

STATE OF NEW MEXICO
Crime Victims Reparation Commission



Request for Proposals

For the Provision of Services For:

**Legal Help Line & Civil Legal Services for Victims of Domestic Violence,
Sexual Assault and Stalking**

RFP # 26-780-P707-00400

WebGrants ID# 30789

RFP Release Date: May 7, 2025

Proposal Due Date: 4:00 PM (Mountain Time) on May 27, 2025

ELECTRONIC-ONLY PROPOSAL SUBMISSION

INFORMATION SECTION	4
PURPOSE OF THIS REQUEST FOR PROPOSAL	4
PROCUREMENT MANAGER	4
SEQUENCE OF EVENTS TIMELINE	4
ISSUANCE OF RFP.....	5
TERM OF THE AWARD.....	5
QUESTIONS REGARDING RFP	6
SUBMISSION OF PROPOSALS: ELECTRONIC ONLY	6
SELECTION OF FINALISTS	6
NOTICE OF AWARD DETERMINATION	6
PROTESTS	7
APPROPRIATION AND AVAILABILITY OF FUNDS	7
SCOPE OF WORK	7
NONDISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION.....	9
EQUAL OPPORTUNITY/CIVIL RIGHTS COMPLIANCE	10
PROVIDING MEANINGFUL ACCESS TO VICTIMS WITH LIMITED ENGLISH PROFICIENCY (LEP)	10
METHOD OF PAYMENT	11
SUPPLANTING PROHIBITION	11
REPORTING REQUIREMENTS	11
AUDIT REQUIREMENTS	12
TRAINING REQUIREMENTS.....	12
NO COPYRIGHT RESTRICTIONS	13
NEW MEXICO EMPLOYEES HEALTH COVERAGE	13
GENERAL REQUIRMENTS	13
INCURRING COST.....	13
PRIME CONTRACTOR RESPONSIBILITY	13
SUBCONTRACTORS/CONSENT	13
AMENDED PROPOSALS	14
APPLICANT’S RIGHTS TO WITHDRAW PROPOSAL	14
PROPOSAL OFFER FIRM	14
DISCLOSURE OF PROPOSAL CONTENTS.....	14
NO OBLIGATION	14
TERMINATION.....	14
SUFFICIENT APPROPRIATION	15
REVIEW	15
GOVERNING LAW	15
BASIS FOR PROPOSAL	15
CONTRACT TERMS AND CONDITIONS	15
APPLICANT TERMS AND CONDITIONS	15
CONTRACT DEVIATIONS.....	16
APPLICANT QUALIFICATIONS	16
RIGHT TO WAIVE MINOR IRREGULARITIES.....	16
CHANGE IN CONTRACTOR REPRESENTATIVES	16
NOTICE OF PENALTIES	16
AGENCY RIGHTS	16
RIGHT TO PUBLISH	16
OWNERSHIP OF PROPOSALS.....	16
CONFIDENTIALITY	16
ELECTRONIC MAIL ADDRESS REQUIRED	17
FUNDING PRIORITIES & PROPOSAL SUBMISSION.....	17
PROPOSAL FORMAT AND ORGANIZATION.....	17
EVALUATION SUMMARY.....	17
APPLICATION SECTION	18

STATE OF NEW MEXICO GRANT APPLICATION FORM INSTRUCTIONS.....	18
CAMPAIGN CONTRIBUTION DISCLOSURE SAMPLE FORM.....	21
AGENCY CERTIFICATION FORM.....	25
DRAFT CONTRACT	27

INFORMATION SECTION

PURPOSE OF THIS REQUEST FOR PROPOSAL

This Request for Proposal (RFP) aims to solicit sealed proposals to establish and fund a contract through competitive negotiations for professional services for Legal Help Line & Civil Legal Services for Victims of Domestic Violence, Sexual Assault, Stalking, and Dating Violence. The offer must provide civil legal services at no cost to all eligible victims, no matter their income bracket. Licensed attorneys with experience representing victims/survivors shall provide direct civil legal services up to formal legal representation for issues associated with their victimization. The offer must ensure that all areas of the state are provided equal access to legal resources.

PROCUREMENT MANAGER

CVRC has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address and email address are listed below:

Marivel Baca, Procurement Manager
Marivel.Baca@cvrc.nm.gov
New Mexico Crime Victims Reparation Commission
6200 Uptown Blvd NE, Suite 210
Albuquerque, NMN 87110

Any inquiries or requests regarding this procurement should be submitted in writing via email to the Procurement Manager. Applicants may contact ONLY the Procurement Manager regarding this procurement. Other State employees or Evaluation Committee members do not have the authority to respond on behalf of the agency. All inquiries must be emailed; inquiries via the phone or other mediums will be deemed nonresponsive to the RFP.

SEQUENCE OF EVENTS TIMELINE

	Action	Responsibility	Date
1.	Issuance of RFP	CVRC	5/7/2025
2.	Registration in WebGrants Final Deadline	Potential Offerors	5/23/2025
3.	Question Period – Questions must be submitted within WebGrants System	Potential Offerors	5/23/2025 Responses will be posted on a rolling basis within 72 hours of receiving each question. The last question answered must be posted before 2:00 PM Mountain Time (MT) on 4/23/2025
4.	Submission of Proposal Within WebGrants System	Potential Offerors	5/27/2025 4:00 PM MT
5.	*Proposal Evaluation	Evaluation Committee	5/28/25 – 06/12/2025
6.	* Selection of Finalists approved by CVRC Commission	CVRC	6/12/2025

7.	* Offer(s) notification	CVRC	6/12/2025
8.	* Protest	Finalist Offerors	6/27/2025
9.	* Finalize Contractual Agreement routed for signatures	CVRC/Finalist Offerors	6/13/2025 – 06/30/2025
10.	* Contract awards	Agency/Finalist Offerors	TBD

* Dates indicated in Events 5 through 10 are estimates only and may be subject to change without necessitating an amendment to the RFP.

ISSUANCE OF RFP

This RFP is being issued on behalf of the New Mexico State Crime Victims Reparation Commission on May 7, 2025.

TERM OF THE AWARD

The term of the contract is July 1, 2025 – June 30, 2026. The initial contract term is for the 12-month period beginning on July 1, 2025 and ending on June 30, 2026. CVRC reserves the right to extend the contract on an annual basis, or any portions thereof, for up to three (3) additional years.

ELIGIBILITY

Applicants must be able to present their organizational capacity to complete the elements outlined in their proposal. The New Mexico Crime Victims Reparation Commission has determined that applications will be ineligible for consideration if they are late, incomplete, or fail any of the elements outlined in the Request for Proposal Solicitation.

ELIGIBILITY REQUIREMENTS AND RESTRICTIONS

Eligible applicants under this RFP will reply to the components listed within the scope of work. Eligibility requirements for Applicants under each Service Provision are defined within the Scope of Work. Applicants who do not meet the eligibility requirements under the components in which they are applying will be deemed ineligible and non-responsive to the RFP.

GRANT ADMINISTRATION

The Grants Department of the New Mexico Crime Victims Reparation Commission is responsible for the competitive application process. Any inquiries or requests regarding the application process should be submitted through the WebGrants Questions Function.

REGISTRATION FOR WEBGRANTS

Applicants must register within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System (WebGrants) at www.nmcvrcgrants.com to submit new/competitive or continuing proposals. For a guide on how to register, watch the short video “WebGrants: Getting Started” on the CVRC YouTube channel <https://youtu.be/bW-OhFRucA?si=h3JvVKRUJJalIBZ2>. Applicants do not need to register again if they have previously used WebGrants and have a login ID and a password.

The deadline for new users to register in WebGrants is Friday, May 23, 2025. Applicants are encouraged to register all users needing access to the application before this date to ensure complete system access. Users who register are not automatically approved but are reviewed Monday through Friday from 8:00 AM to 5:00 PM

(MT). Users who register after this deadline will be unable to submit a proposal and will not be considered for protest. Please note that WebGrants registration is not the proposal submission. Applicants who do not register by this deadline and do not submit a complete proposal within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System will not be considered for protest

QUESTIONS REGARDING RFP

To preserve the application process's transparency, equity, and integrity, questions regarding the RFP must be submitted to WebGrants at www.nmcvrcgrants.com. All questions and responses will be displayed to all applicants on the Funding Opportunity Preview. CVRC staff will not respond to RFP questions submitted through the direct electronic mail service or the state-designated email addresses.

SUBMISSION OF PROPOSALS: ELECTRONIC ONLY

Submission for application must be received in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System no later than 4:00 PM (Mountain Time) **on Tuesday, May 27, 2025**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals through the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at www.nmcvrcgrants.com.

A complete proposal must adhere to the applicant submission instructions outlined in the RFP. If an applicant submits multiple proposal versions for the same Purpose Area, CVRC will review the most recent version submitted.

Suppose technical difficulties are experienced at any point during the proposal process. In that case, the applicant must contact the STATE Grant Administrator, Marivel Baca, at (505) 795-4964 or Grants Bureau Chief, Donna Richmond, at (505)795-4486, no later than 2:00 PM (Mountain Time) **on Friday, May 23, 2025**.

NO LATE PROPOSAL CAN BE ACCEPTED

A log of the names of all Applicant organizations that submitted proposals will be kept. Under §13-1-116, NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded under this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

PROPOSAL EVALUATION

An Evaluation Committee will evaluate proposals. This process will occur as indicated in the sequence of events, depending on the number of proposals received. During this time, the Procurement Manager may initiate discussions with Applicants who submit responsive or potentially responsive proposals to clarify aspects of the proposals. However, proposals may be accepted and evaluated without such debate. The Applicants SHALL NOT initiate discussions.

SELECTION OF FINALISTS

The Evaluation Committee will select the finalist and the Procurement Manager will notify the Applicants as per schedule, Sequence of Events or as soon as possible.

NOTICE OF AWARD DETERMINATION

Applicants will be notified of the award determination. Selected Applicants may be asked to submit revisions to their proposals as per schedule, Sequence of Events, or as soon as possible. Applicants not selected will also receive a determination notification.

PROTESTS

Any protest by an Applicant must be timely submitted and conforming with §13-1-172, NMSA 1978, and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, under §13-1-172, NMSA 1978 and 1.4.1.82 NMAC, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted correctly and in accordance with statute, rule and this Request for Proposals. The 15-calendar day protest period shall begin on the day following the notice of the Preliminary award of contract(s) and will end at 5:00 pm MST/MDT on the 15th day. Protests must be written and include the protestor's name and address and the request for proposal number. It must also contain a statement of the grounds for protest, including appropriate supporting exhibits, and specify the ruling requested from the party listed below. The protest must be delivered via electronic submission to:

Frank Zubia, Director
New Mexico Crime Victims Reparation Commission
Email address: Frank.Zubia@cvrc.nm.gov

CONTRACTUAL AGREEMENTS

Any contractual agreement(s) resulting from this RFP that support statewide needs and priorities as established within CVRC's funding strategies and plan will be finalized with the applicants considering the evaluation factors outlined in this RFP. CVRC anticipates supporting numerous awards with this RFP. These contractual agreements will be emailed per the Sequence of Events; this date is subject to change at the discretion of the State or relevant Agency Procurement office. If mutually agreeable terms cannot be reached in the specified time, the State reserves the right to finalize a contractual agreement with the next most advantageous applicant without undertaking a new procurement process. The award is subject to appropriate Commission and State approval.

APPROPRIATION AND AVAILABILITY OF FUNDS

The total amount of funding available through this RFP is subject to legislative appropriations of funding, and budget approval by the Department of Finance and Administration. Proposals must clearly indicate in their proposal narrative and budget which components are being applied for.

SCOPE OF WORK

The Scope of Work may include, but is not limited to:

1. Full service continuum of civil legal services to victims of domestic violence (using NM definition of household member in the Family Violence Protection Act), including victims that are elderly or disabled, sexual assault victims, stalking, dating violence and child abuse victims statewide regardless of income. In addition, no referral source is required.
2. Free legal information and referrals to include communication by telephone, text, emails, online and walk-ins for a minimum of 1,000 interactions from across New Mexico, using staff attorneys and volunteer attorneys who have experience in family law and civil legal services.
3. Recruitment and training (on a full range of legal issues associated with victims of domestic violence, sexual assault, stalking and dating violence) for a minimum of six new volunteer attorneys from the New Mexico Bar to help staff the project to decrease the number of conflict of interest cases.
4. Provide direct representation on the obtainment of orders of protection, divorce, child support and child custody for victims of domestic violence, elderly, disabled, sexual assault, dating violence and child abuse victims.

5. Maintain an agency website page that provides information on the free services offered through this grant and how to access those services electronically, by telephone or in person.
6. Participate and provide on-site legal services and consultation at a minimum of 10 pro-se legal clinics in underserved counties in New Mexico.
7. Present and provide informational handouts regarding services offered through this grant and how to access those services at scheduled meetings and during any outreach opportunity. Outreach efforts should include law enforcement, courts, hospitals and social service organizations in underserved counties in New Mexico. Provide these services to a minimum of three organizations per quarter to promote the program and to provide legal consultations for victims.
8. Maintain a minimum caseload of at least 10-15 new active cases (full representation) per month.
9. Offeror is responsible for providing Limited English Proficiency services.
10. Provide quarterly progress reports and monthly invoicing in the format required by CVRC. That includes documentation of demographics and the services provided.

PRIORITY CONSIDERATION

This State-funded Grant requires subgrants under this award to give priority to areas of varying geographic size with the greatest demonstration of need, consider the population of the geographic area to be served, distribute monies equitably on a geographic basis, including non-urban and rural areas of various geographic sizes, and identify and address the needs of the underserved populations in New Mexico.

UNALLOWABLE ACTIVITIES

Funds under this RFP may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Activities focused on prevention efforts

Organizations that participate in unallowable activities will be in violation of the terms of this RFP and will be subject to administrative action, such as withholding of payments and termination of awards and could affect the awarding of subsequent grants.

UNDERSERVED POPULATIONS

Underserved victim populations include but are not limited to the following definitions:

Geographic location

Rural
Tribal
Underserved Urban
Other

Racial/Ethnic Groups

Hispanic
Native American
African-American
Pacific Islander
Other

Non-English Speaking

Spanish-speaking

Speaks a Native American language

farm worker Speaks an Asian language.

Speaks another non-English language

Other Special Needs Populations

Mentally/emotionally challenged

Physically/medically challenged

Older adult victim

Migrant

LGBTQI

Immigrant

At-risk group (e.g., incarcerated, sex worker, substance abuser, etc.)

Other

NONDISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION

To ensure victims/survivors are served, and ethical standards are upheld, grantees and subgrantees may not disclose personally identifying information about victims served with these funds without a written release unless a statute or court order requires the disclosure of the information. This applies whether the information is being requested for a grant program or another Federal agency, State, tribal, or territorial grant program. This provision also limits subgrantee disclosures to other grantees, including disclosures to statewide or regional databases.

"Personally identifying information" means individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including (but not limited to) a first and last name; a home or other physical address; contact information (including a postal, email or Internet protocol address, or telephone or facsimile number); a social security number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that, in combination with other information, would serve to identify any individual. The specifics of what information is protected may depend on the individual situation. Grantees should be cognizant of their specific environment, including the size of their population, in determining what information they might need to protect to prevent disclosures that could be used to locate individual victims.

Releases must be written, informed, and reasonably time-limited. At a minimum, victims should understand why the information will be shared, who will have access to it, and what information will be shared. What period is reasonable will depend on the specific situation.

The victim should sign releases unless the victim is a non-emancipated minor or a person with disabilities who is unable to sign. In the case of a minor, the minor and a parent or guardian should sign the release; in the case of a person with disabilities, a legally appointed guardian should sign it. The abuser of the minor or person with disabilities or the abuser of the other parent of the minor may not give consent.

If release is compelled by statutory or court mandate, the grantee or subgrantee must make reasonable attempts to notify affected victims and take steps necessary to protect their privacy and safety.

Grantees and subgrantees may share aggregate non-personally identifying data regarding services to their clients and non-personally identifying demographic information to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements.

Grantees and subgrantees may share court-generated and law-enforcement-generated information in secure governmental registries for protection order enforcement purposes.

Grantees and subgrantees may share law enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.

Subgrantees may choose to redact files in lieu of securing a written release for file review during CVRC's on-site visits.

EQUAL OPPORTUNITY/CIVIL RIGHTS COMPLIANCE

To receive these funds, a successful applicant must agree to the following civil rights provisions:

The subgrantee agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity.

Subgrantee will comply (and will require any contractors to comply) with any applicable Federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 US C. § 3789d); the Victims of Crime Act (42 US C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 US C. § 5672 (b)); the Civil Rights Act of 1964 (42 US C. § 2000d); the Rehabilitation Act of 1990 (42 US C. §§ 12131-34); the Education Amendments of 1972 (20 US C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 US C. §§ 6101-07); 28 C.F.R. pt 31 (US Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (US Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt. 38 (US Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, sexual preference, age or disability against a recipient of funds, the subgrantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the New Mexico Crime Victims Reparation Commission (CVRC).

Subgrantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs and the CVRC, if required to submit one; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and the CVRC that it has a current EEOP on file, if required to maintain one. For grantee agencies receiving less than \$25,000, or grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at www.ojp.usdoj.gov/ocr/.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subgrantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and conducting its programs and activities. Additional assistance and information regarding LEP obligations can be found at www.lep.gov.

In accordance with Federal civil rights laws, the subgrantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

PROVIDING MEANINGFUL ACCESS TO VICTIMS WITH LIMITED ENGLISH PROFICIENCY (LEP)

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). As noted above, to ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and

Safe Streets Act, recipients are required to take reasonable steps to ensure the LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The US Department of Justice has issued guidance for grantees to assist them in complying with Title VI. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP's Office for Civil Rights at 202-307-0690.

METHOD OF PAYMENT

The method of payment is Cash Reimbursement. To be eligible to receive a monthly payment, a monthly invoice and accounting must be submitted by the 10th day following the previous month's expenditures. If the 10th day falls on a weekend or holiday, the invoice will be due on the last business day prior to the 10th. Applicants may choose to submit invoices every quarter if written notification is provided.

SUPPLANTING PROHIBITION

State funds must be used to supplement existing funds for program activities and may not replace (supplant) other State, non-state, or Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

REPORTING REQUIREMENTS

All subgrantees are required to submit financial, progress, and annual performance reports to the CVRC by the due dates. Failure to comply with reporting requirements (including timely reporting) may result in administrative action, such as withholding payments and termination of awards, and could affect the awarding of subsequent grants. In addition, applicants' compliance with previous grant reporting obligations will be an important consideration during the proposal review process.

Cash Reimbursement Invoice: All subgrantees must submit a cash reimbursement invoice no later than the 10th day of each month. If the 10th day falls on a weekend or holiday, the invoice will be due on the last business day before the 10th. Applicants may choose to submit invoices quarterly. Failure to submit this packet accurately and timely will result in a delay or denial of payments.

Progress Report: A progress report must be submitted for each calendar quarter no later than the 10th day of the month following the end of the quarter. If the 10th day falls on a weekend or holiday, the report will be due the next business day after the 10th. Failure to submit this report promptly and accurately will result in a delay or denial of payments or termination of the contract.

Demographic Information: Subgrantees must maintain demographic information on victims for which services were provided. The required data to be collected is included in the progress report form.

Fiscal Management Requirements: Subgrantees must provide documentation, audit reports, or such records as necessary to assure fiscal control, proper fund management, and effective disbursement of legal helpline and civil legal service funds. Accounting for the revenue and expenditures of the legal helpline and civil legal service award must be maintained.

Programmatic and Financial Reporting Periods:

Reporting Period	Quarter	Due Date
July - September	1	October 10th
October- December	2	January 10th

January - March	3	April 10th
April - June	4	July 10th

AUDIT REQUIREMENTS

Submit a complete audit review with the application. Subsequent audit reports must be submitted to CVRC within nine months after the close of the fiscal year. Funded agencies must adhere to the single audit requirements of OMB Circular A-133/ Uniform Guide.

If an agency does not meet the single audit threshold, programs will be contractually required to have their grant funds reviewed in their annual audit. This process ensures funds are not being commingled with other funding sources, are tracked and reconciled when randomly tested, and there are no red flags for fraud, waste, and/or abuse of funds. The testing does not have to rise to the level of an OMB A-133/Uniform Guide audit. Still, it must include an agreement that the auditor will perform agreed-upon procedures by applicable generally accepted auditing standards or attestation standards established by the American Institute of Certified Public Accountants (AICPA).

A sample agreement can include the following:

We have agreed to perform the following procedures and report to you the factual findings resulting from our work:

- The audit will include procedures to verify that the Agency maintains separate accounts and accounting records for the State funds to ensure the funds are accounted for separately and not commingled with other funding sources.
- A sample of current disbursements charged to the State grants will be reviewed and assessed to determine if the charges comply with the terms of the grants.
- A sample of current invoices submitted to CVRC will be reviewed to assess whether or not cash requests were on a cost reimbursement basis (e.g., the Agency incurred the cost before the request for payment.)

Submitted audit reports should include:

- The auditor's report on financial statements and a schedule of financial assistance showing the total expenditure for the program.
- The auditor's report on compliance contains:
- A statement of positive assurance concerning those items tested for compliance.
- A statement of negative assurance of those items not tested and a summary of all instances of noncompliance.
- The auditor's report on the study and evaluation of the internal control system.

Audit Costs: Eligible subgrantees may use funds to support the pro-rated share of reasonable audit costs, which are considered essential to the project's operation and are allowable.

TRAINING REQUIREMENTS

Mandatory Training Compensation:

All agency staff, funded and unfunded, providing direct services to victims of crime are required to attend at least one Victim Compensation and Emergency Assistance Funds training workshop offered by CVRC during the grant year.

Mandatory NMCVRC-Sponsored Training

Staff funded by the New Mexico Crime Victims Reparation Commission who provide direct services to victims of crime are required to attend training. Up to \$399.00 may be budgeted for this expenditure to cover registration fees, mileage, meals, or lodging.

Mandatory OVC TTAC Online Training

All agency staff funded must complete the OVC TTAC training at least once every three years, and the certificate of completion must be included in the personnel files.

NO COPYRIGHT RESTRICTIONS

All materials that are developed under this contract must be without copyright restrictions. Any materials that are copied and distributed must receive prior approval from CVRC. An electronic copy of developed materials will be delivered to the Grant Administrator upon completion of the project.

NEW MEXICO EMPLOYEES HEALTH COVERAGE

- A. If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
- B. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
- C. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <https://bewellnm.com>.
- D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

GENERAL REQUIREMENTS**INCURRING COST**

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

PRIME CONTRACTOR RESPONSIBILITY

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

SUBCONTRACTORS/CONSENT

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

AMENDED PROPOSALS

An Applicant 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 clearly identified as such in the transmittal letter. The Agency personnel will not merge, collate, or assemble proposal materials.

APPLICANT'S RIGHTS TO WITHDRAW PROPOSAL

Applicants will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Applicant must submit a written withdrawal request addressed to the Procurement Manager and signed by the Applicant'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.

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 Applicant is invited or required to submit one.

DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be kept confidential until negotiations and the award are completed by the Agency. 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 Applicant 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 restricted to: confidential financial information concerning the Applicant's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA1978 § 57-3A-1 to 57-3A-7.

PLEASE NOTE: 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 Applicant has made a written request for confidentiality, the Agency shall examine the Applicant's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Applicant 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.

NO OBLIGATION

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

TERMINATION

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

SUFFICIENT APPROPRIATION

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

REVIEW

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

GOVERNING LAW

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

BASIS FOR PROPOSAL

Only information supplied, in writing, by the Agency through the Procurement Manager or in this RFP should be used as the basis for the preparation of Applicant proposals.

CONTRACT TERMS AND CONDITIONS

The contract between an agency and contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Sample Contract, which can be found on CVRC's webpage along with all of the other required documents for this RFP. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Applicant. The contents of this RFP, as revised and/or supplemented, and the successful Applicant's proposal will be incorporated into and become part of any resultant contract.

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

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

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

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

APPLICANT TERMS AND CONDITIONS

Applicants must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency.

CONTRACT DEVIATIONS

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

APPLICANT QUALIFICATIONS

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

RIGHT TO WAIVE MINOR IRREGULARITIES

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

CHANGE IN CONTRACTOR REPRESENTATIVES

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

NOTICE OF PENALTIES

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

AGENCY RIGHTS

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

RIGHT TO PUBLISH

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

OWNERSHIP OF PROPOSALS

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

CONFIDENTIALITY

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

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

ELECTRONIC MAIL ADDRESS REQUIRED

A large part of the communication regarding this procurement will be conducted by electronic mail (email). Applicant must have a valid email address to receive this correspondence.

FUNDING PRIORITIES & PROPOSAL SUBMISSION

The State of New Mexico Crime Victims Reparation Commission 2022- 2025 Implementation Plan outlines funding priorities and strategies. The plan was adopted as part of CVRC's statewide implementation planning process for our federal awards. This state funding must be in compliance with this plan and the priorities identified within. The plan can be found at <https://www.cvrc.nm.gov/wp-content/uploads/2024/09/2022-2025-Implementation-Plan-Final-June-16-2022-WO-Appendix.pdf>

Proposed projects must adhere to the established priorities outlined within this plan and must support the eligible allowable activities for the grant. The 2022 - 2025 Implementation Plan outlines current and future goals and objectives, types of programs to be funded and how the state will meet the statutory requirements of the award.

All awards are subject to the availability of appropriated funds, the mandated allocation categories and provisions of the award and any modifications or additional requirements that may be imposed by law.

PROPOSAL FORMAT AND ORGANIZATION

All applicants must submit their application within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System, <https://nmcvrcgrants.com/index.do>. If an agency wants to add additional registered users, please register within the WebGrants system.

EVALUATION SUMMARY

The following is a summary of evaluation factors with point values assigned to each for the project applications. These, along with the general requirements, will be used in the evaluation of Applicants' proposals. History of prior grant compliance with CVRC will be considered during the evaluation process.

State of New Mexico Grant Application	1000 Points Available
Application Contract Information	Pass/Fail
Project Summary	250
Budget	250
Primary Project Components	500
<u>Additional Documentation Required</u>	
Campaign Contribution Disclosure Form	N/A
Agency Certification Form	N/A
TOTAL POINTS AVAILABLE	1,000 points
New Mexico / Native American Resident Preference	80
New Mexico / Native American Resident Veteran Preference Point	100

*Although not scored, if applicable, the information is mandatory and failure to provide this documentation could result in a determination that the applicant's proposal is non-responsive. ** Non-profit, non-governmental victim services agencies must provide evidence of 501(c)(3) status.

NEW MEXICO/NATIVE AMERICAN RESIDENT PREFERENCES

To ensure adequate consideration and application of §13-1-21 NMSA 1978 (as amended), Offeror must submit a copy of its valid New Mexico/Native American Resident Preference Certificate or its valid New Mexico/Native

American Resident Veteran Preference with its proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

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

APPLICATION SECTION

STATE OF NEW MEXICO GRANT APPLICATION FORM INSTRUCTIONS

The Grant Application form consists of the sections outlined in the proposal format and organization sections. The State Grant Application must be submitted within the WebGrants system no later than 4:00PM (Mountain Standard Time).

GENERAL INFORMATION INSTRUCTIONS

This section includes information regarding the primary contact person, and additional contract for your agency.

GRANT APPLICANT INFORMATION INSTRUCTIONS

This section you are providing information regarding the agency's 11-digit CRS ID number, providing a brief and clear summary of the project proposed. Additionally, you are providing information regarding the authorized person and financial officer for your agency.

PROJECT SUMMARY INSTRUCTIONS

Provide a brief project summary of the project that you are proposing in this application. Summaries are limited to 1000 characters within the form. Program summaries should be brief, clear, and concise.

PRIMARY PROJECT COMPONENTS (PPC) INSTRUCTIONS

Goals, Measurable Objectives, Implementing Activities and Project Evaluation Activities are required to be completed within your proposal in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at nmcvrcgrants.com.

Primary Project Components (PPCs) are intended to outline:

1. Goal #: the goals that the program expects to achieve
2. Measurable Objective #: a quantifying number to reach, which will indicate you have reached your goal,
3. Implementing Activities: the activities carried out to reach the goal,
4. Performed By: The key staff who will carry out the activity
5. Timeline: when the implementing activities will be carried out by quarter
6. Impact Evaluation Activities: documents that confirm your achievements

PPC's are the detailed game plan, and they inform the solicitation reviewers the ways in which you plan to expend the funds. The PPCs present a clear and concise way in which to present your goals, objectives, activities, timeline, and evaluation process. An explanation on how to develop these components is briefly outlined below. It is recommended to number each of the components such as Goal #1 with Measurable Objective #1 and Implementing Activity #1A, #1B, #1C as an example. If you have never developed Primary Project Components, you are not expected to be able to complete the form based solely on this explanation.

PROJECT BUDGET

Prepare the budget and budget narrative within the application on the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The budget justification should be detailed and describe all expenditures. Budgets may include expenses related to training.

BUDGET NARRATIVE INSTRUCTIONS

This is an extremely important section. A complete, itemized, operational project budget narrative must be completed in the budget section on the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System showing justification for specific items or categories. Justification should clearly indicate that the items being requested are essential to the achievement of the stated objectives.

Complete the Budget Section using the appropriate categories within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The following budget instructions explain what each line item should contain. The total should equal your project budget, and **budgets must be rounded to the nearest dollar.**

Budget Instructions for Line-Item Categories

- 00.0 Personnel:** Identify everyone to be paid on this subgrant, and include salaried employees as an hourly position. List each position by title, the annual salary, the hourly rate, the total hours the employee works per pay period, the actual hours to be dedicated to the award, the number of months, and the amount of funding requested.
- 10.0 Personnel Benefits:** List all personnel benefits and the costs, itemized and computation shown. These can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance
- 20.0 In State Travel:** Itemize travel expenses by specific purpose and show basis for computation (include costs for meals, lodging, and mileage). Be sure to include the CVRC compensation and grant reporting trainings. Travel-related costs must be necessary and reasonable.
- 30.0 Maintenance:** Includes pro-rated janitorial supplies and equipment maintenance contracts.
- 40.0 Supplies:** List items within this category separately for office and other supplies
- 50.0 Contractual and Consultant:** For individuals - list types of services, name, address, hourly or daily rate and amount of time. For contracts with firms - list types of services and total costs.
- 60.0 Operation Costs:** List items within this category separately for telephone, rent, postage, printing, training, etc. at a prorated share, with itemized costs included in the calculations.
- 80.0 Capital Outlay:** List each item or equipment to be purchased including the description and cost. Capital Outlay would include computers, desks, etc. and does not have a minimum dollar amount
- 95.0 Out of State Travel/Other:** Itemize travel expenses by specific purpose and show basis for computation. Include meals, lodging and mileage. Other items not covered under the existing line items should be included here. Travel related costs must be necessary and reasonable

Budget Justification: There is a section at the end of the budget which allows for expanded justification to include the breakdown and formulas.

****BUDGETS MUST BE ROUNDED OFF ** Using whole dollars only, no cents.**

ADDITIONAL DOCUMENTATION REQUIRED

The Additional Documentation Required are attachments that must be included within your completed proposal. These attachments must be uploaded within New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. They can be in Word, PDF, Excel or any other format as appropriate for the requested information. Please ensure you have uploaded the correct files. Failure to submit the required information may jeopardize your proposal. The following documentation must be included:

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Applicant must complete, sign, and return the Campaign Contribution Disclosure Form, as a part of their proposal. This requirement applies regardless of whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification. This form can be downloaded off the CVRC webpage with the RFP and other documents. An electronic copy of the document(s) must be included in the additional document section of Required PDF file submitted.

AGENCY CERTIFICATION FORM

Applicant must complete, sign, and return the Agency Certification Form Campaign as a part of their proposal and as required by Contract Review Bureau (CRB), General Services Department (GSD). This form can be downloaded off the CVRC webpage with the RFP and other documents. An electronic copy of the document(s) must be included in the additional document section of the Required PDF file submitted.

ADDITIONAL DOCUMENTATION

This section can also be used to attach additional documents to support the application request.

Final Steps

Applications must be received in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System no later than **4:00 PM (Mountain Standard Time) on May 27, 2025**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the solicitation. Applicants must submit proposals through the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System found at <https://nmcvrcgrants.com>

If technical difficulties are experienced at any point during the application process, the applicant must contact the STATE Grant Administrator, Marivel Baca, at 505-795-4964 or Grants Bureau Chief, Donna Richmond, at 505-795-4486, no later than **4:00 PM (Mountain Standard Time) Friday, May 23, 2025**. Please note that copies of applications received via email, facsimile or mail will not be accepted.

CAMPAIGN CONTRIBUTION DISCLOSURE SAMPLE FORM

Document can be downloaded from WebGrants

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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

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

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

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

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

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

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

administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

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

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

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

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

Name(s) of Applicable Public Official(s) if any: _____

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)

AGENCY CERTIFICATION FORM

Document can be downloaded from WebGrants

AGENCY CERTIFICATION FORM

Name of Contractor

- 26

DRAFT CONTRACT

The Agreement included in this Appendix represents the contract the Agency intends to use to make an award/awards. The State of New Mexico and the Agency reserve the right to modify the Agreement prior to, or during, the award process, as necessary.

State of New Mexico

(NAME OF AGENCY)

PROFESSIONAL SERVICES CONTRACT # _____

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

IT IS AGREED BETWEEN THE PARTIES:

1. **Scope of Work.**

The Contractor shall perform the following work:

2. **Compensation.**

A. The Agency shall pay to the Contractor in full payment for services satisfactorily performed at the rate of _____ dollars (\$_____) per hour (OR BASED UPON DELIVERABLES, MILESTONES, BUDGET, ETC.), such compensation not to exceed (AMOUNT), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling (AMOUNT) shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

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

(—OR—)

(CHOICE – MULTI-YEAR)

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

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

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

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

3. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE GSD/SPD Contracts Review Bureau. This Agreement shall terminate on **(DATE)** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

4. Termination.

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

B. Notice; Agency Opportunity to Cure.

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

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

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

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

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries,

services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

5. Appropriations.

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

6. Status of Contractor.

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

7. Assignment.

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

8. Subcontracting.

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

9. Release.

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

10. Confidentiality.

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

11. Product of Service -- Copyright.

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

12. Conflict of Interest; Governmental Conduct Act.

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

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

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

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

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

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

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

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

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

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

13. Amendment.

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

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

14. Merger.

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

15. Penalties for violation of law.

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

16. Equal Opportunity Compliance.

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

17. Applicable Law.

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

18. Workers Compensation.

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

19. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the General Services Department/State Purchasing Division and the State Auditor. The Agency shall

have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments

20. Indemnification.

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

21. New Mexico Employees Health Coverage.

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

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

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

22. Invalid Term or Condition.

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

23. Enforcement of Agreement.

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

24. Notices.

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

To the Agency:
[insert name, address and email].

To the Contractor:
[insert name, address and email].

25. Authority.

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

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

By: _____
Agency

Date: _____

By: _____
Agency's Legal Counsel – Certifying legal sufficiency

Date: _____

By: _____
Agency's Chief Financial Officer

Date: _____

By: _____
Contractor

Date: _____

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

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

By: _____
Taxation and Revenue Department

Date: _____

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

By: _____
GSD/SPD Contracts Review Bureau

Date: _____