

REGIONAL EDUCATION COOPERATIVE #7

REQUEST FOR PROPOSAL #2122-2

**Leveraging the New Mexico Instructional Scope,
NM STEM Ready! Science Standards for storyline pedagogy
and/or task development pedagogy for school teams and
Science Leadership Development**

Issued on - October 14, 2021

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A. Purpose of Request for Proposal

The Regional Education Cooperative #7 (Agency) requests proposals from independent organizations for the Development, Release, and Management of Science Professional Learning Supports.

B. Scope of Work

Under the direction and approval of the Math and Science Bureau, the CONTRACTOR shall manage and coordinate procurement of professional learning opportunities to provide science instructional support for New Mexico LEAs, execute and manage professional service contracts and payment for professional services, in accordance with Article XVIII of this agreement as specified.

Purpose: Leveraging the New Mexico Instructional Scope, NM STEM Ready! Science Standards for storyline pedagogy and/or task development pedagogy for school teams and Science Leadership Development

The CONTRACTOR shall provide a response to the following for EACH project they are applying for. Each project shall be clearly identified within the proposal.

1. The vendor will include an introduction including the background that supports the ability of the vendor to carry out the proposal on their experience and expertise.
 - a. Years of experience on similar projects, describing the projects.
 - b. List and describe places (states, districts, etc.) where similar services have been provided.
 - c. Applicable vendor expertise related to the project.
 - i. Provide the number of team members the vendor will assign to the project, a job description, and required qualifications for each team member involved in contract execution.
 - ii. Lead project manager should be identified by name with a resume provided. In addition, if the vendor can provide resumes of those to be assigned to the project, please do.

2. The vendor will include communication descriptions and resources to solicit participants and will host a webinar with MSB staff to explain the professional learning and support recruitment efforts.
3. The vendor will deliver breakout sessions for convenings/conferences:
 - a. Provide potential conference breakout session descriptions with the title (duration 45min to 90 min), which could be presented statewide convenings to support statewide knowledge of the content being delivered in your program offering.
 - b. If the vendor has a vision for a keynote session, please provide the description title as well.
4. The provider will choose an independent research entity to conduct a review of the project.
 - a. The independent research entity chosen by the provider will be allocated a budget of no more than 10% of the total award amount to provide the following deliverables at the end of the project:
 - i. Pre-, mid-, and post-surveys and data analysis of surveys from the participating school teams,
 - ii. Interviews of participating school teams,
 - iii. Case studies written as a result of data gathered from the project.
 - b. The provider will be compliant and willingly provide data to the independent research entity for the following but not limited to:
 - i. Sample materials from virtual events and
 - ii. Goals for school administrator and teacher learning.

Summary of Projects

5. Project: Storyline Professional Learning

- a. The vendor will conduct professional science learning grounded in the [Standards for Professional Learning](#) adopted by the PED, aligned to [the NM STEM Ready! Science Standards](#), the [New Mexico Instructional Scope](#) for Science, and the PED adopted balanced system of assessments during the 2021–2022 school year.
- b. The vendor will co-plan with the Math and Science Bureau and other PED staff to coordinate the program by *sharing* strengths, solving problems, and planning for upcoming events on a weekly basis.
- c. The vendor will utilize the NM Canvas LMS platform for the delivery of content.
 - i. Provide information regarding how the Offeror would integrate the use of the Canvas LMS platform for the delivery of content.
- d. The vendor will design science storyline professional learning leveraging:
 - i. Pedagogy and instruction best practices of implementing NGSS storylines into K–12 science classrooms.
 - ii. Utilizing High-Quality Instructional Materials (HQIM) from a national list during professional learning.
- e. The vendor will provide fourteen (14) to sixteen (16) hours of virtual sessions which include a combination of both synchronous and asynchronous options for each of the following grade bands school teams:
 - i. (K–5) or (K–6)
 - ii. Middle School (6–8) or (7–8)
 - iii. Elementary High School (9–12)

- iv. A school team consists of one (1) school district or state charter school administrator or instructional coach who is responsible for providing professional learning (1) school instructional leader who can make school decisions, and 50% of the school staff responsible for science instruction in the school for the duration of the 2021–2022 school year. The total number of participants will include up to three hundred (300) educators.

- f. The vendor will provide monthly, two (2) hour grade band-specific sessions for teachers and coaches together, in a virtual synchronous setting, will support participants in both individual and collaborative growth, including the use of a cycle of learning (i.e., learning-planning-implementing-reflective cycle) through adult level science experiences highlighting the shifts of NGSS Storylines. The through-line components of sessions should include, but are not limited to:
 - i. Coherence from the student perspective.
 - i. Student sensemaking through all sessions.
 - ii. Creating a classroom culture to support Culturally and Linguistic Responsive Instructions (CLRI) of validating/affirming and building/bridging students' culture and linguistic assets using [the NM PED CLR Handbook](#);
 - iii. Individual session topics should reference the Instructional Scope for Science 1.0 and include, but are not limited to:
 - a. Anchoring Phenomena Routines
 - b. Navigation Routines
 - c. Investigative Routines
 - d. Putting the Pieces Together Routine
 - e. Problematizing Routine

- g. The vendor will offer K–12 school teams one (1) hour of monthly virtual technical assistance support sessions, up to three (3) hours for the school year, taking place between the monthly grade band sessions, focusing on the school team's learning cycle needs.

- h. The vendor will deliver up to two (2) to three (3) virtual sessions for administrator and instructional coaches consisting of implementation supports consisting of, but not limited to:
 - i. Focused coaching supports
 - ii. Investigation of core properties and essential storyline pedagogy within NM STEM Ready! Teaching and learning.
 - iii. Supporting NM STEM Ready! Science Standard storyline classroom shifts connected to case studies of grade band-specific classrooms and utilizing the NMIS Science 1.0 tenets
 - iv. Supporting the cycle of learning (learning-planning-implementing-reflective cycle).
 - v. A focus on UDL best practices
- i. Develop and incorporate an implementation guide to best support teachers, instructional coaches, and administrators in implementing NM STEM Ready! Storyline teaching and learning for all professional learning topic sessions.

6. Project: Formative Assessment Tasks

- a. The provider will conduct professional science learning grounded in the [Standards for Professional Learning](#) adopted by the PED, aligned to [the NM STEM Ready! Science Standards](#), the [New Mexico Instructional Scope](#) for Science, and the PED adopted balanced system of assessments during the 2021–2022 school year.
- b. The vendor will co-plan with the Math and Science Bureau and other PED staff to coordinate the program by *sharing* strengths, solving problems, and planning for upcoming events on a weekly basis.
- c. The vendor will utilize the NM Canvas LMS platform for the delivery of content.

- i. Provide information regarding how the Offeror would integrate the use of the Canvas LMS platform for the delivery of content.
- d. The vendor will design professional learning sessions on three-dimensional tasks leveraging pedagogy and instructional practices of developing, implementing, and using effective NM STEM Ready! Formative tasks to improve science teaching and learning.
- e. The vendor will provide fourteen (14) to sixteen (16) hours of virtual sessions which include a combination of both synchronous and asynchronous options for each of the following grade bands school teams:
 - i. Elementary (K–5) or (K–6)
 - ii. Middle School (6–8) or (7–8)
 - iii. High School (9–12)
 - iv. A school team consists of one (1) school district or state charter school administrator or instructional coach who is responsible for providing professional learning (1) school instructional leader who can make school decisions, and 50% of the school staff responsible for science instruction in the school for the duration of the 2021–2022 school year. The total number of participants will include up to three hundred (300) educators.
- f. The vendor will provide monthly, two-hour sessions in a virtual setting, consisting of adult-level learning. Components should include, but be limited to:
 - i. Most important features of three-dimensional tasks are:
 - a. Tasks are driven by high-quality scenarios that focus on phenomena or problems,
 - b. Tasks require sensemaking aligned to the NM STEM Ready! Science Standards,
 - c. Tasks are fair and equitable,

- d. Tasks require students to use science ideas, practices, and crosscutting concepts, and
 - e. Tasks are coherent and understandable to the student.
 - ii. Use [the Achieve Task Screener](#) to determine if a task meets the following criteria of a quality three-dimensional task;
 - iii. Collaboratively provide concrete, annotated examples of various three-dimensional assessment samples, highlighting features of high-quality science assessments, opportunities for improvement, and surface lessons learned.
 - iv. Develop protocols to support evidence-based conversation when analyzing students utilizing three-dimensional tasks. Protocols should support:
 - a. Clarifying intended learning,
 - b. Identifying students' mental models,
 - c. Identifying students' misconceptions,
 - d. Interpreting evidence, and
 - e. Acting on evidence by providing next steps for instruction aligned to the New Mexico's Multi-layer Systems of Supports (MLSS);
- g. The vendor will offer K–12 school teams up to three (3) hours of virtual technical assistance support sessions, between monthly sessions, focusing on the school team's learning cycle to support NM STEM Ready! Science task implementation needs.
- h. The vendor will deliver during the 2021–2022 school year between two (2) to three (3) hours of virtual sessions for instructional coaches and administrators implementation focused adult-level learning consistency of, but not limited to:

- i. Focused coaching supports,
 - ii. Investigating core properties and essential three-dimensional task design pedagogy of NM STEM Ready! Teaching and learning.
 - iii. Supporting implementation of NM STEM Ready! Science Standards three-dimensional task design connected to case studies of grade band-specific classrooms and utilizing the NMIS Science 1.0 tenets,
 - iv. Supporting the cycle of learning (learning-planning-implementing-reflective cycle),
 - v. Focused on UDL best practices,
 - vi. Supporting professional learning communities (PLCs) to engage in:
 - a. Evidence-based conversation and
 - b. Implementing protocols when discussing student work
 - vii. Developing next steps tied to the NMIS Science 1.0 and NM MLSS.
- j. The vendor will incorporate an implementation guide to best support teachers, instructional coaches, and administrators in implementing NM STEM Ready! Three-dimensional formative tasks for all professional learning topic sessions.

Definitions of Terms

Agreement Administrator: the State Purchasing Division of the General Service Department

Authorized Purchaser: an individual authorized by a Participating Entity to place orders against this contract

Business Hours: 8:00 am thru 5:00 pm Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given Best Value Procurement Guide – Part 1 4a

Close of Business: 5:00 pm Mountain Standard or Daylight Time, whichever is in use on the date given

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 SPD

Desirable: the terms "may," "can," "should," "preferably," or "prefer" 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

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.

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

Procuring State agency: any governmental state agency procuring services or goods from the Statewide Price Agreement

Project: a temporary process undertaken to achieve 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 completed and project acceptance is given by the project executive sponsor.

Project Manager: a Procuring State agency employee assigned by the Procuring State agency to oversee the contract work.

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

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.

Solicited and Awarded: an Invitation to Bid or RFP was made available to the general public through any means. Best Value Procurement Guide – Part 1 5a

SPA: Statewide Price Agreement entered into by SPD for agencies to use to enter into contracts

SPD: State Purchasing Division of the New Mexico General Services Department.

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

State agency: the State Purchasing Division of the General Services Department

State Entity: any state entity that is eligible under the procurement code to use the Statewide Price Agreement

State Purchasing Agent: the purchasing agent for the State or a designated representative

WSCA: Westerns States Contracting Alliance.

C. Invoice the PD for the amount of money required not to exceed **ninety-six thousand (\$96,000.00)** every 30 days, with the final invoice received no later than June 27, 2022.

D. Scope of Procurement

In no case will the contract exceed June 30, 2022, but it may be renewed for an additional year, pending the availability of funds.

E. Chief Procurement Officer

The Agency has designated the Chief Procurement Officer to contact this procurement whose name, address, and telephone numbers are listed below.

Cliff Burch

Regional Education Cooperative #7

315 E. Clinton

Hobbs, New Mexico 88240

Email address: burchc@hobbsschools.net

Phone: (575) 393-0755

Any inquiries or requests regarding this procurement should be submitted to the Chief Procurement Officer in writing. Vendors may contact the Chief Procurement Officer regarding the procurement.

Vendor Contact and Proposal Confidentiality:

Except as part of any interview that may be conducted during the evaluation process, until the award is made and notice given to all vendors, no employee, agent, or representative of an Offeror shall discuss the RFP or make available or discuss a vendor's proposal with any officer, member, employee or agent, other than the Chief Procurement Officer.

F. Background information:

The Agency's 2021 - 2022 budget is \$421,413.75.

Questions about the Agency's operations can be addressed to the Chief Procurement Officer named in this request for proposal.

G. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events.

1. Issue the RFP

The Agency is issuing this RFP.

2. Submission of Proposal

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

Binder 1:

- a) Signed Letter of Transmittal
- c) Table of Contents
- d) Proposal Summary (Optional)
- e) Response to Specifications with the exception of cost
- f) Response to SPA Terms and Conditions
- g) Offeror's Additional Terms and Conditions

Binder 2:

- g) Completed Cost Response Form
- h) Campaign Contribution Form
- i) Signed Employee Health Coverage Form
- j) Signed Affidavit pursuant to Governmental Conduct Act (If applies)
- k) Resident Vendor or Resident Veteran Certificate (If applies)
- l) Resident Veterans Preference Certification (If applies)
- m) Conflict of Interest Affidavit (If applies)
- n) Other Supporting Material (Optional)

Within each section of the proposal, Offerors should address the items in the order they appear in this RFP. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. For example, all discussions of proposed costs, rates, or expenses must appear only in Binder 2 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. However, these materials should be included in Binder 2.

Letter of Transmittal:

The Offeror's proposal must be accompanied by the Letter of Transmittal form located in APPENDIX F. The form must be completed. It must be signed by the person authorized to obligate the company. The letter of transmittal MUST:

- a) Identify the submitting organization;
- b) Identify the name, title, telephone number, and email address of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title, telephone number, and email address of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles, telephone numbers, and email addresses of persons to be contacted for clarification;
- e) Identify if sub-contractors will be used in the performance of the contract award;
- f) Describe any relationship with any entity that will be used in the performance of this awarded contract;
- g) Identify the following with a checkmark and signature where required:
 - i. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section II, Paragraph C.1;
 - ii. Acknowledge acceptance of Section V of this RFP;
 - iii. Acknowledge receipt of any and all amendments to this RFP;
 - iv. Be signed by the person authorized to contractually obligate the organization.

ALL VENDORS MUST SUBMIT ONE COPY OF THE VENDOR'S PROPOSALS. ALL VENDOR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE CHIEF OF PROCUREMENT OFFICER OR DESIGNEE NO LATER THAN **11:00 am** MOUNTAIN STANDARD TIME ON **Wednesday, November 17, 2021**. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to the Chief Procurement Officer at the address listed in Section I - Paragraph D. Proposals must be sealed and labeled on the outside of the package to indicate that they are in response to the RFP.

**Leveraging the New Mexico Instructional Scope,
NM STEM Ready! Science Standards for storyline pedagogy
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Science Leadership Development**

A public log will be kept of the names of all vendors that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing vendors prior to contract award.

3. Proposal Evaluation

Agency Management will perform the evaluation of proposals. This process will take place on Wednesday, November 17, 2021. During this time, the Chief Procurement Officer may initiate discussions with vendors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. Still, proposals may be accepted and evaluated without such discussion. Therefore, discussions SHALL NOT Be initiated by the vendors.

The original signature of the vendor or any employee or officer who has the authority to bind the vendor. The signature shall be executed and dated as follows:

Dated this _____ day of _____, 2021

Name of Vendor: _____

By: _____

The person whose signature appears above is authorized to contractually bind this company.

H. Contract Award

After the recommendation of the Agency's management, the Agency will award the contract.

Award of the contract shall be made to the vendor whose proposal is most advantageous to the Agency. Award will be based on the evaluation criteria listed below. Please note that regardless of the overall score, a serious deficiency in any one criterion may be grounds for rejection.

1. Capability of Firm
 - a.) Resources available for comment to the Agency's policy and practice assessment
 - b.) Independence
 - c.) Quality
 - d.) Quality Control Review
2. Work Requirements & Assessment Approach
 - a.) Knowledge of Agency's needs and objectives
 - b.) Assessment plan
 - c.) Use of Agency resources
 - d.) Subsequent year assessment plan
3. Technical Experience
 - a.) Governmental assessment experience
 - b.) Assessment team experience to include specialization
 - c.) Continuing professional education
4. Firm Strengths or Weaknesses

Provide a detailed narrative in your response.
5. Cost

I. Date Assessment May Commence

The selected vendor may commence work any time after the contract has been signed.

APPENDIX A –

Acknowledgment of Receipt Form

REQUEST FOR PROPOSAL

**Leveraging the New Mexico Instructional Scope,
NM STEM Ready! Science Standards for storyline pedagogy and/or task
development pedagogy for school teams and Science Leadership Development
#2122-2**

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledging receipt of this Request for Proposal, the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents and ending with APPENDIX E. The acknowledgment of receipt should be signed and returned to the Procurement Manager no later than November 17, 2021, @ 11:00 am Mountain Time. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

The firm does/does not (circle one) intend to respond to this Request for Proposal.

Procurement Manager – Cliff Burch, **Leveraging the New Mexico Instructional Scope,
NM STEM Ready! Science Standards for storyline pedagogy and/or task development
pedagogy for school teams and Science Leadership Development
#2122-2, State Purchasing Division 1100 St. Francis Dr. Room 2016 Santa Fe, NM 87505**

APPENDIX B –

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, §13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole-source contract. In addition, the prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the State or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a 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 or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM 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 things 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 either 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 spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law, or son-in-law.

"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.

"Person" means any corporation, partnership, individual, joint venture, association, or other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a 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.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____
Relation to Prospective Contractor: _____
Name of Applicable Public Official: _____
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 C - New Mexico Employees Health Coverage Form

1. For all contracts solicited and awarded on or after January 1, 2008: 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:

(a) 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 no later than July 1, 2008, if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;

(b) 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 no later than July 1, 2009, if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or

(c) 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 no later than July 1, 2010, if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

2. 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.

3. 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 website link to additional information <http://insurenewmexico.state.nm.us/>.

4. 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, \$500,000 or \$1,000,000.

Signature of Offeror: _____ Date _____

APPENDIX D – Resident Veterans Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my Business prior-year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my Business prior-year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my Business prior-year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978 §13-1-21 or §13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime." I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime. _____

_____ (Signature of Business Representative)*

(Date) _____

*Must be an authorized signatory for the Business. The representations made in checking the boxes constitute a material representation by the Business that is subject to protest and may result in denial of an award or non-award of the procurement involved if the statements are proven to be incorrect.

APPENDIX E – Conflict of Interest Affidavit

AFFIDAVIT

STATE OF NEW MEXICO)

) ss.

COUNTY OF SANTA FE)

I, _____ (name), being first duly sworn upon my oath, depose and state the following: 1. I am a former employee of the _____ (name of Department/State agency), having separated/retired from state employment as of _____ (date).

2. I am a current employee of the _____ (name of Department/State agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the State, I hereby certify that I obtained this Agreement pursuant to NMSA 1978, §10-16-7 or §10-16-9, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

3. The Department/State agency and I have entered into a agreement in the amount of \$_____.

4. NMSA 1978, §10-16-8.A(1) of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/State agency nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/State agency.

5. To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (NMSA 1978, §13-1-28, et. seq.).

FURTHER, AFFIANT SAYETH NOT.

_____ (name) Subscribed and sworn to before me by
_____ (name of former employee) this ____ day of _____, 2021.

My Commission Expires: _____

Name

Date