

**STATE OF NEW MEXICO
PUBLIC SCHOOL FACILITIES AUTHORITY**

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The Roswell Independent School District is requesting qualifications, capabilities, costs from qualified firms interested in providing project planning, design, delivery, and installation of fixtures, furnishing, and equipment (FF&E) to RISD. All potential Offerors are encouraged to read this Request for Proposals carefully, especially mandatory requirements.

The Roswell Independent School District is in the process of constructing a new Del Norte Elementary. The new school will be +/- 70,000 sq. ft. serving grades K-5. RISD is soliciting RFP's for FF&E services. It is the desire of the District to assemble a team to see this project through the entire process from presentation/design to installation. Portions of the project may include oversight by the Public School Facility Administration (PSFA).

(See Section IV for detailed scope of work.)

B. PROJECT CONTACTS

Any questions concerning the selection process for this Request for Proposals should be submitted to the Purchasing Agent listed below. Technical questions regarding the scope of work should be submitted to the District Representative.

For questions regarding the selection process:

Procurement Contact Name:

Chris Thweatt
300 N Kentucky Ave
Roswell, NM 88201
(575) 627-2528
csthweatt@risd.k12.nm.us

C. DEFINITION OF TERMINOLOGY

This paragraph contains definitions that are used throughout this Request for Proposals (RFP), including appropriate abbreviations.

“Award of Contract” shall mean a formal written notice by the District that a firm has been selected to enter into a contract for FF &E services.

“Contract” means an agreement between a state agency or school district and a firm for the work covered by this RFP.

“Contractor” means successful Offeror awarded the contract.

“Determination” means the written documentation of a decision of the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“Entity” means the District for the purposes of Section 13-1-120(B)(6), NMSA 1978; Evaluation Criteria; and is the entity requesting proposals.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

“Owner” is the District.

“Proposal” is the Offerors response to this RFP.

“Public School Capital Outlay Council (PSCOC)” is the body with responsibility to approve allocations for public school capital outlay assistance.

“Public School Facilities Authority (PSFA)” is the agency, under the Public School Capital Outlay Council (PSCOC) charged with responsibility for overseeing projects and shall serve as the owner’s representative for work performed under this RFP.

“Request for Proposals” or **“RFP”** means all documents, attached or incorporated by reference, used for soliciting proposals.

“Resident Business”, “Resident Contractor”, or “Veteran Business, Veteran Contractor” means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to Section 13-1-21 and 13-1-22 NMSA 1978.

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

“Responsive Offer” or **“Responsive Proposal”** means an offer or proposal, which conforms in all material, respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

“Selection Committee” means a body constituted in accordance with Section 13-1-121 NMSA 1978 to perform the evaluation of Offeror proposals.

"User" means the school district staff occupying the facility or facilities, for which a project is being designed.

"User Contact" is the person designated by the District to speak on behalf of the staff concerning the scope of work and programming requirements for the project.

"Veteran Preference" – See 'Resident Business, Resident Contractor or Veteran Business, Veteran Contractor definition above.

The terms "**must,**" "**shall,**" "**will,**" "**is required,**" or "**are required**" identify *a necessary* item or factor. Failure to comply *with such* an item or factor *may* result in the rejection of the Offerors proposal.

The terms "**can,**" "**may,**" "**should,**" "**preferably,**" or "**prefers**" identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor *may* result in the rejection of the Offerors proposal. *Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.*

D. BACKGROUND SUMMARY

The Roswell Independent School District covers an area of 3,187 square miles, and is one of the 89 public school districts in New Mexico. The District maintains 20 school facilities on 20 separate sites.

District enrollment for the 2019-2020 school year is over 10,000 students in grades K-12. School facilities are primarily permanent construction. Permanent school facilities total over 1.3 million gross square feet. Portable/modular school facilities total over 58,000 gross square feet. School sites total approximately 221.4 acres. The newest school building in the District is less than one-year-old, and the oldest is 71 years old.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP outlines and describes the major events of the Selection Process and specifies general requirements.

A. SEQUENCE OF EVENTS

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue RFP	District	12/18/19
2.	Pre-Proposal Conference Location: AESC Board Room Note: Non-Mandatory	<u>N/A</u>	<u>N/A</u>
3.	Deadline to submit written questions	Potential Offerors	1/10/20
4.	Response to written questions	District	1/13/20
5.	Submission of Proposal	Offerors Time: 2:00 PM	01/17/20
6.	Proposal Evaluation Period	Evaluation Committee Start Date: 01/21/20	Final Meeting Date 1/22/20
7.	Notice of Short Listed Offerors	Procurement Manager	1/23/20
8.	Interviews of Short-listed Offerors (If held)	Evaluation Committee & Offerors	1/29/20
9.	Recommendation of Award to Governing Board	Procurement Manager	2/11/20
10.	Contract Negotiations	District	2/12/20
11.	Issue Notice of Award, prepare contract	District	2/12/20
12.	Protest of Award Deadline	Offeror(s)	2/27/20

B. EXPLANATION OF SEQUENCE OF EVENTS

1. Issue RFP

This RFP is issued by the District in accordance with the provisions of 13-1-120 and 13-1-121 NMSA 1978.

2. Pre-Proposal Conference

This is the date, time and location of the meeting, if held, to review the RFP documents, including the Scope of Work, Response Format, and Schedule of Events. District shall indicate if attendance is 'mandatory' or 'not mandatory'. District may make arrangements for Prospective Offerors to visit the project site/location.

Please note that after the proposal submission due date, the Offerors are not allowed any contact without the District Representative's permission. The District, may, however, contact Offerors for clarification purposes, changes in the Schedule of Events, notices of non-responsiveness or responsiveness of proposals, and notices of shortlist status and/or interviews.

3. Deadline to Submit Written Questions

This is the date and time set for submitting written questions regarding the RFP document and procurement process to the Procurement Manager.

4. Response to Written Questions

This is the date and time set by the Procurement Manager to issue a response to written questions regarding the RFP procuring document or the procurement process. The Procurement Manager may issue amendments to the RFP document as deemed necessary.

5. Submission of Proposal

This is the date and time that has been set for the submission of Proposals. Late Proposals *will not* be accepted. It is the Offeror's responsibility to ensure that Proposals arrive at the appointed date and time. Proposals may be delivered early to avoid any possible delay of the submission. The documents shall be in a sealed container with the RFP number and opening date indicated on the bottom left hand side of the container as follows:

Roswell Independent School District

Attn: Chris Thweatt

If Mailed: 300 N Kentucky Suite 201; Roswell, NM 88201

If Hand Delivered: 300 N Kentucky Suite 201; Roswell, NM 88201

Procurement Manager Phone Number: (575) 627-2528

RFP-20-05 Furniture

PROPOSALS RECEIVED AFTER THE DEADLINE SHALL BE CONSIDERED NON-RESPONSIVE. Proposal submittals be shall date and time-stamped by the District office that is designated to receive proposals. A public log will be kept of the names and submittal times of all Offerors who submitted proposals.

The Procurement Manager shall review the proposals for completeness and compliance with the mandatory requirements prior to distribution to the Evaluation Committee. If any proposal submitted is deemed non-responsive, the Offeror will be notified in writing of such determination which will include the right of the Offeror to protest the decision. (See Section II.C.1.). The Procurement Manager

shall designate a witness to be present during the opening the proposals. The witness and Procurement Manager shall sign the “List of Offerors” for the procurement file.

6. Proposal Evaluation

This is the start date and time that the Procurement Manager will distribute proposals to the Evaluation Committee and give them instructions on the evaluation criteria and scoring, and the final date set for the Evaluation Committee to convene, discuss and rank the Offerors.

7. Notice of Short-Listed Offerors

The Procurement Manager shall notify all Offerors of the final rank of the proposals in writing and state in the letter whether or not interviews will be held.

Note: The Selection Committee may hold interviews with the highest-ranked proposals, where there is a natural break in the scoring. The number of interviews, if held, will be at the discretion of the Selection Committee. The Selection Committee reserves the right to award the contract without interviews. If interviews are not held, the decision shall be documented for the procurement file.

8. Interview of Short-List Offerors

If interview(s) are to be held, the date, time, and location of the Interview Meeting will be included with the notice to those Offerors selected for interview. A list of questions shall be distributed to the Short-List Offerors that includes the points to be allocated to each question. Points allocated to the questions shall be evenly distributed.

NOTE: A “Pre-Interview” meeting may be held by the District Representative, if it is determined it is in the best interest of the short-listed Offerors and the Project, to answer questions regarding the interview process, and to distribute the list of prepared questions to be addressed.

9. Recommendation of Award to Board of Education

The Procurement Manager shall prepare a procurement report and a recommendation to the Board for award of the Project that shall include the ranking of all Offerors.

10. Contract Negotiations

The Owner reserves the right to enter into negotiations with the highest ranked Offeror per NMSA 13-1-115. If contract negotiations are not finalized within a reasonable period of time, the Owner will conclude negotiations with the selected firm and begin negotiations with the next ranked firm based on final ranking.

11. Issue Notice of Award, Prepare Contract

Upon the successful completion of contract negotiations and Board of Education approval, the Procurement Manager shall issue the Notice of Award and prepare the Design Professional Agreement.

12. Protest Deadline

The protest period for **award** of the contract shall begin the day after the date of the Notice of Award. This date shall be determined by the Procurement Manager. See Section C, Paragraph 1, below for more detail.

C. GENERAL REQUIREMENTS

The General Requirements section contains specific information about the process and conditions under which this RFP is issued and conditions concerning how the project will be completed.

1. Protests - In accordance with Section 13-1-172 NMSA 1978, any Offeror who is aggrieved in connection with the award of a contract may protest to the Procurement Manager. The protest must be submitted **in**

writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest to:

Chris Thweatt
300 N Kentucky Suite 201
Roswell, NM 88201
(575) 627-2528

The 15-day protest period shall begin on the day following the date of written notice of action from the District. Protests must include the name and address of the protestant, the solicitation number, and a statement of grounds for protest, including appropriate supporting exhibits. Protests received after the deadline will not be accepted.

2. Incurring Cost - Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
3. Amended Proposals - An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. District personnel will not collate or assemble proposal materials.
4. Offeror's Rights to Withdraw Proposal - Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the District. The approval or denial of withdrawal requests received **after** the deadline for receipt of the proposals is at the discretion of the District Representative.
5. Disclosure of Proposal Contents - The content of proposals will be kept confidential until the successful Offeror's contract has been signed by the District. At that time, all proposals will be open to the public, except for the material which has previously been noted and deemed as proprietary or confidential.
6. Termination - This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the District Representative determines such action to be in the best interest of the District and the State of New Mexico.
7. Sufficient Appropriation - Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The Owner's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

If the determination is made that there is insufficient funding to continue or finalize a project, the contractor will be compensated to the level of effort performed, as authorized by the Owner and the PSFA prior to that determination.

8. Offeror Qualifications - The Selection Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Selection Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.
9. Right to Waive Minor Irregularities - The Selection Committee reserves the right to waive minor irregularities. The Selection 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 Selection Committee.

10. Notice - The New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.
11. Release of Information - Only the Owner is authorized to release information about projects covered by this RFP. The Offerors must refer to the Owner any requests to release any information that pertains to the work or activities covered by any action or award related to this RFP.
12. Clarifications from Offerors - The Selection Committee or designee, after review of the proposal and/or Interview may request clarifications on information submitted by any and all Offerors.
13. Delivery and Installation: Deliveries and installations must be completed within forty-five (45) calendar days after receipt of the purchase order. All deliveries must be scheduled with the end user and contractor with mutually agreed upon dates and times. Failure to meet the quoted times may result in cancellation of contract and an alternate bidder will be assigned at the discretion of RISD. All packages, cartons or other containers must be clearly marked with ship to address, packing slip listing contents, and the number of boxes on the shipment and a valid purchase order number.

Shipments without a packing list and valid PO number will be refused and returned to the vendor at their expense. Delivery confirmations will be the vendor's responsibility to confirm such dates with the RISD ordering department. Projects under construction may experience delays and require a change in delivery dates. Product shipped before the building is ready must be stored by the vendor until such time it can be accepted at the delivery site. The following definitions are to be used when computing discounts for Attachment A:

"Delivered Non-installed only" means F.O.B. destination as defined in shipping terms.

"Inside Delivery" means F.O.B. Destination, inside delivery, unpacking, full assembly, ready-to-use, placement in rooms designated by recipient, premises left broom clean, and packaging disposed of by the successful Contractor.

"Delivered Installed" means unpacking, full assembly, ready-to-use, installed in rooms designated by recipient, premises left broom clean, and packaging disposed of by the successful Contractor. Including but not limited to any installation required for fastening to the floor, wall, ceiling, and component parts for systems

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Only one original proposal may be submitted by each individual entity for the one project, which is the subject of this RFP.

B. NUMBER OF COPIES

Offerors shall provide one original and Four (4) copies of the proposal. The price proposal worksheet shall be submitted on a flash drive with your copies of the proposal. Proposals may be mailed or hand delivered.

C. PROPOSAL FORMAT

The proposal must be limited in format and length. Format will be 8-1/2" x 11" with foldout sheets if needed, allowed up to 11" x 17" in size. All foldout sheets, up to a maximum of 11" x 17" sheets will be counted as two pages and shall be labeled as such. The length of the proposal shall be limited to a maximum of twenty (20) pages (printed sheet faces) of text and/or graphic material.

If there is any question as to format requirements they shall be directed to the Chief Procurement Officer for clarification, prior to submittal of documents.

Material excluded from the **Twenty (20)** page maximum count shall include and **shall be limited to:**

- Front cover (blank on back side).
- Submittal letter (one page maximum).
- Tables of Contents page (one page maximum).
- **Price Proposal Worksheet**
- **Cut Sheets**
- Completed Campaign Contribution Disclosure Form (Provided at the end of this RFQ).
- Valid Resident Business Preference Certificate or Veteran Preference Certificate issued by New Mexico Tax & Revenue Department, if applicable.
- Certificate(s) of insurance.
- Format Order: 1. Submittal letter 2. Table of Contents 3. Response with pages numbered 4. Preference Certificates, if applicable 5. Certificates of insurance 6. Price proposal worksheet

ANY SHEETS OR PAGES INCLUDED IN THE PROPOSAL, BUT NOT SPECIFICALLY EXCLUDED, AS NOTED ABOVE - SHALL BE COUNTED TOWARDS THE 20 PAGE MAXIMUM.

IV. SPECIFICATIONS

A. DETAILED SCOPE OF WORK

Offerors are required to submit a Price Proposal worksheet on a flash drive with their proposal.

The Roswell Independent School District is requesting proposals for FF&E Products that will furnish the District with furniture to be ordered as needed. The furniture will be ordered for individual schools as well as schools that are undergoing construction. Construction projects will require scheduled deliveries that must be coordinated through the District's Construction Department. Individual schools and administrative sites will be responsible for coordinating their own delivery schedules. Orders will range from small simple orders shipped directly to the school and or administrative site, or larger complex orders that will require a coordinated effort for delivery and or installation. RISD is not limited to the furniture categories represented in the Price worksheet. Please include full product lines that represent each manufacturer. RISD reserves the right to add products within each category or add additional categories not listed in the response form. RISD also reserves the right to add new products as they become available.

Scope of Services:

FF&E services shall include as a minimum the upcoming Del Norte Elementary School construction project. Prospective offerors will find Floorplans for Del Norte in Attachment B. Del Norte Elementary and future construction projects require that CAD drawings and floor plans showing space allocation/furnishings shall be submitted as pdfs, as well as submit copies of Operation and Maintenance Manuals. This manual should contain narrative and operation of any equipment, preventive maintenance including, cleaning, adjustment, and lubrication schedules. The manual should also contain a copy of the manufacturer's warranty and service agreement. All items on Attachment A Price Proposal worksheet represent needs for Del Norte Elementary. All items received by the district for construction projects shall be delivered installed as defined by the general conditions.

V. EVALUATION

A. EVALUATION CRITERIA

1. Short listing – A maximum total of 100 points are possible in scoring each proposal for the shortlist evaluation. The Selection Committee will evaluate the proposals and may conduct interviews with Offerors applying for selection.

Resident Preference/Veterans Business – Per 13-1-21 and 13-1-122 NMSA 1978, a qualified resident contractor or Veteran contractor who holds a valid certificate issued by the NM Taxation and Revenue Department, shall be awarded preference in the form of additional points of the total possible points for resident veteran business/contractors. For resident contractors the additional points are equivalent to five percent (5%) of the total possible points. For a veteran business the additional points are equivalent to the percent determined by the Veteran Business Preference Certificate issued by the NM Taxation and Revenue Department to the qualified Offeror(s). When a joint proposal is submitted by both a resident and nonresident contractor, the resident preference shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the

services to be provided that will be performed by a nonresident business. In no event will a business be awarded both a resident business preference and a resident veteran business preference in any single procurement/contractual action.

Evaluation Criteria to be used by the Selection Committee for the proposal shortlist and the corresponding point values for each criteria are as follows:

- (1) **Price Proposal** **30 points**
- (2) **Approach to the project** **15 points**
- (3) **Capacity and capability** **20 points**
- (4) **Past record of performance** **20 points**
- (5) **Proximity to or familiarity** with the area in which the project is located. **15 points**

2. **Interview** - 50 points are possible in scoring each interview for this RFP. The Selection Committee will provide at a pre-interview meeting, if held, a list of questions relevant to the project. These questions shall be addressed by the firms at the interview. Point value for each question will be assigned. The interview will allow time for a question and answer session in response to the prepared questions.

B. SHORT LIST EVALUATION FACTORS

In order to select the firm best qualified for the Roswell Independent School District FF&E project, the Owner request that the prospective firm provide the following information:

- 1. **Price Proposal** – Prospective offerors must complete the attached price proposal worksheet, and submit ON A FLASH DRIVE WITH THE PROPOSAL DOCUMENT AS AN MS XCEL FILE. Any catalog, brand name or manufacturer’s reference or specifications used in the Price Proposal Worksheet is descriptive not restrictive. It is intended to indicate type and quality desired. Pricing on brands of like nature and quality **will be considered**. If price proposal contains other than reference specifications, proposals must show manufacturer, brand, model, etc. of article offered. If other than brand(s) or model specified is offered, submit descriptive cut sheets for each article proposed. The cut sheets shall be included with the price proposal ON A FLASH DRIVE. Brand Name and Model Number must be specified for each item on the Price worksheet in order to be considered complete. Deletions or additions to quantities on the price list are not allowed. Unit price on quantity specified must be bid, extended and total shown. Discount must be specified as a percentage off the manufacturer's suggested retail price list/catalog. In case of errors in extension, unit price shall govern. Brand Name and Model Number must be specified for each item on the price worksheet in order to be considered complete. Incomplete price worksheets will not be considered and accepted. Proposal prices must be firm for acceptance 60 days from proposal opening date.
- 2. **Approach to the project** – Provide a detailed description of understanding of the project and identify your firm's approach to the project. Include the following: Planning/Programming/Design - Describe your firm's process for working with the Owner through various stages of design, product/material selection, procurement, and delivery and installation. Quality Assurance - Provide a description of the quality assurance process your firm will use for space layout and furniture drawings, budget tracking, tracking system for items the Owner may add during a later phase of work, delivery and install process, punch process and warranty tracking.

3. **Capacity and Capability** –Provide a list of Key personnel, skills and qualifications, technical competence, experience on other similar projects, current workload and workload during the project. Specifically identify the person who will be the Project Manager and their office location. Describe if delivery and install will be subcontracted and physical location of the proposed team.
4. **Past Record of Performance** – Provide a list of K-12 projects or similar projects within New Mexico that your company has successfully completed. Provide references for the completed projects including names, titles, email addresses, and contact numbers. Describe contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules
5. **Proximity to or familiarity with area in which the project is located** - Storage Capability - Detail the physical warehouse space, including City and State where products may be stored pending final delivery to the school site. List the Key suppliers and manufacturers that your company represents for K-12 school projects in New Mexico. Describe how the relationship will benefit the school. Do you have a showroom and where is it located? Describe your online management system, including online layouts, equipment list, delivery information, project calendars and communication tools. Provide a list of vendors your firm will potentially be using for this project.

C. EVALUATION PROCESS

1. Notice of Non-Responsiveness - For any proposal submitted which is deemed non-responsive, the Offeror will be notified in writing of such determination and the method for protesting the determination. (See Section II, paragraph C.)
2. Short listing Meeting - The Selection Committee established by Section 13-1-121 NMSA 1978 will meet to review the proposals. The Selection Committee will review each Offerors' proposal. Points will be allocated as outlined in Section V. A. and B. of this RFP, by each member of the committee. Each member's point totals will be translated to a numeric ranking. The committee member rankings will be totaled to determine the overall ranking of the firms, It is a general practice of the Selection Committee to hold interviews with the highest-ranked proposals.

The Selection Committee may award the contract based on the results of the short listing alone. If interviews are held, the technical score and the interview score will be combined, taking into consideration the resident or veteran preference calculation, to determine final award. If fewer than three proposals are received, the Selection Committee may recommend an award or reissue the RFP.

3. Notice of Finalists - Each responsive Offeror will be notified in writing whether their proposal has been short listed. In general, the Selection Committee attempts to mail notices one week before the interview date. A public log will be kept of the names and rankings of all Offerors short listed for interviews.
4. Pre-Interview Meeting with Finalists – At the district's discretion a pre-interview meeting will be held by the District Representative to answer questions from the short listed firms about the interview. In addition, the Selection Committee shall issue, through the District Representative, to the short listed firms a list of prepared questions with the designated points for each question to be addressed at the interview. The prepared questions will be the basis of scoring at the interview.
5. Interviews with Finalists - For those firms included in the interview, notice to finalists will include the interview date and time as well as the date and time for the pre-interview meeting, if held. Interviews are generally held at the District Office, unless otherwise scheduled at the discretion of the committee. Scoring for the interview will be based on responses to the questions emailed to the offerors ahead of time. Points will be allocated by each member. Each member's point totals will be translated into a numeric ranking of

the interviewed firms. The rankings will be totaled and averaged to determine the overall ranking of firms for the interview.

6. Final Rankings - The combined weighted rankings from shortlist and interview determine the final rankings. The firm with the highest ranking (highest numerical total) shall be awarded the selection.

Multiple Awards - The District reserves the right to make multiple awards if more than one project is listed, to ensure the work is executed within the required timelines.

7. Point Calculations - All calculations of point standings, including any addition or deduction of points to Offeror submittals shall occur at a meeting of the Selection Committee, with all members in attendance.

All overall committee rankings, including the shortlist, interview and final rankings are public record and will be available for public inspection at the District after the successful Offeror's contract is signed by the District. Ties in ranking shall be scored using the sum of the ranking places, divided by the number of firms in a tie. The following is an example of scoring, for a tie at first:

	<u>Scoring</u>	<u>Numerical Ranking</u>	
Firm A	Tie	$(1st + 2nd/2) =$	1.5
Firm B	Tie	$(1st + 2nd/2) =$	1.5
Firm C	3rd	$=$	3

A tie for first, at the end of the final rankings after the completion of short listing and interviews, shall be broken by a separate ranking by the committee members, only ranking the firms involved in the tie. If a tie still exists after ranking only the tied firms, the tie shall be broken by the chairman of the DESIGN PROFESSIONAL Selection Committee.

8. Notice of Award – The Chair of the Selection Committee shall notify all Offerors in writing of the final results of the solicitation by certified mail or by e-mail return receipt acknowledgement, after execution of the contract. For a period of thirty (30) days after the date the contract is signed, proposals will be available for public inspection by appointment only, at the District offices. The District shall keep one each of all proposals submitted for the procurement file. Offerors may make arrangements with the District to pick up or mail at the Offeror's cost the additional copies of the proposals as soon as possible.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 may cancel a solicitation or proposed award for a proposed contract 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 of the Procurement Code 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.

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 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 or is not required to submit a competitive sealed proposal because that person or business 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.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

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

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 _____