

Pecos Valley Regional Education Cooperative #8

REQUEST FOR PROPOSALS (RFP)

RFP 2026-01 Business Management Services

Commodity Code: 95816

RFP #2026-01

RELEASE DATE: 8/15/2025

DUE DATE: 9/12/2025

RFP #2026-01

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

PVREC 8 is soliciting proposals to establish a contract for professional services to provide

B. BACKGROUND INFORMATION

C. SCOPE OF SERVICES

D. PROCUREMENT MANAGER

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

Name: Kelley Alsup
Address: 2218 W. Grand Avenue
Telephone: (575) 748-6100
Email: kalsup@pvrec8.com

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager via email. Offerors may contact ONLY Kelley Alsup, Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond.

E. DEFINITION OF TERMINOLOGY

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

Agreement Administrator: Kelley Alsup

Business Hours: 8:00 AM to 4:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

Close of Business: 4:00 PM Mountain Standard or Daylight Time, whichever is in use on the date given

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.

Contract: a written agreement for the procurement of items of tangible personal property, services, or professional services.

Contractor: the successful Offeror who enters into a Price Agreement with PVREC 8.

Desirable: the terms "may," "can," "should," "preferably," or "prefers" identify a desirable or discretionary item or factor.

Determination: the written documentation of a decision of a procurement manager, including findings of fact required to support a decision. A determination becomes part of the procurement file.

Evaluation Committee: a body appointed by the Procurement Manager to perform the evaluation of Offerors' proposals

Evaluation Committee Report: a report prepared by the Procurement Manager and the Evaluation Committee for contract award that will contain written determinations resulting from the procurement.

Finalist: an Offeror and/or Offerors who meet 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.

Hourly Rate: the proposed fully loaded, maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel, if appropriate.

IT: Information Technology

LEA: local education agency

LPB: local public body

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 will result in the rejection of the Offeror's proposal as nonresponsive.

Minor Irregularities: anything in the proposal that does not affect the price, quality and/or quantity, or any other mandatory requirement.

Multiple Source Award: an award of an indefinite quantity contract for one or more similar services to more than one Offeror.

Offeror: any person, corporation, or partnership who chooses to submit a proposal.

Price Agreement: a definite quantity contract or indefinite quantity contract that requires the contractor to furnish services to the Procuring State agency.

Procurement Manager: the person or designee authorized to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

Prime Contractor: chief contractor who has full responsibility for the completion of the contract.

Redacted: 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.

Request for Proposals or RFP: all documents, including those attached or incorporated by reference, used for soliciting proposals.

Requirements: are obligatory and mean the system functions that are related to the organization's goals and business opportunities. Requirements are defined by the project team and are usually prioritized.

Responsible Offeror: an Offeror submitting a responsive proposal and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services described in the proposal.

Responsive Offer or Responsive Proposal: an offer or proposal that conforms in all material respects to the requirements set forth in a request for proposals. Material respects of a request for proposals include but are not limited to price, quality, quantity, or delivery requirements.

Single Source Award: an award of contract for tangible personal property, services, or construction to only one Offeror

Solicited and Awarded: Invitation to Bid or RFP that was made available to the general public, through any means.

Staff: a full-time, part-time, or an independently contracted employee with the Offerors' company State (the State): the State of New Mexico.

State Purchasing Agent: State Purchasing Division of the General Services Department.

Subcontractor: One who takes a portion of a contract from the principal contractor.

Unredacted: a version or copy of the Offeror's proposal containing all complete information including any that the Offeror would otherwise consider confidential; such a copy for use only for the purpose of the evaluation.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description, and conditions governing the procurement.

A. SEQUENCE OF EVENTS

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

Action	Responsible Party	Due Dates
1. Issue RFP		8/15/2025
2. Distribution List	Potential Offerors	8/22/25 by 4:00pm
3. Deadline to Submit Questions	Potential Offerors	8/25/25 by 4:00pm
4. Response to Written Questions	Procurement Manager	8/29/25 by 4:00pm
5. Submission of Proposal	Potential Offerors	9/12/25 by 4:00 pm
6. Proposal Evaluation	Evaluation Committee	9/15/25
7. Selection of Finalists	Evaluation Committee	9/15/25
8. Contract Award(s)	Finalist Offerors	9/16/25
9. Protest Deadline		9/29/25

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A, above.

1. **Issuance of RFP**

This RFP is being issued on behalf of the PVREC 8 on 8/15/25.

2. **Distribution List**

Potential Offerors should complete the *Distribution Form* to have their organization placed on the procurement distribution list. The form should be submitted by an authorized representative of the organization by **4:00 pm** MDT/MST on 8/22/25. See attached

The procurement Distribution List will be used for the distribution of written responses to questions, and/or any amendments to the RFP. Failure to submit the *Distribution Form* does not prohibit potential Offerors from submitting a response to this RFP. However, by not completing the Distribution Form by the time and date indicated, the potential Offeror's representative shall not be included on the Distribution List communications and will be solely responsible for obtaining responses to written questions and any amendments to the RFP.

Distribution form attached as Appendix G

3. **Deadline to Submit Written Questions**

Potential Offerors may submit written questions to the Procurement Manager with the intent to clarify the RFP until 8/25/25 by **4:00 pm Mountain Standard Time/Daylight Time** as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D.

4. **Response to Written Questions**

Written responses to written questions will be sent by the Procurement Manager by 8/29/25 by **4:00pm Mountain Standard Time/Daylight Time** as indicated in the sequence of events. An e-mail copy will be sent to all Offeror's that formally request, through the Distribution List, an e-mail copy of the responses from the Procurement Manager.

5. **Submission of Proposal**

Currently, only **electronic** proposal submission is allowed, to be submitted via the Cognito Proposal Submission Portal. **Do not** submit hard copies until further notice. The link to access the Proposal Submission Portal can be found in Section III.B.

All offeror proposals must be received for review and evaluation by the procurement manager or designee no later than **4:30 pm Mountain Standard Time/Daylight Time** on 9/12/25. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

A public log will be kept of the names of all offeror organizations that submitted proposals. Pursuant to Section NMSA 1978, §13-1-116, 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 awarded pursuant to the Request for Proposals has been fully executed.

6. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the Sequence of Events, depending on 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. Proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

7. 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 thereafter as possible. A schedule for the oral presentation and demonstration will be determined at this time, if necessary.

8. Contract Awards

After review by the Evaluation Committee the Agency will make an award(s) in accordance with the Sequence of Events, or as soon as possible thereafter. This date is subject to change at the discretion of the Agency. The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to support the Scope of Work the most advantageous proposal may or may not have received the most points.

9. Protest Deadline

Any protest by an Offeror must be timely and in conformance with Section 13-1-172 NMSA 1978, and applicable procurement regulations. The fifteen (15) calendar day protest period shall begin on the day following the award of RFPs and will end at 4:30 pm Mountain Standard Time/Daylight Time on the 15th 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 must specify the ruling requested from the Business Manager.

Protests received after the deadline will not be accepted. The protest must be delivered to:

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

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 demonstrate proposed equipment and/or system shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any RFP that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of any contract with a state agency that may derive from this RFP. The state agency hiring a *vendor* from the RFP will make payments only to the prime contractor.

4. Subcontractors

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

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be identified clearly as such in the transmittal letter. The State agency personnel will not merge, collate, or assemble proposal materials.

6. Offerors 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.

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 proposals will be kept confidential until negotiations are completed by PVREC 8. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978, §57-3A-1 through §57-3A-7. 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 data for which an Offeror has made a written request for confidentiality, SPD shall examine the Offeror's 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 confidential data.

9. No Obligation

This procurement in no manner obligates PVREC 8 to the use of Offeror 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 PVREC 8 determines such action to be in the best interest of the Agency.

11. Sufficient Appropriation

Any RFP or 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 State agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

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

13. Governing Law

This procurement and any agreement with an Offeror that 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 PVREC 8 through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals. Current and updated information regarding this procurement is available on PVREC 8's website at <https://www.pvrec8.com>.

15. Contract Terms and Conditions

The PVREC 8 may or may not accept the alternative language provided by the Offeror. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable 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.

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 State agency.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the State 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 NMSA 1978, §§13-1-83 and 13-1-85.

19. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities as well as mandatory requirements, provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and that 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 State agency reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the State agency, meeting its needs adequately.

21. Notice

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

22. State Agency Rights

The State 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 written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or state agency contracts deriving from this procurement from PVREC 8 and the Contract Lead. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the RFP.

24. Ownership of Proposals

All documents submitted in response to the RFP shall become property of the State.

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 PVREC 8.

The Contractor(s) shall agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without first procuring PVREC 8's written permission.

26. Electronic mail address required

All of the communications regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have and provide a valid e-mail address to receive this correspondence. (See also, Section II.B.4, Response to Written Questions).

27. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by PVREC 8, the version maintained by PVREC 8 shall govern. Refer to:

<https://www.pvrec8.com>.

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.

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- 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 (See APPENDIX A) as a part of its proposal. This requirement applies regardless of whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor. Failure to complete and return the signed, unaltered form will result in disqualification.

30. Disclosure Regarding Responsibility

Any prospective Responsible Bidder/Offeror (hereafter Offeror) and/or any of its principals who seek to enter into a contract greater than twenty thousand dollars (\$20,000.00) with any State agency or LPB for professional services, tangible personal property, services, or construction agrees to disclose whether they, or any principal of their company:

- A.** are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, State agency or LPB;
- B.** have, within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: 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; violation of federal or state antitrust statutes related to the submission of offers; or 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;
- C.** are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph 2 of this disclosure.

D. have, 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

i. Taxes are considered delinquent if both of 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.
- b.** In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted

ii. 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.

E. 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. 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. The Offeror shall provide immediate written notice to the Procurement Manager or Buyer if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances. A disclosure that any of the items in this requirement exist will not necessarily result in withholding an award under this solicitation. However, the disclosure will be considered in the determination of the Offeror's responsibility. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.

F. Nothing contained in the foregoing shall be construed to require establishing a system of records in order to render in good faith the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings. 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. 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 Procurement Manager. If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the government, the Procurement Manager may terminate the involved contract for cause. Still further, the Procurement may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the Procurement Manager.

31. Conflict of Interest

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, NMSA 1978, §10-16-1 through §10-16-18, regarding contracting with a public officer or state employee or former state employee have been followed.

III. RESPONSE FORMAT AND ORGANIZATION

Any proposal that does not adhere to the requirements of this Section may be deemed non-responsive and rejected on that basis.

A. NUMBER OF RESPONSES

Potential Offerors shall submit only one proposal for this RFP.

B. METHOD OF SUBMISSION

All Proposals must be submitted electronically to:

kalsup@pvrec8.com

C. PROPOSAL FORMAT

1. All information for the **technical proposal** must be combined into a single pdf file/document for uploading. File naming convention **RFP #26-001_PVREC 8**
2. Typeface must be easily readable such as Ariel, Aptos, Calibri, Courier, or Times New Roman and type size must be 12-point
3. The proposal may be no longer than 100 single-spaced pages as a whole. Supplemental information may be appended to the proposal
4. All page numbers shall be numbered
5. The Cost Response Form (Appendix C) and any additional documents supporting the Cost Response must be combined into a **separate single pdf file/document for uploading**. File naming convention **RFP #26-001_PVREC 8**

Technical Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. **The technical proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.**

- (a) Table of Contents
- (b) Proposal Summary (Optional)
- (c) Response to Specifications **except for cost, which shall only be included in Cost Proposal in a separate upload.**
- (d) Offeror's Additional Terms and Conditions, if applicable
- (e) Campaign Contribution Form
- (f) NM Employee Health Coverage Form
- (g) Reference Questionnaire – **first page only, identifying businesses providing references.**
- (h) Conflict of Interest Affidavit
- (i) Suspension Certification Form
- (j) NM Resident or Vendor Certification Form
- (k) Other Supporting Material (Optional)

Within each section of the proposal, Offerors should address the items in the order in which they appear in this RFP. **All forms provided in this RFP must be**

thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates, or expenses must appear only on the Cost Response form.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The proposal summary may be included by potential Offerors 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.

Offerors may attach other material they believe may improve the quality of their responses.

IV. SPECIFICATIONS

Offerors shall provide a detailed narrative response to all the numbered bullets in the following Detailed Scope of Work, describing and explaining how they will meet or exceed program requirements. An awarded Offeror's response to this section shall be included in the resulting contract, at the discretion of PVREC 8, to establish the Scope of Services.

A. SCOPE OF WORK

SPECIFIC ACCOUNTING RESPONSIBILITIES

1. Enter into the LEA or REC's accounting system, on a daily basis or as needed all accounting functions including reconciliation and recording of all daily deposits, maintenance of bank accounts including reconciliation, collection of fees, processing of bills, payroll, accounts receivable and accounts payable including audit and tax reporting.
2. Prepare monthly financials, required reports to the New Mexico Public Education Department, LEA or REC, financial analyses, statements and budgets, and other financial reports.
3. Prepare at least annually, a detailed operational budget for the LEA or REC. The budget shall be prepared in a manner consistent with reports and records which the LEA or REC is required to submit to state and federal agencies.
4. Coordinate the preparation of and deliver the LEA or REC monthly and annual budgets based upon anticipated income and expenses. An ongoing comparison between budgeted and actual income and expenses will be maintained on both a monthly and fiscal year-to-date basis and delivered to the LEA or REC. Budgets shall be prepared in a manner consistent with reports and records which the LEA or REC is required to submit to state and federal agencies and consistent with generally accepted accounting principles. Budgets shall also be prepared in a manner consistent with the ongoing needs of LEA or REC including, but not limited to, monthly program-by-program analysis, as well as interim information to facilitate the day-to-day operations of the LEA or REC.
5. Cooperate with external auditors in preparing various financial schedules and providing all necessary documentary evidence supporting all financial statements presented, as may be necessary for the preparation of the LEA or REC's annual audited financial statements.
6. Maintain all funds for LEA or REC and ensure checks usage on the account of the LEA or REC and all fiscal practices are in alignment with NM Procurement Code.
7. Make recommendations to LEA or REC and budget for future capital outlay improvement needs.

CONTRACTING

8. Review, as requested, the LEA or REC's purchasing standards, procedures and policies, and assist with the development, implementation and maintenance, with LEA or REC approval, of an effective purchasing system for equipment, supplies, furnishings and materials
9. Assist with personal property leases, contracts for the purchase of items and service contracts.
10. Determine whether payments from payers comply with their respective contracts with the LEA or REC
11. With respect to amounts withheld by any payer in compliance with contracts between such payer and the LEA or REC, follow-up on a timely basis to ensure that withheld amounts are paid, if warranted, and to insure that amounts not paid are verified and checked for appropriateness

TRAINING AND PERSONNEL SUPPORT

12. Provide training, mentoring and support to build the capacity of onsite personnel/employees of the LEA or REC to acquire necessary knowledge and expertise to become licensed school business officials.

INFORMATION TECHNOLOGY AND OTHER ADMINISTRATIVE SERVICES

13. Provide standardized data processing and payroll processing systems (hardware not included) and procedures for keeping records for accounts payable and receivable, and make recommendations as to improvements, and help implement approved changes
14. Provide and support systems that process bills, claims, accounts receivable and payable, general ledgers, monthly financials, statistical data, and payments.
15. Recommend, develop, inaugurate, and carry out effective administrative practices and procedures consistent with appropriate standards of public education and modern business and management techniques, and report to LEA or REC.
16. Remain current with policies, purposes and regulations of state and federal agencies, bodies, and programs.
17. Act consistent with the purposes, powers, and philosophy of the LEA or REC

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18. The vendor/contractor is responsible for holding and current school business management license
 19. The vendor/contractor must have their own office workspace if allowed to work from home for a portion of the contract
 20. The vendor/contractor must be skilled in using typical business management platforms such as iVisions, Skyward, Apta etc.
 21. The vendor/contractor must incur all expenses to keep their business management license current including attending conferences to obtain required yearly points.

TECHNICAL SPECIFICATIONS

SPECIFIC ACCOUNTING RESPONSIBILITIES

1. Enter into the LEA or REC's accounting system, on a daily basis or as needed, all accounting functions including reconciliation and recording of all daily deposits, maintenance of bank accounts including reconciliation, collection of fees. processing of bills, payroll, accounts receivable and accounts payable including audit and tax reporting. **(5 points)**
2. Prepare monthly financials, required reports to the New Mexico Public Education Department , LEA or REC, financial analyses, statements and budgets, and other financial reports. **(5 points)**
3. Prepare at least annually, a detailed operational budget for the LEA or REC. The budget shall be prepared in a manner consistent with reports and records which the LEA or REC is required to submit to state and federal agencies. **(5 points)**
4. Coordinate the preparation of and deliver the LEA or REC monthly and annual budgets based upon anticipated income and expenses. **(10 points)**
5. Cooperate with external auditors in preparing various financial schedules and providing all necessary documentary evidence supporting all financial statements presented, as may be necessary for the preparation of the LEA or REC's annual audited financial statements. **(10 points)**
6. Maintain all funds for LEA or REC and ensure checks usage on the account of the LEA or REC and all fiscal practices are in alignment with NM Procurement Code. **(20 points)**
7. Make recommendations to LEA or REC and budget for future capital outlay improvement needs. **(5 points)**

CONTRACTING

-
8. Review, as requested, the LEA or REC's purchasing standards, procedures and policies, and assist with the development, implementation and maintenance, with LEA or REC approval, of an effective purchasing system for equipment, supplies, furnishings and materials (5 points)
 9. Assist with personal property leases, contracts for the purchase of items and service contracts. (5 points)
 10. Determine whether payments from payers comply with their respective contracts with the LEA or REC (5 points)
 11. With respect to amounts withheld by any payer in compliance with contracts between such payer and the LEA or REC, follow-up on a timely basis to ensure that withheld amounts are paid, if warranted, and to insure that amounts not paid are verified and checked for appropriateness. (5 points)

TRAINING AND PERSONNEL SUPPORT

12. Provide training, mentoring and support to build the capacity of onsite personnel/employees of the LEA or REC to acquire necessary knowledge and expertise to become licensed school business officials. (25 points)

INFORMATION TECHNOLOGY AND OTHER ADMINISTRATIVE SERVICES

1. Provide standardized data processing and payroll processing systems (hardware not included) and procedures for keeping records for accounts payable and receivable, and make recommendations as to improvements, and help implement approved changes, (10 points)
2. Provide and support systems that process bills, claims, accounts receivable and payable, general ledgers, monthly financials, statistical data, and payments. (10 points)
3. Recommend, develop, inaugurate, and carry out effective administrative practices and procedures consistent with appropriate standards of public education and modern business and management techniques, and report to LEA or REC. (10 points)
4. Remain current with policies, purposes and regulations of state and federal agencies, bodies, and programs. (10 points)
5. Act consistent with the purposes, powers, and philosophy of the LEA or REC (5 points)

B. BUSINESS SPECIFICATIONS

1. Organizational Experience

Offerors must: Demonstrate/summarize years of experience, provide proof of level of NM business license(s), and illustrate how they will comply with the scope of work provided in RFP #2026-001. **(20 points)**

2. Organizational References (15 points, 5 points per reference)

Offerors should provide a minimum of three (3) references from similar projects performed for private, State and/or large local government clients within the last three years. Offerors are required to submit APPENDIX D, Reference Questionnaire, for the business references they list. The business references must submit the Reference Questionnaire directly to the designee described in Section I, Paragraph D. It is the Offeror's responsibility to ensure that the completed forms are received by or before the proposal submission deadline for inclusion in the evaluation process. Business references that are not received in time or are incomplete may adversely affect the Offeror's score in the evaluation process. The Evaluation Committee may contact any or all business references for validation of information submitted.

(a) Client name;

(b) Project description;

(c) Project dates (starting and ending);

(d) Technical environment; (i.e., software applications, Internet capabilities, data communications)

(e) Client project manager name, telephone number, fax number, and e-mail address.

3. Cost

Offerors must complete the Cost Response form in APPENDIX C, failure to utilize the provided template will deem the proposal non-responsive and will be rejected on that basis. **All explanation of proposed costs, rates, or expenses must appear only on the Cost Response form and uploaded as a separate file in the online submission portal. (10 points)**

4. 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. MANDATORY SPECIFICATIONS

All Mandatory Forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

1. Campaign Contribution Disclosure Form (Pass / Fail)

The Offeror **must** complete unaltered Campaign Contribution Disclosure Form and submit a signed copy with its proposal. This must be accomplished whether an applicable contribution has been made or not. (See APPENDIX A)

2. NM Employee Health Coverage Form (Pass / Fail)

The Offeror **must** complete unaltered NM Employee Health Coverage Form and submit a signed copy with its proposal. This must be accomplished (See APPENDIX B)

3. Conflict of Interest Form (Pass / Fail)

The Offeror must complete a Conflict-of-Interest Form that certifies that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance, or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, NMSA 1978, §10-16-1 through §10-16-18, regarding contracting with a public officer or state employee or former state employee have been followed. (See Appendix E)

4. Suspension Certification Form (Pass/ Fail)

The Offeror **must** complete Agency Suspension Certification Form and submit a signed copy with its proposal. This must be accomplished. (See APPENDIX F)

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 by sub-category.

Table 1: Evaluation Point Summary

Factor

Points Available

A	Technical Specifications	45
B	Business Specifications	
	B (1) Organizational Experience	20
	B (2) Organization References	15
	B (3) Cost	10
	B (4) Campaign Contribution	Pass/Fail
	B (5) NM Employee Health	Pass/Fail
	B (6) Conflict of Interest	Pass/Fail
	B (7) Debarment/Suspension	Pass/Fail
	TOTAL	110 Points
	NM Preference: (A) Resident Vendor	8% points
	NM Preference: (B) Resident Veteran	10% points

B. EVALUATION FACTORS

1. A (1) Organizational Experience (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response, the breadth and depth of the engagements cited, the actual licenses provided, and the perceived validity of the response. The Evaluation Committee will weigh the relevancy and extent of the Offeror's expertise.

2. B (2) Organizational References (See Table 1)

Points will be awarded based upon an evaluation of the responses to a series of questions on the Organizational Reference Questionnaire (APPENDIX D). Offeror will be evaluated on the 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. Lack of a response will receive zero (0) 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. Additionally, the Agency reserves the right to consider any and all information available to it (outside of the Organizational Reference information required herein), in its evaluation of Offeror responsibility per Section II.C.18.

3. B (3) Cost (See Table 1)

Submit a detailed budget proposal using the template provided in APPENDIX C as a separate upload, including compensation, travel, gross receipts tax, other taxes or fees.

The evaluation of each Offeror's cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offer Bid}}{\text{This Offeror's Bid}} \times \text{Maximum Points Available}$$

-
4. **B (4) Campaign Contribution Disclosure Form (See Table 1)**
Pass/Fail only. No points assigned.
 5. **B (5) New Mexico Employee Health Coverage Form (See Table 1)**
Pass/Fail only. No points assigned.
 6. **B (6) Conflict of Interest Form (See Table 1)**
Pass/Fail only. No points assigned.
 7. **B (7) Suspension Form (See Table 1)**
Pass/Fail only. No points assigned.
 8. **New Mexico Preferences**
Percentages will be determined based upon the point-based system outlined in NMSA 1978, § 13-1-21 (as amended).
 - A. **New Mexico Business 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 Resident Veterans Business 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, Paragraph B. 6.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II, Paragraph C. 18.
4. Responsive proposals will be evaluated on the factors in Section V, which have been assigned a point value. Responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the State, taking into consideration the evaluation factors in Section V, will be recommended for RFP to the State, as specified in Section II, Paragraph B.8. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
5. This procurement could result in contractual agreements between two parties; the procurement may be used by other parties (agency).

D. ADMINISTRATIVE REQUIREMENTS

Awarded Contractor will be required to provide the following documents before or within 30 days of contract execution date:

Proof of Liability Insurance

Tax Identification: The Offeror must possess a tax identification number (Federal W9)

ACH Authorization Form for payment processing

APPENDIX A - 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.

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: _____

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)

Purpose of Contribution(s)

(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 B – New Mexico Employee Health Coverage Form

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.

Signature of Offeror: _____

Date: _____

APPENDIX C – Cost Response Form

Cost should be inclusive of tax, travel, and any other incidentals

SAMPLE COST

Description of Good and/or Service	Cost

Total Cost: \$_____

APPENDIX D – Reference Questionnaire

REFERENCE QUESTIONNAIRE

As a part of the RFP process, PVREC 8 requires proposing Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing Offeror is required to send the following reference form to each business reference listed below. The business reference, in turn, is requested to submit the Reference Form directly to the Procurement Manager by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal.

- 1. Company Name:**
Contact Name / Position:
Contact Telephone Number:
Contact Email Address:

- 2. Company Name:**
Contact Name / Position:
Contact Telephone Number:
Contact Email Address:

- 3. Company Name:**
Contact Name / Position:
Contact Telephone Number:
Contact Email Address:

RFP #26-001 REFERENCE QUESTIONNAIRE FOR:

(Name of company requesting reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to PVREC 8 via e-mail at:

Name: Kelley Alsup
Address: 2218 W. Grand Avenue; Artesia, NM 88210

Telephone: (575) 748-6100
Email: kalsup@pvrec8.com

no later 9/12/25 by 4:00 pm and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the State of New Mexico Procurement Manager listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

Company providing reference:	
Contact name and title/position	
Contact telephone number	
Contact e-mail address	

QUESTIONS:

1. In what capacity have you worked with this vendor in the past? COMMENTS:

2. How would you rate this firm's knowledge and expertise?
____(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

-
3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?

____(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

4. What is your level of satisfaction with hard-copy materials produced by the vendor?

____(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

5. How would you rate the dynamics/interaction between the vendor and your staff?

____(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

COMMENTS:

-
7. How satisfied are you with the service developed and delivered by the vendor?
_____(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:
8. With which aspect(s) of this vendor's services are you most satisfied? COMMENTS:
9. With which aspect(s) of this vendor's services are you least satisfied? COMMENTS:
10. Would you recommend this vendor's services to your organization again? COMMENTS:

APPENDIX E – Conflict of Interest Form

As utilized herein, the term “Vendor” shall mean that entity submitting a proposal to The Agency in response to the above referenced request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:

No employee or Coordinating Council member of the Agency or New Mexico Public Education Department (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Agency employee, council member or close relative, with the exception of the person(s) identified below.

Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote

or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the Legislator:

List below the names(s) of any PVREC 8 Member School District employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor’s stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the information contained in this document is true and accurate to the best of their knowledge.

Signature of Offeror: _____

Date: _____

APPENDIX F – Suspension Status Form

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The Vendor agrees to provide immediate notice to the Agency Procurement Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice or proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above Suspension Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the information contained in this document is true and accurate to the best of their knowledge.

Signature of Offeror: _____

Date: _____

APPENDIX G – Distribution List

Distribution Form
RFP 2026-001

Email Address:

Offeror Name (Organization or Individual):

Contact Name:

Title:

Contact Phone:

Mailing Address:

City/State/Zip:

Do you intend to respond to this Request for Proposals? _____Yes _____No

I acknowledge I have received a complete copy of RFP 2026-001 _____Yes