located in APPENDIX E.

### **2. Incurring Cost**

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

### **3. Prime Contractor Responsibility**

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with a State Agency which may derive from this RFP. The State Agency entering into a contractual agreement with a vendor will make payments to only the prime contractor.

#### 4. Subcontractors/Consent

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the agency awarding any resultant contract, before any subcontractor is used during the term of this agreement.

#### 5. Amended Proposals

An Offeror may submit an amended proposal before the proposal due date. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. **Agency personnel will not merge, collate, or assemble proposal materials.**

#### 6. Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations, 1.4.1.5 & 1.4.1.36 NMAC.

#### 7. Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one-hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

#### 8. Disclosure of Proposal Contents

The contents of all submitted proposals will be kept confidential until the final award has been completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be available for public inspection, *except* for proprietary or confidential material as follows:

- a. ***Proprietary and Confidential information is restricted to:***
  1. confidential financial information concerning the Offeror's organization; and
  2. information that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, §§57-3A-1 through 57-3A-7 NMSA 1978.
- b. An additional but separate redacted version of Offeror's proposal, as outlined and identified in Section III.B.2.a, shall be submitted containing the blacked-out proprietary or confidential information, in order to facilitate eventual public inspection of the non-confidential version of Offeror's proposal.



**IMPORTANT**: The price of products offered or the cost of services proposed **SHALL NOT** be designated as proprietary or confidential information.

If a request is received for disclosure of proprietary or confidential materials, the Agency shall examine the request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of proprietary or confidential information.

## **9. No Obligation**

This RFP in no manner obligates the State of New Mexico or any of its Agencies to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

## **10. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Agency determines such action to be in the best interest of the State of New Mexico.

## **11. Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected by sending written notice to the contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

## **12. Legal Review**

The Agency requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

## **13. Governing Law**

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

## **14. Basis for Proposal**

Only information supplied in writing by the Procurement Manager or contained in this RFP shall be used as the basis for the preparation of Offeror proposals.

## 15. Contract Terms and Conditions

The contract between an agency and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Draft Contract (APPENDIX C). However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP Draft Contract (APPENDIX C) with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant contract.

The Agency discourages exceptions from the contract terms and conditions as set forth in the RFP Draft Contract (APPENDIX C). Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the Agency (and the Evaluation Committee), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

Should an Offeror object to any of the terms and conditions as set forth in the RFP Draft Contract (APPENDIX C) strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose **specific** alternative language. The Agency may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions of the Draft Contract are not acceptable to the Agency and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

If an Offeror fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror), no proposed alternate terms and conditions will be considered later during the negotiation process. **Failure to propose alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror) is an explicit agreement by the Offeror that the contractual terms and conditions contained herein are accepted by the Offeror.**

## 16. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency. See Section II.C.15 for requirements.

## 17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Offeror), will be discussed only between the Agency and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.

## **18. Offeror Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a Responsive Offer as defined in §13-1-83 and §13-1-85 NMSA 1978.

## **19. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor irregularities, as defined in Section I.F.19. The Evaluation Committee also reserves the right to waive mandatory requirements, provided that **all** of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

## **20. Change in Contractor Representatives**

The Agency reserves the right to require a change in contractor representatives if the assigned representative(s) is (are) not, in the opinion of the Agency, adequately meeting the needs of the Agency.

## **21. Notice of Penalties**

The Procurement Code, §§13-1-28 through 13-1-199 NMSA 1978, imposes civil, and misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

## **22. Agency Rights**

The Agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

## **23. Right to Publish**

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from the agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

## **24. Ownership of Proposals**

All documents submitted in response to the RFP shall become property of the State of New Mexico. If the RFP is cancelled, all responses received shall be destroyed by the Agency or FMD.

## **25. Confidentiality**

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the Agency.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Agency's written permission.

## **26. Electronic mail address required**

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence. (See also Section II.B.5, Response to Written Questions).

## **27. Use of Electronic Versions of this RFP**

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the agency, the Offeror acknowledges that the version maintained by the agency shall govern. Please refer to:

<https://nmgeneralservices.bonfirehub.com/projects>

## **28. New Mexico Employees Health Coverage**

- A. If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
- B. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.

- C. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <https://bewellnm.com>.
- D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

### **29. Campaign Contribution Disclosure Form**

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form (APPENDIX B) as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. **Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.**

### **30. Letter of Transmittal**

Offeror's proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX E, which must be **signed** by the individual authorized to contractually obligate the company, identified in #2 below.

Provide the following information:

1. Identify the submitting business entity; Name, Mailing Address, Phone Number, Federal Tax ID Number (TIN), and New Mexico Business Tax ID Number (BTIN, formerly CRS);
2. Identify the Name, Title, Telephone, and E-mail address of the person authorized by the Offeror's organization to (A) contractually obligate the business entity providing the Offer, (B) negotiate a contract on behalf of the organization; and/or (C) provide clarifications or answer questions regarding the Offeror's proposal content (*A response to B and/or C is only necessary if the responses differ from the individual identified in A*);
3. Identify any subcontractor/s that may be utilized in the performance of any resultant contract award;
4. Identify any other entity/-ies (such as State Agency, reseller, etc., that is not a subcontractor identified in #3) that may be used in the performance of this awarded contract; and
5. The individual identified in #2 above, must sign and date the form, attesting to the veracity of the information provided, and acknowledging (a) the organization's acceptance of the Conditions Governing the Procurement stated in Section II.C.1, (b) the organizations acceptance of the Section V Evaluation Factors, and (c) receipt of any and all amendments to the RFP.

**Failure to submit the signed Letter of Transmittal Form located in Appendix E will result in Offeror's disqualification.**

**31. Disclosure Regarding Responsibility**

- A. Any prospective Contractor and any of its principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
  2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
    - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
    - b. violation of Federal or state antitrust statutes related to the submission of offers; or
    - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
  3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;
  4. has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply.
    - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
    - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
    - c. Have within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.)
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became

erroneous by reason of changed circumstances.

- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.
- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Purchasing Agent or other party to this Agreement. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

### **32. New Mexico/Native American Resident Preferences**

To ensure adequate consideration and application of §13-1-21 NMSA 1978 (as amended), **Offeror must submit a copy of its valid New Mexico/Native American Resident Preference Certificate or its valid New Mexico/Native American Resident Veteran Preference with its proposal.** Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue  
<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

**In accordance with §13-1-21(H) NMSA 1978, an agency shall not award any combination of New Mexico/Native American Resident Preferences.**

**In accordance with §13-1-21(J) NMSA 1978, the New Mexico/Native American Resident Preferences shall not apply if/because the expenditure for this RFP includes federal funds.**

### III. RESPONSE FORMAT AND ORGANIZATION

#### A. NUMBER OF RESPONSES

Offerors shall submit only one electronic proposal in response to this RFP.

#### B. ELECTRONIC SUBMISSION

##### ONLY ELECTRONIC SUBMISSION VIA FMD's Bonfire e-Procurement Portal SYSTEM IS PERMITTED

<https://nmgeneralservices.bonfirehub.com/projects>

Any proposal that does not adhere to the requirements of this **Section II.B** and **Section III.C Proposal Content and Organization** may be deemed non-responsive and rejected on that basis.

##### 1. Electronic Submission Requirements

- a. **Register in Bonfire e-Procurement Portal well in advance of the submission deadline** - In order to submit a response to this RFP, Offeror's registration must be 100% Complete, in the Bonfire e-Procurement Portal System. ***It is the Offeror's responsibility to ensure the registration process is completed in enough time to upload its proposal documents by the deadline set forth in this RFP.*** The registration page may be accessed via the following link:  
<https://nmgeneralservices.bonfirehub.com/projects>
- b. **Follow all submission instructions** - Proposals must be submitted in the manner outlined in Sections III.B.2 and III.B.3, and organized in accordance with Section III.C. Technical and Business portions of Offerors proposal must be submitted as **separate uploads**, and must be prominently identified as "Technical Proposal," or "Business Proposal," on the front page of each upload.
- c. **Complete proposal upload prior to submission deadline** - ***It is the Offeror's responsibility to ensure all documents are completely uploaded and submitted electronically via the Bonfire e-Procurement Portal system by the deadline set forth in this RFP.*** *The Bonfire e-Procurement Portal system will automatically cease uploading data at the date and time of the deadline. Please ensure that you, as the Offeror, allow adequate time for large uploads and to fully complete your submittal by the deadline. A submission that is not both: (1) fully complete; and (2) received, via the Bonfire e-Procurement Portal system by the deadline, will be deemed late. Further, a submission that is not fully complete and received via the Bonfire e-Procurement Portal system by the deadline because the response was captured, blocked, filtered, quarantined or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. In accordance with statute and rule, **NO LATE OFFER CAN BE ACCEPTED.***



- d. **Upload a single technical file and a single Cost file, unless a document exceeds 100MB** - The Offeror need only submit one single electronic copy of each portion of its proposal (one Technical and one Cost), as outlined in Sections III.B.2 and III.B.3. *EXCEPTION: Single electronic files that exceed 50MB may be submitted as multiple uploads, which must be the least number of uploads necessary to fall under the 100mb limit.*
  - e. **DO NOT upload .zip files** - In accordance with the State of New Mexico’s Information Technology (IT) policies and procedures, we are unable to accept .zip files. See Section II.B.1.d, above, requirements for uploading large files.
  - f. **DO NOT password-protect proposal documents** – The FMD Bonfire e-Procurement Portal system is secure, and accessible only to FMD personnel, through a password-protected login. Confidential information must adhere to the requirements of Section II.C.8 and must be submitted pursuant to Section II.B.2.a.
  - g. **Bonfire e-Procurement Portal Technical Support**
    - i. For assistance with completing the registration process, uploading a proposal, or other technical support issues, utilize the Technical Support link at the bottom of the portal
    - ii. For assistance with Bonfire e-Procurement Portal passwords or if the primary contact for your account is no longer employed by your organization, utilize the Technical Support Link at the bottom of the portal.
2. **Technical Proposal** – One (1) ELECTRONIC upload must be organized in accordance with **Section III.C.1. Proposal Format**. All information for the Technical Proposal must be combined into a single file/document for uploading. *EXCEPTION: Single electronic files that exceed 100mb may be submitted as multiple uploads, which must be the least number of uploads necessary to fall under the 100mb limit.* ***The Technical Proposal SHALL NOT contain any business information.***
- a. **Confidential Information:** If Offeror’s proposal contains confidential information, as defined in Section I.F.5 and detailed in Section II.C.8, Offeror **must** submit **two (2) separate ELECTRONIC technical files:**
    - i. One (1) ELECTRONIC version of the requisite proposals identified in Section III.B.2, above, as an **unredacted** (def. Section I.F.38) version for evaluation purposes; **and**
    - ii. One (1) **redacted** (def. Section I.F.22) ELECTRONIC for the public file, in order to facilitate eventual public inspection of the non-confidential version of Offeror’s proposal. Redacted versions **must** be clearly marked as “REDACTED” or “CONFIDENTIAL” on the first page of the electronic file;

3. **Business Proposal** – One (1) ELECTRONIC upload of the proposal containing **ONLY** the Business Proposal. All information for the business proposal **must be combined into a single file/document for uploading.** ***EXCEPTION:** Single electronic files that exceed 100mb may be submitted as multiple uploads, which must be the least number of uploads necessary to fall under the 100mb limit*

## **C. PROPOSAL CONTENT AND ORGANIZATION**

All proposals must be submitted as follows:

Length of the proposal **for the Response to Technical Specifications** shall be limited to a maximum of twenty **(20) numbered pages** (printed sheet faces) of text no smaller than **10 point**, and/or graphics. The resumes and supplied References are **excluded** from the twenty **(20) page** maximum count limit. Resumes may be presented within the response text rather than as an attachment. Material excluded from the twenty (20) page maximum count is limited to:

- Front cover (photos with captions on inside cover allowed)
- Proposal Summary/Introductory Letter (optional)
- Divider pages (blank except for title information)
- Table of Contents page
- Resumes
- All Appendices
- Resident Vendor or Resident Veteran Certificate (If applies)

### **Technical Proposal – DO NOT INCLUDE ANY BUSINESS INFORMATION IN THE TECHNICAL PROPOSAL.**

**All pages shall be numbered. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated and labeled with the letter /number:**

1. Table of Contents
2. Proposal Summary (Optional)
3. Response to Technical Specifications (tabbed or indexed in the same order as the specifications)
  - B1. Capacity and Capability
  - B2. Organizational References
  - B3. Project Understanding and Approach to Completed Requirements
  - B4. Past Record and Performance

## **Business Proposal -**

1. C.1 Signed Letter of Transmittal (Appendix A)
2. C.2 Signed Campaign Contribution Disclosure Form (Appendix B)
2. C.3 Response to Contract Terms and Conditions (from Section II.C.15)
3. C.4 Offeror's Additional Terms and Conditions (from Section II.C.16)
4. C.5 Agency Certification Form (Appendix E)
5. C.7 NM Resident Business or Veteran Business Preference

A Proposal Summary may be included in Offeror's Technical Proposal, to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.  
**DO NOT INCLUDE COST INFORMATION IN THE PROPOSAL SUMMARY.**

## **IV. SPECIFICATIONS**

### **A. DETAILED SCOPE OF WORK**

The Contractor shall perform the following work:

The following sections detail the type of work envisioned and deliverables required during each phase. However, recommendations of the project process based on your firm's experience and/or industry best practices are encouraged.

It is Expo New Mexico's intention to achieve these goals in a timely manner. The proposed schedule for completion of this project is six (6) months from the date the contract is fully executed and signed by all parties.

Through open and reasoned discussion involving Fair Management and community stakeholders, the goals of the project are to build a Master Plan for the facility that will include:

1. An assessment of existing facility uses, as well as a critical comparison between existing conditions and future opportunities, needs, and priorities.
2. An economic impact study that compares market segments and return of investment.
3. The vision for desirable and sustainable facility uses.
4. Strategies for ensuring the final master plan document is viable for at least five years, and that future updates to the plan build upon the work done during the update process, including protocols for reviewing/updating the master plan.
5. A comprehensive framework for sustainable and fiscally responsible development, including maintenance and replacement planning.
6. Quantitative performance measurement for return on investment (ROI) of new property, taxes generated by market segment versus long term maintenance costs to support the public infrastructure required for such projects.
7. During all project phases, Contractor will employ effective and easy to understand communication strategies such as data visualization techniques to disseminate, share, and educate relative to the planning process and outcomes.
8. Work effectively with the Campus Stakeholders to develop a consensus-driven new vision for the fairgrounds complex and surrounding area.
9. Conduct an effective public engagement strategy that is inclusive of Fairground stakeholders, property owners, neighboring residents and Albuquerque residents with a vested interest in the campus.
10. Assess and address issues related to current and future users including current capacity, future demand and facility condition.
11. Evaluate current conditions pertaining to the property including land use, neighborhood character, public infrastructure, public utilities and traffic circulation.
12. Prepare site development phasing and costs, including facilities and infrastructure costs for both public and private sector investment.

13. Provide an economic impact analysis from proposed master plan and development phasing that would include projected property, sales and hotel tax revenues as well as economic impact from increased visitation and events.
14. Facilities should be analyzed for the past, current and potential for future use including, but not limited to building a new arena, adding housing on grounds, other mixed income uses and identifying potential new sites for the annual New Mexico State Fair. The plan should produce a list of priority issues to address.

### **Phase 1: Planning/Information Gathering/Economic Impact Study**

During the initial project phase, the Contractor will work with Fair management to identify growth areas for the facility, build community support for the planning project, and develop clear strategies for achieving Phase 2 goals.

Phase 1 processes include, but are not limited to:

1. Conduct a Facility Assessment of all buildings and site conditions at the New Mexico State Fairgrounds.
2. Complete an economic impact study of the facility, including market trend analysis, facility usage, and economic impact of various market segments. Impact analysis will include both direct (revenues to Fair) and indirect (sales tax revenues) spending by market segment.
3. Develop and implement a plan for public engagement and in person public meetings.
4. Develop approaches to inform and educate all stakeholders about the economic development of various market segments.

### **Meetings:**

Contractor is requested to attend minimum of three (3) in person meetings:

1. Project Kick-off and facility assessment
2. Minimum one (1) in person meeting with Fair Management
3. Phase 1 Deliverable Presentation
4. Public Meeting(s)

Additional meetings can be held via Zoom or alternate digital platform to keep Contractor travel costs at a minimum.

### **Timing:**

It is anticipated that Phase 1 will be completed within a two (2) month time frame.

### **Phase 1 Deliverables:**

Deliverables should be presented in an easy to read, visually appealing manner. It is the intention of the Fair to make all information readily available to the residents of New Mexico.

1. Monthly project updates to be submitted to the General Manager of the Fair.
2. Facility assessment Reports.
3. Results of economic impact study.
4. Results of public engagement campaign.
5. Final Phase 1 narrative report outlining a critical comparison between existing conditions and future opportunities, needs, and priorities, as discovered during Phase 1 activities.

### **Phase 2: Draft Master Plan Development**

This phase of the project will focus on refining facility goals and priorities, as well as implementation strategies based on the data gathered during Phase 1. Conceptual facility plan options will also be generated during this phase.

Phase 2 processes include, but are not limited to:

1. Facilitate the creation of the goals, objectives, and strategies to be included in the facility master plan utilizing information gathered in Phase 1 and Fair Management knowledge.
2. Identify and develop strategies for mediating policy conflicts between development goals and current policy. The Contractor should work to understand the needs of competing interest groups and provide recommendations for reconciling these competing ideas.
3. Synthesize the data gathered during this phase and previous phase into recommendations and long-term facility use strategies, including any facility upgrades, and new capital investments. These recommendations will match the Fairs vision and goals for the New Mexico Fairgrounds.
4. Generate three (3) high level conceptual facility and land use plans, with recommended timelines for phased new capital construction (if any), infrastructure requirements, local zoning restrictions, repair, and maintenance plans. Contractor should include consideration of results of economic impact study completed in Phase 1 for maximum economic benefit the New Mexico State Fairgrounds. The Fair will provide feedback on the plans, which will be utilized by the Contractor to prepare the final Master Plan in Phase 3.

**Meetings:**

Contractor is requested to attend minimum of two (2) in person meetings:

1. One or two work sessions with Fair Management
2. Phase 2 Deliverable Presentation (may be proposed as digital meeting).

Additional meetings can be held via Zoom or alternate digital platform to keep Contractor travel costs at a minimum.

**Timing:**

It is anticipated that Phase 2 will be completed within a two (2) month time frame.

**Phase 2 Deliverables:**

Deliverables should be presented in an easy to read, visually appealing manner. It is the intention of the Fair to make all information readily available to the residents of New Mexico.

1. Monthly project updates to be submitted to the General Manager of the Fair.
2. Final Phase 2 narrative report outlining recommended development strategies, including consideration of capital investments and ROI.
3. Three (3) high level Conceptual Facility and Land Use Plans, with appropriate long-term (5-10 year) capital plans including repair and maintenance recommendations.

**Phase 3: Final Master Plan Development**

In the final phase of the project, it is expected that the Contractor will streamline recommendations based on work completed in the previous two project phases, to provide Fair with a Master Plan for the New Mexico State Fairgrounds. Processes in this phase include, but are not limited to:

1. Ensure the final document format is useful and educational to all residents of Albuquerque and State Fair customers, with emphasis on data visualization.
2. Synthesize the comments and suggestions generated in this phase into policy and implementation recommendations which match the Fairs vision and goals.
3. Presentation of the final Master Plan document to the Fair Management, funding agency representatives, and the public.

**Meetings:**

Contractor is requested to attend minimum of two (2) in person meetings:

1. One or two work sessions with Fair Management
2. Final Project Presentation

Additional meetings can be held via Zoom or alternate digital platform to keep Contractor travel costs at a minimum.

**Timing:**

It is anticipated that Phase 3 will be completed within a two (2) month time frame.

**Phase 3: Deliverables**

Deliverables should be presented in an easy to read, visually appealing manner. It is the intention of the Fair to make all information readily available to the residents of Albuquerque.

1. Monthly project updates to be submitted to the General Manager of the Fair.
2. Final narrative report covering all three phases of the project, outlining priority growth areas for the New Mexico State fairgrounds, recommended facility upgrades, and new capital construction.
3. Final Conceptual Facility and Land Use Plan, with appropriate long-term (5-10 year) capital plans including repair and maintenance recommendations.
4. All digital working files, including all data files, generated during the project.
5. All meeting materials utilized in any public engagement sessions.

**B. TECHNICAL SPECIFICATIONS****1. Capacity and Capability**

Offeror **must**:

- a) provide a detailed description of relevant corporate experience with state government and private sector. The experience of all proposed subcontractors must be described. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of a Master Plan. Provide the Capacity and capability of the business, including any consultants, their representatives, qualifications and locations, to perform the work, including any specialized services, within the time limitations;
- b) provide a detailed resume of all key personnel Offeror proposes to use in performance of the resulting contract, should Offeror be awarded. Key personnel are identified as consultants, their representatives, to perform the work, including any specialized services necessary. Offeror must include key personnel education, work experience, and relevant certifications/licenses.

## 2. Organizational References

Three (3) external references from similar projects/programs, performed for private, state, or large local government clients within the last three (3) years should be received by the designee identified on APPENDIX D, Organizational Reference Questionnaire (“Questionnaire”). Any submitted references must be received by the deadline stated on APPENDIX D.

The references to whom the Offeror provides the Questionnaire **must submit the Questionnaire directly to the designee identified on APPENDIX D. The references must not return the completed Questionnaire to the Offeror.** It is the Offeror’s responsibility to ensure the completed Questionnaires are submitted **on or before the deadline stated on APPENDIX D. NO LATE QUESTIONNAIRES CAN BE ACCEPTED.**

Offerors are encouraged to request that their chosen references provide detailed and informative comments.

The Offeror, itself, does not need to submit anything for this Specification in its proposal. The Offeror may, if it chooses, include a list of all organizations to whom Offeror sent the Organizational Reference Questionnaire (APPENDIX D).

## 3. Project Understanding and Approach to Completing Requirements

Offerors must respond to the requirements in Section IV. A. Detailed Scope of Work, specifically state whether or not offeror is prepared to meet each phase and deliverable with all requirements set forth in the detailed scope of work, on an item-by-item basis in the order in which they appear. It is not necessary to re-type each paragraph. An offeror may state that he/she is prepared to meet each of the requirements by referencing the specific paragraph numbers to which the offeror is agreeing. If the offeror is not prepared to meet certain requirements, state the paragraph number(s) to which you are referring at this point and state your objections with specificity. A statement of concurrence is required.

## 4. Past Record and Performance

Provide at least two (2) examples of past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs and ability to meet schedules.



## C. BUSINESS SPECIFICATIONS

### 1. Letter of Transmittal Form

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX A. The form **must** be completed and must be signed by the person authorized to obligate the company. **Failure to submit a signed form will result in Offeror's disqualification.**

### 2. Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B). **Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.**

### 3. Response to Contract Terms and Conditions (from Section II.C.15)

Acknowledgment Required

### 4. Offeror's additional Terms and Conditions (from Section II.C.16)

Acknowledgment Required

### 5. Agency Certification Form

The Offeror must complete an unaltered Agency Certification Form and submit a signed copy with the Offeror's proposal. (See APPENDIX E). **Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.**

### 6. Oral Presentation

If oral presentations are held, finalist Offeror(s) may be required to explain, demonstrate, detail, and/or clarify any aspect of its submitted proposal, to which the Evaluation Committee may ask questions and/or seek clarifications. Pursuant to Section II.B.9, Oral Presentations may be held at the sole discretion of the Evaluation Committee.

### 7. New Mexico/Native American Resident Preferences

To ensure application of § 13-1-21 NMSA 1978 (as amended), an Offeror **MUST** submit a copy, in this section, of its valid New Mexico/Native Resident Preference Certificate or its valid New Mexico/Native American Resident Veteran Preference Certificate, as issued by the New Mexico Taxation and Revenue Department.

## V. EVALUATION

### A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals.

<b>Evaluation Factors</b> <i>(Correspond to Sections IV.B and IV.C)</i>	<b>Points Available</b>
<b>B. Technical Specifications (850 Total Points)</b>	
B. 1. Capacity and Capability	200
B. 2. Organizational References	150
B. 3. Project Understanding and Approach to Completing requirements in Scope of Work	250
B. 4. Past Record and Performance	250
<b>C. Business Specifications (150 Total Points)</b>	
C.1. Letter Of Transmittal	Pass/Fail
C.2. Campaign Contribution Disclosure Form	Pass/Fail
C.5. Agency Certification Form	Pass/Fail
C.6. Oral Presentations (If Applicable)	150
<b>TOTAL POINTS AVAILABLE</b>	<b>1,000</b>
C.7. New Mexico / Native American Resident Preference	<b>80</b>
C.7. New Mexico / Native American Resident Veteran Preference Points per Section IV C.7	<b>100</b>

Table 1: Evaluation Point Summary

### B. EVALUATION FACTORS

#### 1. B.1 Capacity and Capability (See Table 1) (200 pts)

Points will be awarded based on the thoroughness and clarity of Offeror's response in this Section. The Evaluation Committee will also weigh the relevancy and extent of Offeror's experience, expertise and knowledge; and of personnel education, experience and certifications/licenses. In addition, points will be awarded based on Offeror's candid and well-thought-out response to successes and failures, as well as the ability of the Offeror to learn from its failures and grow from its successes.

#### 2. B.2 Organizational References (See Table 1) (150 pts)

Points will be awarded based upon an evaluation of the responses to the questions provided on the Questionnaire (APPENDIX D). Offeror will be evaluated on references that show positive service history, successful execution of services and evidence of satisfaction by each reference. References indicating significantly similar services/scopes of work and

comments provided by a submitted reference will add weight and value to a recommendation during the evaluation process. Points will be awarded for each individual response up to 1/3 of the total points for this category. References not received by the stated deadline on APPENDIX D will earn zero (0) points. For example: if two (2) references are received, the Offeror would only be eligible for a maximum of two-thirds (2/3) the total available points.

The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information at the same time.

### **3. B.3 Project Understanding and Approach to Completing Requirements (250 pts)**

- i. Responsibilities: 50 points  
Substantiate how your team can most effectively undertake responsibilities associated with the project and maintain the project schedule.
- ii. Capacity: 50 points  
Show the capacity of each of the main team members by listing the key personnel and their current projects and its phase as well as their percent of availability for this project.
- iii. Resumes: 50 points  
Indicate key personnel to be assigned to the project: At a minimum, the key personnel would be architect/engineer of record, interns/design techs and construction administration persons and key subconsultants. Attach resumes with education, project listings/roles and years of experience in various roles, Professional Seal/Certificate Number and office location if your company has multiple offices. Resumes must be limited to one page. Points will be deducted if they are not.
- iv. Organizational Chart: 50 points  
In an organizational chart, clearly identify the lines of authority for each member of the team in the company as well as the subconsultants.
- v. Subconsultants: 50 points  
In a narrative, describe the roles and responsibilities of the subconsultants. Describe how you will manage their progress.

### **4. B.4 Past Record and Performance (250 pts)**

List 2 completed projects of a similar nature as this one. The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide appropriate consulting in the areas listed in the Scope of Work. The scoring descriptions below will state 'if possible' which means that if confidentiality is an issue, then the information may be more general than detailed. Photos and

narrative are also acceptable additions. The following items will be scored accordingly.

- i. Project Completion: 50 points  
Is the project completed? If not, twenty-five points (25) per project will be deducted.
- ii. Project Description (to be entered in the project table): 100 points
  - a. Describe the scope of work of the project.
  - b. The size of the facility/campus/building assessed and size of the site should be described.
  - c. Describe similarities between the project and this project and its relevancy.
  - d. Describe which of your team members participated in the project and what their roles were.
- iii. Project Budget: 50 points
  - a. Enter the original construction cost budget per the consultants' agreement, the actual construction bid amount (including accepted additive alternates), and the final construction amount.
  - b. Explain the reasons for any cost overruns/change orders. If confidential, then give amounts such as 'greater than' rather than specific dollar amounts.
- iv. Project Schedule: 50 points
  - a. Enter the original agreement Design Start Date, the actual Design Start date, the original Bid date, the actual Bid Date, the original agreement Construction Start Date, the actual Construction start date, the original agreement Substantial Completion Date, the actual Substantial Completion date, the original agreement Final Completion Date and the actual Final completion date.
  - b. Compare these contractual dates with actual respective dates by explaining any differentials between original and actual project schedule milestones.

**5. C.1 Letter of Transmittal (See Table 1)**

Pass/Fail only. No points assigned.

**6. C.2 Campaign Contribution Disclosure Form (See Table 1)**

Pass/Fail only. No points assigned.

**7. C.3 Response to Contract Terms and Conditions (See Table 1)**

Acknowledgment Required

**8. C.4 Offeror's additional Terms and Conditions (See Table 1)**

Acknowledgment Required

## **9. C.5 Agency Certification Form (See Table 1)**

Pass/Fail only. No points assigned.

## **10. C.6 Oral Presentation (See Table 1)**

Points will be awarded based on the quality, organization and effectiveness of communication of the information presented, as well as the professionalism of the presenters and technical knowledge of the proposed staff. Prior to Oral Presentation, Agency will provide the Offeror a presentation agenda. (If no Oral Presentations are held all Offerors will receive the maximum amount of total points for this Evaluation Factor).

## **11. C.7. New Mexico/Native American Resident Preferences**

Percentages will be determined based upon the point-based system outlined in § 13-1-21 NMSA 1978 (as amended).

### **A. New Mexico Resident Business Preference / Native American Resident Preference**

If an Offeror has provided a copy of its New Mexico Resident Preference Certificate or Native American Resident Preference Certificate, the points awarded will be calculated as 8% of the total points available in this RFP.

### **B. New Mexico/Native American Resident Veteran Preference**

If an Offeror has provided a copy of its New Mexico Resident Veteran Preference Certificate or Native American Resident Veteran Preference Certificate the points awarded will be calculated as 10% of the total points available in this RFP.

## **C. EVALUATION PROCESS**

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II. B.7.
3. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value in Section V. The responsible Offerors with the highest scores may be selected as finalist Offerors, based upon the proposals submitted. In accordance with §13-1-117 NMSA 1978, the responsible Offerors whose proposals are most advantageous to the State taking into consideration the Evaluation Factors in Section V will be recommended for award (as specified in Section II.B.12). Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

## **APPENDIX A**

### **LETTER OF TRANSMITTAL FORM**

**APPENDIX A**  
**Letter of Transmittal Form**

**LETTER OF TRANSMITTAL FORM**

Please complete this form in its entirety. Failure to **sign and/or submit** this form will result in the disqualification of Offeror's proposal.

**RFP#:25-350-25-0004**

**1. Identify the following information for the submitting organization:**

<b>Offeror Name</b>	
<b>Mailing Address</b>	
<b>Telephone</b>	
<b>FED TIN#</b>	
<b>NM BTIN#</b>	

**2. Identify the individual(s) authorized by the organization to (A) contractually obligate, (B) negotiate, and/or (C) clarify/respond to queries on behalf of this Offeror:**

	<b>A</b> <b>Contractually Obligate</b>	<b>B</b> <b>Negotiate*</b>	<b>C</b> <b>Clarify/Respond to Queries*</b>
<b>Name</b>			
<b>Title</b>			
<b>E-mail</b>			
<b>Telephone</b>			

\* If the individual identified in Column A also performs the functions identified in Columns B & C, then no response is required for those Columns. If separate individuals perform the functions in Columns B and/or C, they must be identified.

**3. Will any subcontractor/s be used in the performance of any resultant contract? (Select one):**

No.  
 Yes. Identify subcontractor/s: \_\_\_\_\_

**4. Will any other entity/-ies (such as a State Agency, reseller, etc., that is not a subcontractor identified in #3 above) be used in the performance of any resultant contract? (Select one)**

No.  
 Yes. Identify entity/-ies: \_\_\_\_\_

**By signing the form below, the Authorized Signatory attests to the accuracy and veracity of the information provided on this form, and explicitly acknowledges the following:**

- On behalf of the submitting-organization identified in item #1, above, I accept the Conditions Governing the Procurement, as required in Section II.C.1. of this RFP;
- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP; and
- I acknowledge receipt of any and all amendments to this RFP, if any.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, *et seq.* NMSA 1978 and § 13-1-191.1 NMSA 1978 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“**Applicable public official**” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the





authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**Name(s) of Applicable Public Official(s) if any:** \_\_\_\_\_  
**(This field must be completed by the issuing State Agency. In most cases, the official identified will be the current Governor of New Mexico and Lieutenant Governor. If a local public body is using this template for their RFPs, it must complete this field with the applicable elected official(s).)**

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s)

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Purpose of Contribution(s)

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(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

# APPENDIX C

## DRAFT CONTRACT

### State of New Mexico

PROFESSIONAL SERVICES CONTRACT # \_\_\_\_\_

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **New Mexico State Fair**, hereinafter referred to as the “Agency,” and **NAME OF CONTRACTOR**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the General Services Department/State Purchasing Division (GSD/SPD Contracts Review Bureau).

IT IS AGREED BETWEEN THE PARTIES:

**1. Scope of Work.**

The Contractor shall perform the following work:

The following sections detail the type of work envisioned and deliverables required during each phase. However, recommendations of the project process based on your firms experience and/or industry best practices are encouraged.

It is the Fair’s intention to achieve these goals in a timely manner. The proposed schedule for completion of this project is six (6) months from the date the contracted is signed.

Through open and reasoned discussion involving Fair Management and community stakeholders, the goals of the project are to build a Master Plan for the facility that will include:

- An assessment of existing facility uses, as well as a critical comparison between existing conditions and future opportunities, needs, and priorities.
- An economic impact study that compares market segments and return of investment.
- The vision for desirable and sustainable facility uses.
- Strategies for ensuring the final master plan document is viable for at least five years, and that future updates to the plan build upon the work done during the update process, including protocols for reviewing/updating the master plan.
- A comprehensive framework for sustainable and fiscally responsible development, including maintenance and replacement planning.
- Quantitative performance measurement for return on investment (ROI) of new property, taxes generated by market segment versus long term maintenance costs to support the public infrastructure required for such projects.
- During all project phases, Contractor will employ effective and easy to understand communication strategies such as data visualization techniques to disseminate, share, and educate relative to the planning process and outcomes.

- Work effectively with the Campus Stakeholders to develop a consensus-driven new vision for the fairgrounds complex and surrounding area.
- Conduct an effective public engagement strategy that is inclusive of Fairground stakeholders, property owners, neighboring residents and Albuquerque residents with a vested interest in the campus.
- Assess and address issues related to current and future users including current capacity, future demand and facility condition.
- Evaluate current conditions pertaining to the property including land use, neighborhood character, public infrastructure, public utilities and traffic circulation.
- Prepare site development phasing and costs, including facilities and infrastructure costs for both public and private sector investment.
- Provide an economic impact analysis from proposed master plan and development phasing that would include projected property, sales and hotel tax revenues as well as economic impact from increased visitation and events.
- Facilities should be analyzed for the past, current and potential for future use including, but not limited to building a new arena, adding housing on grounds, other mixed income uses and identifying potential new sites for the annual New Mexico State Fair. The plan should produce a list of priority issues to address.

### **Phase 1: Planning/Information Gathering/Economic Impact Study**

During the initial project phase, the Contractor will work with Fair management to identify growth areas for the facility, build community support for the planning project, and develop clear strategies for achieving Phase 2 goals.

Phase 1 processes include, but are not limited to:

5. Conduct a Facility Assessment of all buildings and site conditions at the New Mexico State Fairgrounds.
6. Complete an economic impact study of the facility, including market trend analysis, facility usage, and economic impact of various market segments. Impact analysis will include both direct (revenues to Fair) and indirect (sales tax revenues) spending by market segment.
7. Develop and implement a plan for public engagement and in person public meetings.
8. Develop approaches to inform and educate all stakeholders about the economic development of various market segments.

### **Meetings:**

Contractor is requested to attend minimum of three (3) in person meetings:

5. Project Kick-off and facility assessment
6. Minimum one (1) in person meeting with Fair Management
7. Phase 1 Deliverable Presentation
8. Public Meeting(s)

Additional meetings can be held via Zoom or alternate digital platform to keep Contractor travel costs at a minimum.

### **Timing:**

It is anticipated that Phase 1 will be completed within a two (2) month time frame.

### **Phase 1 Deliverables:**

Deliverables should be presented in an easy to read, visually appealing manner. It is the intention of the Fair to make all information readily available to the residents of New Mexico.

6. Monthly project updates to be submitted to the General Manager of the Fair.
7. Facility assessment Reports.
8. Results of economic impact study.
9. Results of public engagement campaign.
10. Final Phase 1 narrative report outlining a critical comparison between existing conditions and future opportunities, needs, and priorities, as discovered during Phase 1 activities.

### **Phase 2: Draft Master Plan Development**

This phase of the project will focus on refining facility goals and priorities, as well as implementation strategies based on the data gathered during Phase 1. Conceptual facility plan options will also be generated during this phase.

Phase 2 processes include, but are not limited to:

5. Facilitate the creation of the goals, objectives, and strategies to be included in the facility master plan utilizing information gathered in Phase 1 and Fair Management knowledge.
6. Identify and develop strategies for mediating policy conflicts between development goals and current policy. The Contractor should work to understand the needs of competing interest groups and provide recommendations for reconciling these competing ideas.
7. Synthesize the data gathered during this phase and previous phase into recommendations and long-term facility use strategies, including any facility upgrades, and new capital investments. These recommendations will match the Fairs vision and goals for the New Mexico Fairgrounds.
8. Generate three (3) high level conceptual facility and land use plans, with recommended timelines for phased new capital construction (if any), infrastructure requirements, local zoning restrictions, repair, and maintenance plans. Contractor should include consideration of results of economic impact study completed in Phase 1 for maximum economic benefit the New Mexico State Fairgrounds. The Fair will provide feedback on the plans, which will be utilized by the Contractor to prepare the final Master Plan in Phase 3.

### **Meetings:**

Contractor is requested to attend minimum of two (2) in person meetings:

3. One or two work sessions with Fair Management
4. Phase 2 Deliverable Presentation (may be proposed as digital meeting).

Additional meetings can be held via Zoom or alternate digital platform to keep Contractor travel costs at a minimum.

### **Timing:**

It is anticipated that Phase 2 will be completed within a two (2) month time frame.

### **Phase 2 Deliverables:**

Deliverables should be presented in an easy to read, visually appealing manner. It is the intention of the Fair to make all information readily available to the residents of New Mexico.

4. Monthly project updates to be submitted to the General Manager of the Fair.
5. Final Phase 2 narrative report outlining recommended development strategies, including consideration of capital investments and ROI.

6. Three (3) high level Conceptual Facility and Land Use Plans, with appropriate long-term (5-10 year) capital plans including repair and maintenance recommendations.

### **Phase 3: Final Master Plan Development**

In the final phase of the project, it is expected that the Contractor will streamline recommendations based on work completed in the previous two project phases, to provide Fair with a Master Plan for the New Mexico State Fairgrounds. Processes in this phase include, but are not limited to:

4. Ensure the final document format is useful and educational to all residents of Albuquerque and State Fair customers, with emphasis on data visualization.
5. Synthesize the comments and suggestions generated in this phase into policy and implementation recommendations which match the Fairs vision and goals.
6. Presentation of the final Master Plan document to the Fair Management, funding agency representatives, and the public.

### **Meetings:**

Contractor is requested to attend minimum of two (2) in person meetings:

3. One or two work sessions with Fair Management
4. Final Project Presentation

Additional meetings can be held via Zoom or alternate digital platform to keep Contractor travel costs at a minimum.

### **Timing:**

It is anticipated that Phase 3 will be completed within a two (2) month time frame.

### **Phase 3: Deliverables**

Deliverables should be presented in an easy to read, visually appealing manner. It is the intention of the Fair to make all information readily available to the residents of Albuquerque.

6. Monthly project updates to be submitted to the General Manager of the Fair.
7. Final narrative report covering all three phases of the project, outlining priority growth areas for the New Mexico State fairgrounds, recommended facility upgrades, and new capital construction.
8. Final Conceptual Facility and Land Use Plan, with appropriate long-term (5-10 year) capital plans including repair and maintenance recommendations.
9. All digital working files, including all data files, generated during the project.
10. All meeting materials utilized in any public engagement sessions.

## **2. Compensation.**

A. The Agency shall pay to the Contractor in full payment for services satisfactorily performed at the rate of \_\_\_\_\_ dollars (\$\_\_\_\_\_) per hour (OR BASED UPON DELIVERABLES, MILESTONES, BUDGET, ETC.), such compensation not to exceed (AMOUNT), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling (AMOUNT) shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this**

**Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the GSD/SPD. All invoices MUST BE received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

(—OR—)

**(CHOICE – MULTI-YEAR)**

A. The Agency shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work at the rate of \_\_\_\_\_ dollars (\$\_\_\_\_\_) in FYXX (USE FISCAL YEAR NUMBER TO DESCRIBE YEAR; DO NOT USE FY1, FY2, ETC.). The New Mexico gross receipts tax levied on the amounts payable under this Agreement in FYXX totaling (AMOUNT) shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT) in FYXX.**

(REPEAT LANGUAGE FOR EACH FISCAL YEAR COVERED BY THE AGREEMENT -- USE FISCAL YEAR NUMBER TO DESCRIBE EACH YEAR; DO NOT USE FY1, FY2, ETC.).

B. Payment in FYXX, FYXX, FYXX, and FYXX is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the GSD/SPD. All invoices MUST BE received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

**3. Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE GSD/SPD Contracts Review Bureau. This Agreement shall terminate on **(DATE)** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA



1978, § 13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

**4. Termination.**

A. Grounds. The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

**5. Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient

appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor.**

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**7. Assignment.**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

**8. Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Procuring Agency.

**9. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

**10. Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.

**11. Product of Service -- Copyright.**

All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the Agency no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

**12. Conflict of Interest; Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this Agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this Agreement was entered

into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

**13. Amendment.**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

**14. Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Penalties for violation of law.**

The Procurement Code, NMSA 1978 §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**16. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**17. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**18. Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

**19. Records and Financial Audit.**

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the General Services Department/State Purchasing Division and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments

**20. Indemnification.**

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Agency and the Risk Management Division of the New Mexico General Services Department by certified mail.

**21. New Mexico Employees Health Coverage.**

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage

already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage.

**22. Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**23. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**24. Notices.**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Agency:

[insert name, address and email].

To the Contractor:

[insert name, address and email].

**25. Authority.**

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the GSD/SPD Contracts Review Bureau below.**

By: \_\_\_\_\_  
Agency

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Agency's Legal Counsel – Certifying legal sufficiency

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Agency's Chief Financial Officer

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: **00-000000-00-0**

By: \_\_\_\_\_  
Taxation and Revenue Department

Date: \_\_\_\_\_

This Agreement has been approved by the GSD/SPD Contracts Review Bureau:

By: \_\_\_\_\_  
GSD/SPD Contracts Review Bureau

Date: \_\_\_\_\_

## **APPENDIX D**

### **ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

The State of New Mexico, as a part of the RFP process, requires Offerors to list a minimum of three (3) organizational references in their proposals. The purpose of these references is to document Offeror's experience relevant to the Section IV.A, Detailed Scope of Work in an effort to evaluate Offeror's ability to provide goods and/or services, performance under similar contracts, and ability to provide knowledgeable and experienced staffing.

Offeror is required to send the following Organizational Reference Questionnaire to each business reference listed in its proposal, as per Section IV.B.2. The business reference, if it chooses to respond, is required to submit its response to the Organizational Reference Questionnaire directly to: Joseph Lovato at [Joseph.Lovato@gsd.nm.gov](mailto:Joseph.Lovato@gsd.nm.gov) by 4/18/2025 2:00PM MST for inclusion in the evaluation process. The Questionnaire and information provided will become a part of the submitted proposal. Businesses/Organizations providing references may be contacted for validation of content provided therein.



**RFP # 25-350-25-0004**  
**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**  
**FOR:**

Offeror, your name goes here

This form is being submitted to your company for completion as a reference for the organization listed above. Submit this Questionnaire to the State of New Mexico, Expo New Mexico via e-mail to:

Name: Joseph Lovato  
 Email: joseph.lovato@gsd.nm.gov

Forms must be submitted no later than 04/18/2025 3:00PM and **must not** be returned to the organization requesting the reference. References are **strongly encouraged** to provide thorough comments in response to the questions asked. The comments you provide will help the State of New Mexico evaluate the above-referenced Offeror's service history, successful execution of services, and evidence of customer/client satisfaction.

**For questions or concerns regarding this form**, please contact the State of New Mexico **Procurement Manager** at [joseph.lovato@gsd.nm.gov](mailto:joseph.lovato@gsd.nm.gov) When contacting the Procurement Manager, include the Request for Proposal number provided at the top of this page.

<b>Organization providing reference</b>	
<b>Contact name and title/position</b>	
<b>Contact telephone number(s)</b>	
<b>Contact e-mail address</b>	
<b>Project/Service description</b>	
<b>Project/Service dates (start and end dates)</b>	
<b>Technical environment for the project your providing a reference</b> (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware);	

QUESTIONS:

2. In what capacity have you worked with [Offeror name] in the past?
2. How would you describe [Offeror name]'s knowledge and expertise?
4. How would you describe [Offeror name] flexibility relative to changes in the project scope and timelines?
6. How satisfied are you with the materials/documentation produced by [Offeror name]?
7. How would you describe the dynamics/interaction between [Offeror name]'s personnel and your staff?
8. By name, please identify who are/were [Offeror name]'s principal representatives involved in your project. How would you describe your satisfaction with each representative, individually? Please provide a brief comment on the skills, knowledge, behaviors, or other factors on which you based your satisfaction.
9. How satisfied are/were you with the services rendered and/or products developed by [Offeror name]? Please provide a brief explanation as to why you were or were not satisfied.
12. With which aspect(s) of [Offeror name]'s services are/were you most satisfied? Please provide a brief explanation as to why you were satisfied.
13. With which aspect(s) of [Offeror name]'s services are/were you least satisfied? Please provide a brief explanation as to why you were dissatisfied.
14. Would you recommend [Offeror name]'s services to your organization again? Why or why not?
15. Is there any other information you wish to share regarding [Offeror name]?

**APPENDIX E**  
**Agency Certification Form**

