



The New Mexico Crime Victims Reparation Commission (CVRC) is requesting sealed competitive bids for Information Technology Service Contract. The contract awarded will consist of 70 hours of onsite and/or remote maintenance and support per quarter for one (1) year with possibility of three (3) additional years. **Deadline to submit a bid is Wednesday, June 24, 2026 at 4:00 p.m. MST.**

Title: Information Technology Service and Support
Bid Number: 27-780-P706-00902
Type: Invitation for Bid – Best Price
Currency: US Dollar
Terms: 0%, Net 30

Posting: Thursday, June 11, 2026

Close: Wednesday, June 24, 2026 at 4:00 p.m. MST.

Contact: Cindy Mok
Cindy.Mok@cvrc.nm.gov
(505)795-4653

IMPORTANT:

Bids must be submitted electronically to cvrc.admin@cvrc.nm.gov.

It is the responsibility of the prospective bidder to review the entire Invitation for Bid (IFB) packet and to notify the agency if the specifications are formulated in a manner, which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Contracting Agency not less than seventy-two hours prior to the time set for bid opening.

IF THERE IS ANY PROBLEM REGARDING THE FOLLOWING BID SPECIFICATIONS OR CONDITIONS THAT WOULD PREVENT YOU FROM SUBMITTING A BID, CONTACT THE PURCHASING AGENT IMMEDIATELY FOR CLARIFICATION OR CONSIDERATION OF AN ADDENDUM.

Bid Delivery Instruction: One (1) electronic version sent to: cvrc.admin@cvrc.nm.gov

It is the Bidder's responsibility to ensure all documents are submitted electronically by the deadline set forth in this ITB.

NOTE: In accordance with statute and rule, ANY BID RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE ACCEPTED.

BID TERMS AND CONDITIONS

DEFINITIONS AND TERMS

Terms used in these Bidding Documents, which are defined in the Instructions to Bidders and in the Conditions of the Contract (General, Supplementary, and Other Conditions) have the meanings assigned to them in those documents.

1. **ADDENDUM:** A written or graphic instrument issued prior to the opening of bids that clarifies, corrects, or changes the Bidding Documents or Contract Documents. Plural: addenda.
2. **AGENCY:** Crime Victims Reparation Commission (CVRC)
3. **BASE BID:** Amount stated in the bid as the sum for which the Bidder offers to perform the work, excluding alternate bids. Also referred to as hourly rate.
4. **BID:** The offer of the Bidder submitted on the prescribed form setting forth the prices for the work to be performed in conformance with the Bidding Documents.
5. **BIDDER:** One who submits a bid directly to the Agency, as distinct from a subcontractor who submits a bid to a contractor.
6. **BIDDING DOCUMENTS:** The Bidding Requirements and the Contract Documents.
7. **BID FORM:** A form which shall include space in which the bid price shall be inserted and which the Bidder shall sign and submit along with all other necessary submissions. Electronic or Faxed bids will not be accepted.
8. **BIDDING REQUIREMENTS:** Notice of Invitation for Bid, Pre-bid Information, Instructions to Bidders, and Information Available for Bidders, the Bid Form, Supplements to the Bid Form, and portions of Addenda relating to any of these.
9. **DAY:** Day shall mean calendar day unless defined otherwise.
10. **DOIT:** New Mexico Department of Information Technology
11. **CONTRACTING AGENCY:** Crime Victims Reparation Commission (CVRC)
12. **INVITATION FOR BID:** All documents including those attached or incorporated by reference or utilized for soliciting sealed bids.
13. **NON-COLLUSION:** In signing this bid the Contractor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the Purchasing Agent or his/her designee.
14. **RESPONSIBLE BIDDER:** A Bidder who is properly licensed and submits a Responsive Bid and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services, or items of tangible personal property described in the Invitation for Bid.
15. **RESPONSIVE BID:** A bid, which conforms in all material respects to the requirements set forth in the Invitation for Bid.
16. **SUCCESSFUL BIDDER:** The lowest Responsible Bidder to whom the Agency, on the basis of the Agency's evaluation, makes an award. A Successful Bidder does not become the contractor until an agreement with the Agency is signed.

BIDDING REQUIREMENTS

1. **Preparation of Bids.** Each bid must be submitted to the Contracting Agency on the prescribed form. Bidders are to comply with all instructions and provide the information requested in the appropriate spaces. Bid prices must be typed in. Mistakes may be corrected prior to bid opening, but shall be initialed by the person signing the bid. Corrections and/or modifications received after the bid opening time will not be accepted. An authorized representative of the company

must sign all bids. **When the Contracting Agency issues a purchase document (e.g., purchase order number) in response to the Vendor's bid, a binding contract is created.**

2. **Bids Binding for 60 days.** Unless otherwise specified, all bids submitted shall be binding for sixty (60) calendar days following the due date of the Invitation for Bid, unless the Offeror(s), upon request of the Purchasing Agent, agrees to an extension.
3. **Payment Terms.** For all purchases made by Purchase Order, payment shall be made net 30 days from invoice date after receipt of goods/services unless otherwise specified on the Bid Form or as otherwise agreed by both parties. Payments shall be paid to Bidder on the condition that the Bidder has accomplished the services to the satisfaction of CVRC. Any taxes (specifically including the New Mexico Gross Receipts Tax), licenses, or other governmental fees and charges, are the responsibility of the Bidder. Invoices shall provide detailed billing for services provided no later than 90 calendar days after the date the services have been rendered. Invoices received after this time has elapsed may be considered null and void.
4. **Equivalency.** CVRC hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the Offeror proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such decisions are strictly at the discretion of CVRC. **Offerors shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this Invitation for Bids. This sheet shall be labeled "Exception(s) to Specifications" and shall be included with the bid.**
5. **Clarifications and Ambiguities.** If there is any clarification, problem, ambiguity or question regarding this bid, contact CVRC Contracting Agency at 505-795-4653 prior to the bid opening. Clarifications and ambiguities will not be considered after the bid opening. The Purchasing Agent or designee MUST answer questions regarding the bid specifications or bid package. Questions answered by any other person shall be considered completely non-applicable to the legal provisions of this bid, except as specifically authorized by the Purchasing Agent. Prior to, and after submittal of bid, prospective Offerors shall not make contact with any official or staff member regarding this bid, other than contact to obtain a copy of this bid. The only approved contact shall be with the below referenced Purchasing Agent. Offerors making contact with any other CVRC official, evaluation committee member, or CVRC employees regarding this bid may be disqualified. Questions and/or suggestions concerning this bid must be directed to: Purchasing Agent 505-795-4653.
6. **Restrictive specifications.** It is the responsibility of the prospective Bidder to review the entire Invitation for Bid (IFB) packet and to notify the Contracting Agency if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Contracting Agency not less than seventy-two hours prior to the time set for bid opening.
7. **Resident Business Preference.** New Mexico procurement law provides for a five percent (5%) residential preference. A Bidder who meets state requirements shall be awarded a contract in preference to a non-resident Bidder whenever the resident contractor, whose bid is nearest to the low bid of the non-residential contractor, is made lower when multiplied by a factor of .95. This does not apply when federal funds are being used. Any New Mexico firm claiming

preference will insert its residential reference number as issued by the New Mexico Taxation and Revenue Department in the appropriate space. This number is valuable to have, as it will allow CVRC to consider your bid at five percent less than the amount submitted, and could mean a difference in award. Please note that this number is NOT your State CRS Number. Provision of the number will be the responsibility of the Bidder.

8. **Bid Form.** Any pages marked “**BID FORM**” included in this Invitation for Bids packet shall be completed and *submitted as part of the bid*.
9. **Brand Names.** It is intended that bid specifications permit maximum competition. Brand names or model numbers, where used, are for reference as to standard of character, quality and/or operation and are not indicative of preference on the part of CVRC. Equal item(s) will be considered, provided the bid clearly describes the item by brand, model number, level of quality or any other appropriate criteria. Descriptive literature should be included for bid evaluation purposes. When brand, model or other identification is not stated, it shall be understood that the Bidder is quoting as specified. If items for which bids have been called for have been identified by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Bids offering "equal" products will be considered for award if such products are clearly identified in the bids and are determined by the Purchasing Office and requesting Department to be equal in all material respects to the brand name products referenced. Unless the Bidder clearly indicates in his bid that he is offering an "equal" product, his bid shall be considered as offering a brand name product referenced in the Bid Schedule. Equal shall be taken in its general sense and shall not mean identical. Specifications are for the sole purpose of establishing minimum requirements of level of quality, standards of performance and design and are in no way intended to prohibit the bidding of any manufacturer(s) item of equal material. CVRC shall be the sole judge of equality in their best interest and decisions of CVRC as to equality shall be final. Successful Bidder must submit applicable warranties and/or guarantee in writing to the Contracting Agency.
10. **Non-Collusion.** In signing this bid, the Vendor certifies that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.
11. **Non-discrimination.** Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, color, religion, creed, political ideas, sex, national origin, age, marital status or physical or mental disability except where such is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. Sellers doing business with CVRC must be in compliance with Federal Civil Rights Act of 1964 and Title VII of the Am Rev.1979. By signing and submitting a bid, vendor agrees to comply with this paragraph.
12. **Equal Opportunity Employer.** CVRC is an affirmative action and equal opportunity employer. CVRC does not discriminate on the basis of race, color, national origin, sex, age or handicap in its programs, activities, or employment. Persons seeking additional information

about CVRC nondiscrimination policy should contact the Agency Director at 6200 Uptown Blvd NE Suite 210 Albuquerque, NM 87110.

13. **Kickback Statement.** The State of New Mexico's Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for this violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks. As required by Section 13-1-191, NMSA, 1978, it is a third-degree felony under New Mexico law to commit the offense of bribery of a public officer or public employee (Section 30-24-1, NMSA, 1978); it is a third-degree felony to commit the offense of demanding or receiving a bribe by a public officer or public employee (Section 30-24-2, NMSA, 1978); it is a fourth-degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-41-1, NMSA, 1978); it is a fourth-degree felony to commit the offense of offering or paying illegal kickbacks (Section 30-41-2), NMSA, 1978).
14. **Qualifications of Bidders.** CVRC may make such investigations, as necessary to determine the ability of the Bidder to perform the work required. Bidder shall furnish all necessary information and data as may be requested. CVRC reserves the right to reject any bid if the evidence submitted or the investigation of a Bidder fails to satisfy CVRC that the Bidder is qualified to carry out the obligations of the contract and to complete the work described herein.
15. **Rejection of Bid.** CVRC reserves the right to reject any bid from a Bidder who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the bid of a Bidder who is not in a position to perform such a contract satisfactorily. Such is at the discretion of CVRC.
16. **Indemnification.** The successful Offeror expressly agrees to defend, indemnify and save harmless CVRC and its agents and employees from and against any and all claims, suits, demands, actions, or proceedings of every nature and description brought because of any injury or damage received or sustained by any person, person(s), or property arising out of the provision of goods or services pursuant to the BID, or by reason of any act or omission, neglect or misconduct of the Offeror, the agents, employees or subcontractors of the Offeror or the agents or employees of any subcontractor of the Offeror. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage.
17. **Independent Contractors.** The consultant and his agents and employees are independent Contractors and are not employees of the Contracting Agency. The Consultant and his agents and employees shall not accrue leave, retirement, insurance, bonding, use of Contracting Agency vehicles, or any other benefits afforded to the employees of the Contracting Agency.
18. **Debarred or Suspended Contractors.** A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of §13-1-177 through §13-1-180, and §13-4-11 through §13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.
19. **Assignment.** Responding Offerors are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this bid or any resulting agreement, its rights, title or

interest therein, or its power to execute such agreement to any other person, company or corporation without the previous written approval of CVRC.

20. **Public log.** A public log will be kept of the names of all Offerors who submit bids. Pursuant to Section 13-1-116 NMSA 1978 of the Procurement Code, the contents of any bid shall not be disclosed to competing Offerors during the negotiation process. The contents of the bid submitted by the successful Offeror will become public record upon award and may become a part of any contract approved as a result of this Invitation for Bid. Bids are subject to provisions of State Law relating to inspection of public records. Bids will be kept confidential until the CVRC Commission approves a list of recommended Offerors. Following that approval, all documents pertaining to this submittal will be open for public inspection, except material(s) previously designated by the Offeror as proprietary or confidential. CVRC will not disclose or make public any pages of a bid on which the Offeror has stamped or imprinted the words “proprietary” or confidential”. Confidential data is normally restricted to confidential financial information concerning the Offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, §57-3A-1 to §57-3A-7 NMSA, 1978. It is not acceptable under the NM State Procurement Code to request that either the entire bid or the proposed cost of services be kept confidential. Such materials must be readily separable from the submittal in order to facilitate eventual public inspection of the non-confidential portion. If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Contracting Agency shall examine the Offeror’s submittal and make a written determination specifying which portions of the bid should be disclosed in accordance with applicable New Mexico law. Unless the Offeror takes action to prevent the disclosure, the bid may be so disclosed. The bid shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.
21. **Addendum.** Addenda will be e-mailed with return receipt requested, by facsimile or hand delivered to all who are known by the Contracting Agency to have received a complete set of Invitation for Bids. Copies of addenda will be made available for inspection wherever Invitation for Bid is on file for that purpose. No Addenda will be issued later than 5 days prior to the date for receipt of Bids, except an Addendum withdrawing the Invitation for Bids or one, which includes postponement of the date for receipt of bids. The Offeror shall acknowledge each addendum on the information form contained in this Bid packet. Verbal responses and/or representation are not acceptable.
22. **Modifications and Withdrawal of Bids.** A bid containing a mistake discovered before bid opening may be modified or withdrawn by a Bidder. Modifications must be delivered in written form in a sealed envelope prior to bid opening. Withdrawals may be emailed to cvrc.admin@cvrc.nm.gov prior to bid opening. After bid opening, no modifications or withdrawal of bid will be permitted.
23. **Review of Bids.** The Purchasing Agent and the appropriate department or committee will evaluate each bid. The Purchasing Agent with the aid of the appropriate department head will determine acceptable exceptions to specifications.

24. **Funding.** Award(s) of the contract is contingent upon the budgeting and appropriation of funds for continuation of the professional services contemplated by this Invitation for Bid.
25. **Protest.** Any Bidder, Offeror or contractor who is aggrieved in connection with a procurement action may protest to CVRC in accordance with the requirements of the Contracting Agency's Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto (§13-1-172 NMSA 1978). The protest shall be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise thereto. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (§13-1-173 NMSA 1978). The Purchasing Agent or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (§13-1-174 NMSA 1978). The Purchasing Agent or his designee shall promptly issue a determination relating to the protest. The determination shall:
- 25.1. State the reasons for the action taken; and
- 25.2. Inform the protestant of the right to judicial review of the determination pursuant to §13-1-183 NMSA 1978. A copy of the determination issued under §13-1-175 NMSA 1978 shall immediately be mailed to the protestant and other Offerors involved in the procurement (§13-1-176 NMSA 1978).
26. **Rejection or Cancellation of Bids.** This Invitation for Bids may be canceled, or any or all bids may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons therefore shall be made part of the project file (§13-1-131 NMSA 1978).
27. **Laws and Regulations.** This procurement shall be governed by, and construed and enforced in accordance with the laws, of the State of New Mexico and the laws, ordinances, rules and regulations of CVRC. CVRC also requires that all responses to this BID, and any contracts that may arise as a result of this procurement, be in accordance with laws, ordinances, and regulations of the State of New Mexico and CVRC, New Mexico.
28. **Campaign Disclosure Form.** Pursuant to Chapter 81, Laws of 2006, any prospective contractor (engineer or CONTRACTOR) seeking to enter into a contract with any state agency or local public body must file a Campaign Contribution Disclosure Form with that state agency or local public body. The prospective contractor must file this form with their response to the Invitation for Bids. 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 bid.
29. **Warranties.** Materials, supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Seller gives to any customer for the same or

substantially similar materials, supplies or services. The rights and remedies provided herein shall extend to CVRC and are in addition to and do not limit any rights afforded to CVRC by any other clause of this order. Seller agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

30. **Tax Exemption Certificate.** CVRC holds a Class 9 Tax Exemption Certificate and is exempt from paying sales tax on tangible personal property. A non-taxable transaction certificate will be provided upon request. Services (including construction or construction materials) are not exempt. The Contractor shall comply with all requirements of the State of New Mexico Gross Receipts Law and shall require all subcontractors to comply with it. Do not include tax in your bid price. Tax must be shown as a separate item on bid and all invoices.

SCOPE OF WORK

The awarded contract will consist of 70 hours of onsite and/or remote maintenance and support per quarter for one (1) year with the possibility of three (3) additional years. CVRC operates an Apple/Macintosh environment consisting of approximately 40 Apple desktop and laptop computers.

IT Maintenance and Support:

- Provide 70 hours of onsite and/or remote maintenance and support per quarter. Agency counts quarters according to State Fiscal Year, which is July through June. Monthly average 20-25 hours.
Typical Quarters:
July – September,
October – December,
January – March,
April – June.
- The contract provides for up to 280 hours of maintenance and support services per fiscal year. Services performed within the contracted hours shall be billed at the awarded hourly rate.
- CONTRACTOR shall make technical support personnel available by phone and email on the following schedule: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding state holidays.
- After-hours support is defined as services performed before 8:00 a.m. or after 5:00 p.m., Monday through Friday, excluding state holidays, and shall be billed at the awarded after-hours rate.
- CONTRACTOR will log requests and provide to the Agency technical support services for the software and hardware based on the priority levels and problem resolution process.
- CONTRACTOR shall provide or make available online a monthly report on the activity and status of all logged requests received from the Agency. Any recommendations related to system maintenance, operational efficiency, security updates, or replacement of existing equipment shall be included in this report.
- CONTRACTOR shall maintain a log of Agency requests with a unique number assigned to each Agency request. The CONTRACTOR shall provide the work order to the Agency for reference and communication once work is completed.
- CONTRACTOR will make weekly onsite visits at CVRC office locations for 3-5 hours depending on Agency needs. Wednesday is the regularly scheduled service day but may be changed by mutual agreement of the Agency and CONTRACTOR. Two-day notice by the CONTRACTOR and/or the Agency is needed to change the scheduled day. A point of contact will be assigned by the Agency.
- Unused contracted time may be banked and used during the same quarter for approved maintenance activities,

equipment deployments, system upgrades, equipment replacements, and unexpected support needs. Any unused hours remaining at the end of the quarter shall carry forward into subsequent quarters within the same fiscal year. Any unused hours remaining at the end of the fiscal year shall expire and shall not carry forward into a renewal term. CONTRACTOR is not expected to work when no hours are available. CONTRACTOR will be responsible for notifying Agency if hours are not available.

- CONTRACTOR will update documentation, including systems administration guides, user guides, inventory records, network configuration documentation, and credential records maintained by the Agency, and shall provide updated documentation to the Agency on a quarterly basis or upon request.
- CONTRACTOR will respond to technical and functional questions about the hardware, software, and network installed at CVRC. Such requests will be assigned a default Priority of 3 unless the CVRC requests a higher priority be assigned to the request.
- CONTRACTOR shall maintain and provide support for CVRC's existing on-site and off-site backup systems to ensure backups are securely encrypted, successfully completed, and periodically tested for recoverability.
- CONTRACTOR shall provide labor only under this contract. The Agency shall be responsible for the procurement and payment of all hardware, software licenses, replacement parts, peripherals, supplies, equipment, and other materials required to perform services under this contract unless otherwise approved in writing by the Agency.

Install and configure all new computers:

- Unpack, inventory, and document delivery of computers
- Update operating systems with current security patches, firmware updates, and required supporting software.
- Install and configure DoIT-approved and Agency-approved operating systems, productivity software, web browsers, security software, email access, Virtual Private Network (VPN) access, and network resources in accordance with applicable DoIT standards and Agency requirements.
- Encrypt the hard drive
- Configure and maintain DoIT-approved firewall, security, and VPN settings as authorized by the Agency.
- Install Firmware Password protection
- Perform system cleanup diagnostics with: Permissions repair; Directory repair and Access Control List (ACL) repair.
- CONTRACTOR shall ensure each computer is configured, deployed, and connected to the Agency network and appropriate resources for employee use.

Printer and Peripheral Device Support:

- CONTRACTOR may perform basic troubleshooting and configuration of printers and peripheral devices.
- Repair or replacement of printer hardware, internal printer components, peripheral devices, replacement parts, consumables, or other equipment shall be the responsibility of the Agency and is not included within the scope of this contract.

BID FORM
IFB# 27-780-P706-00902
Information Technology Service and Support

To: NM Crime Victims Reparation Commission
Purchasing Agent

From: _____ Date _____
Name of Bidder

The Bidder accepts all of the terms and conditions of the Invitation for Bid and Instructions to Bidders, including without limitation those dealing with the disposition of bid security and other bidding documents. This bid will remain subject to acceptance for 60 days after the day of the Bid opening.

In submitting this Bid, the Bidder represents, as more fully set forth in Agreement, that:

1. The Bidder has examined all bidding documents and acknowledges any applicable addenda as follows:
Addendum No. _____ Date _____ Addendum No. _____ Date _____
Addendum No. _____ Date _____ Addendum No. _____ Date _____
2. The Bidder has familiarized himself with the nature and extent of the bidding documents, work, site, locality and all applicable conditions, laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
3. Bidder has given CVRC Purchasing Agent written notice of any conflicts, errors, or discrepancies that he has discovered in the bidding documents, and the written resolution thereof by the Purchasing Agent is acceptable to the Bidder.
4. The bid is genuine and not made in the interest of, or behalf of, any undisclosed person, firm or corporation; the Bidder has not directly or indirectly induced or solicited any Bidder to submit false information; the Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; the Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over CVRC.
5. If the contract is to be awarded, CVRC will give the apparent successful bidder Notice of Award within ten (10) days after the Governing Body awards the contract.
6. Bidder understands that acceptance and formal award of this bid, along with the placement of order(s) related to this bid, constitutes a complete and binding contract for items and services as specified.

The Bidder, in conformance with this invitation for bid, hereby submits the following total prices:
(Bids shall be written in both words and numbers. In the Event of a Discrepancy, the amount in words shall govern.

BID FORM
IFB# 27-780-P706-00902
Information Technology Service and Support

BASE (Hourly Rate) COST:

_____ \$ _____
WRITTEN **NUMERIC**

AFTER HOUR RATE

_____ \$ _____
WRITTEN **NUMERIC**

OTHER RELATED CHARGE (EXPLAIN IN COMMENT AREA)

_____ \$ _____
WRITTEN **NUMERIC**

Comments:

BID PREPARED BY: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

LICENSE NO.: _____

A NON-TAXABLE TRANSACTION CERTIFICATE CAN BE ISSUED UPON REQUEST.
LABOR IS NOT CONSIDERED TAX EXEMPT.

BID FORM
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Information Technology Service and Support

VENDOR CERTIFICATION & INFORMATION

(Must be signed by a representative authorized to commit the company financially)

Signature

Printed Name & Title

Firm Name (if applicable)

Mailing Address

City, State, Zip

Phone Number

Fax Number

E-mail address

Web Site Address (if applicable)

BID FORM
IFB# 27-780-P706-00902
Information Technology Service and Support

REQUEST FOR TAXPAYER INFORMATION AND CERTIFICATION

Please complete or make changes to following information:

Vendor Name: _____

Street Address: _____

Mailing Address: _____

City, State Zip: _____

Telephone Number: _____ Fax Number: _____

Representative: _____

Type of Organization (Check One) Single Partnership Corporation Government Medical
Provider

Federal Tax ID or Social Security Number: _____

New Mexico CRS Number (if applicable): _____

Is your firm designated as a non-profit organization? _____ Yes _____ No

Is your firm exempt from income tax? _____ Yes _____ No

Is your firm a dealer of retail supplies or
provide a service for which you furnish parts? _____ Yes _____ No

Payment Terms: Crime Victims Reparation Commission pays net within 30 days of receipt of invoice unless otherwise stated below:

Certification – Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding either because I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition of abandonment of secured property, contributions to an individual retirement arrangement (IRA), and payments other than interest and dividends).

Certification Instructions: You must cross out item two (2) above if the IRS or NM Taxation and Revenue have notified you that you are currently subject to backup withholding because of underreporting interest or dividends on your return.

Signature: _____

Title: _____

BID FORM
IFB# 27-780-P706-00902
Information Technology Service and Support

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. 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.

ANY PROSPECTIVE CONTRACTOR MUST FILE THIS FORM WHETHER OR NOT HE/SHE/IT, HIS/HER/ITS FAMILY MEMBER, OR 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 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 bids and ending with the award of the contract or the cancellation of the request for bids.

“Person” means any corporation, partnership, individual, joint venture, association or any 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 MADE TO:

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

Title (Position)

Date

—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

Title (Position)

Date

BID FORM
IFB# 27-780-P706-00902
Information Technology Service and Support

RELATED PARTY DISCLOSURE

1. Are you indebted to or have a receivable from any member of the Council of CVRC, administration officials, department heads and key management supervisors with CVRC? Yes _____ No _____

If yes, explain _____

2. Are you, or any officer of your company, related to any member of the administrative officials, department heads, key management supervisors of CVRC and have you had any of the following transactions in the last 12 months which CVRC was, is to be, a party?

	Yes	No
Sales, Purchase or leasing property	_____	_____
Receiving, furnishing of goods, services or facilities?	_____	_____
Commissions or royalty payments?	_____	_____

If yes, explain _____

3. Does any member of the Commission of CVRC, administrative officials, department heads, key management supervisors with CVRC, have any financial interest in your company, whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with CVRC? Yes _____ No _____

If yes, explain _____

4. At any time during the last 12 months did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of an administrative officials, department heads, and key management supervisors with CVRC? Yes _____ No _____

If yes, explain _____

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of CVRC? Yes _____ No _____

If yes, explain _____

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President: _____ Date: _____

(Print Name and Title) _____

BID FORM
IFB# 27-780-P706-00902
Information Technology Service and Support

DEBARMENT CERTIFICATION
Certification Regarding
Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of all had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative