

# LINCOLN COUNTY GOVERNMENT



## **REQUEST FOR PROPOSALS # 23-24-3 Youth Mentoring Services and Positive Active Programing 23-ZH9241**

**NIGP Commodity Codes: 95295**

**Issue Date:** September 29, 2023

**Due Date:** October 13, 2023 at 10:00 am MST

**Contracting Agency:** Lincoln County  
**Chief Procurement Officer:** Toni Foligno

**E-mail:** [Purchasing@lincolncountynm.gov](mailto:Purchasing@lincolncountynm.gov)

**Website:** [www.Lincolncountynm.gov](http://www.Lincolncountynm.gov)

Published in the Ruidoso News on Friday, September 29, 2023

**LEGAL NOTICE**  
**Request for Proposals 23-24-3**  
**RFP-23-24-3 Youth Mentoring Services and Positive Active Programing 23-ZH9241**  
**NIGP Commodity Codes: 95295**

**DUE: October 13, 2023 at 10:00 am MST**

NOTICE is hereby given: The Board of Lincoln County Commissioners is requesting qualification-based competitive sealed proposals for a local organization(s) that provide one on one youth mentoring services and positive active programing. Mentoring services shall promote empathy, pro social behavior, and academic achievement. Lincoln County seeks that the organization influences the youth to make safe decisions while increasing self-confidence.

Proposals will be accepted until **Friday, October 13, 2023, 10:00 AM, MST**. Proposals received after that date and time will be returned unopened. Proposals must be submitted via U.S. Mail, Hand Delivery or by Courier to the County of Lincoln. Electronic proposals will not be accepted. After review by a selected evaluation committee, the committee will provide a recommendation for an award(s) to the Lincoln County Chief Procurement Officer, which will be presented for approval by the Board of Lincoln County Commissioners.

Complete bid documents may be obtained on the County's web site <https://www.lincolncountynm.gov/purchasing>; by email to [Purchasing@lincolncountynm.gov](mailto:Purchasing@lincolncountynm.gov); at the County Purchasing Office, 300 Central Ave., Carrizozo, NM; or contacting the Purchasing Agent at (575) 648-2385 x 105.

Lincoln County reserves the right to accept or reject any proposal or any part thereof; to defer action on the request for proposals; to reject all proposals; to waive any informalities in solicitation process and to accept the proposal which, in its judgment, is most advantageous to the County. The order to proceed will be based upon the obtaining of necessary funds. The Procurement Code, Sections 13-1-28 Through 13-1-199, NMSA, 1978 imposes civil and criminal penalties for code violations. In addition, the New Mexico criminal statutes impose felony/penalties for illegal bribes, gratuities, and kickbacks.

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**IMPORTANT:**

**PROPOSALS ARE DUE FRIDAY, October 13<sup>th</sup>, 2023 AT 10:00 AM MST**  
**PROPOSALS MUST BE SUBMITTED Via U.S. Mail OR HAND DELIVERY TO:**  
**COUNTY OF LINCOLN, Chief Procurement Officer**  
**P.O. Box 711 or 300 Central Avenue, Carrizozo NM 88301**  
**ELECTRONIC or FAXED PROPOSALS WILL NOT BE ACCEPTED**

**THE RFP NUMBER AND THE ORGANIZATION'S NAME AND ADDRESS MUST APPEAR CLEARLY ON THE COVER OR TITLE PAGE OF ALL PROPOSALS.**

**ANY PROBLEM REGARDING SPECIFICATIONS OR CONDITIONS THAT WOULD PREVENT YOU FROM SUBMITTING A PROPOSAL, CONTACT THE PURCHASING OFFICE IMMEDIATELY FOR CLARIFICATION AND/OR CONSIDERATION OF AN ADDENDUM.**

**REFERENCE PAGE 10 UNDER INSTRUCTIONS TO ORGANIZATIONS IN THIS RFP PACKET FOR SUBMITTAL INFORMATION AND INSTRUCTIONS.**

**LINCOLN COUNTY**  
**REQUEST FOR PROPOSALS # 23-24-3**  
**Youth Mentoring Services and Positive Active Programing 23-ZH9241**

**PURPOSE**

The purpose of this Request for Proposals (RFP) is to select, through a competitive process, an organization(s) that has the experience and expertise to perform services described in this RFP.

**GOAL**

The goal of this procurement is to provide the appropriated funds to a local organization(s) of Lincoln County. Lincoln County encourages organizations to provide enhanced services beyond those identified in the scope of work.

**GENERAL CONDITIONS**

1. The Board of Lincoln County Commissioners reserves the right to reject any and all proposals, to waive informality, technical defect, or clerical error in any proposal and to accept the proposal which in its judgment is most suitable and advantageous to the County.
2. Payment Terms: A Purchase Order will be issued, and payment shall be made net 30 days from invoice date after receipt of goods/services unless otherwise specified on proposal form or as otherwise agreed by both parties. All invoices shall be submitted directly to the Lincoln County Finance Department, Accounts Payable P.O. Box 711, Carrizozo, NM 88301. E-mailed invoices are not accepted per Lincoln County Purchasing Policy.
3. Equivalency: The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the organization proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such decisions are strictly at the discretion of the County. Organizations shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this request for proposals. ***This sheet shall be labeled "Exception(s) to Specifications" and shall be included with proposal.***
4. If there is any clarification, problem, ambiguity, or question regarding this RFP, you must contact the Purchasing Agent/CPO directly, prior to the proposal closing. Clarifications and ambiguities will not be considered after the proposal closing date and time. Answers provided regarding the specifications or RFP package must be answered by the Chief Procurement Officer/CPO or designee. Questions answered by any other person or County Official shall be considered completely non-applicable to the legal provisions of this proposal except as authorized by the Chief Procurement Officer/CPO. The County is not responsible for any errors or omissions contained in the organization's proposal.
5. The terms and conditions outlined in the Request for Proposals, unless otherwise modified, shall govern the submission of proposals and subsequent contracts. The County reserves the right to reject any proposal which takes exception to these conditions. Lincoln County will consider options other than requested. Please note alternative options separately so that they are easily identifiable.
6. All information contained in the proposal response must be legible. Any and all corrections and/or erasures must be initialed. Changes will not be permitted after the deadline for receipt. Proposals must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposal submitted by the successful respondent of the RFP will become public record upon award and may become a part of any contract approved as a result of this solicitation. If there are portions of the proposal desired to be kept confidential, such as company financial information or any data that qualifies as a trade secret in accordance with

the Uniform Trade Secrets Act §57-3A-1, NMSA 2278, it is necessary to provide a written request for non-disclosure of such information **with the proposal**. It is not acceptable under the NM State Procurement Code to request that either the entire proposal or the proposed cost of services be kept confidential.

7. **Any pages marked “PROPOSAL FORM” included in this request for proposals packet shall be completed and submitted as part of the proposal.**
8. Addenda: All changes, additions, and/or clarifications in connection with the RFP will be issued by the Lincoln County Chief Procurement Officer in the form of written addenda. The organization shall acknowledge each addendum on the Information Form contained in this RFP packet. Verbal responses and/or representation is not acceptable.
9. The successful organization expressly agrees to defend, indemnify and save harmless the County and its officer, 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 RFP, or by reason of any act or omission, neglect or misconduct of the organization, the agents, employees or suborganizations of the organization or the agents or employees of any suborganization of the organization. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage.
10. The State of New Mexico's Procurement Code, Section 13-1-28 through Section 13-1-229 NMSA 2278, imposes civil and criminal penalties for its violations. In additions, the New Mexico Criminal Statutes imposes felony penalties for illegal bribes, gratuities and kickbacks.
11. Procedure: Proposals will be reviewed by a Selection Committee. Organizations who are deemed, on the basis of selection criteria, fully qualified and best suited among those submitting proposals may be requested to participate in discussions or interviews regarding their proposals. Discussion may cover cost, methods of delivery, and other relevant factors. Organizations will be ranked on the basis of selection criteria and/or information presented during discussions/interview(s). A recommendation will be taken before the Lincoln County Commissioners for award. Once awarded, negotiations will be conducted with the successful organization. If a satisfactory agreement can be reached, the contract shall be awarded to the organization. Otherwise, negotiations will either be conducted with each subsequent organization until a satisfactory contract can be established or until the County determines the cancellation of the process is in the best interest of Lincoln County.
12. Method of award: Award will be made to the organization whose proposal is determined to be most professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the prices offered will be considered firm and cannot be altered after receipt of the proposals.
13. The County reserves the right to award this contract not necessarily to the organization with the lowest price, but that demonstrates the best ability to fulfill the requirements of the request for proposals. The County reserve the right to issue multiple awards per section 13-1-153 and 13-1-154 to fulfill the requirements of the request for proposals.
14. The successful organization shall commence work only after the transmittal of a fully executed contract and/or after receiving other written notification to proceed from Lincoln County. The successful organization will perform all services indicated in the proposal in compliance with the negotiated contract.
15. Successful organization must, in the performance of work on this contract, agree to fully comply with all applicable federal, state and local laws, rules and regulations.
16. Late proposals will NOT be accepted. The public portal will cease to allow uploads at the deadline date and time

specified in the RFP packet.

17. Proposals that do not meet the requirements set forth may be considered non-responsive.
18. All proposals submitted shall be binding upon the respondent for sixty (60) calendar days of the proposal submission date.
19. The County reserves the right to negotiate any and all elements of this RFP.
20. Price(s) shown (if applicable) in the proposal shall be exclusive of any applicable gross receipts tax; however, applicable gross receipts tax shall be shown as a separate amount on each billing made under the contract.
21. All practices, materials, supplies and equipment shall comply with the Federal Occupations Safety and Health Act, as well as any pertinent Federal, State and/or Local codes, laws and regulations.
22. Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal 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 the County.
23. The County, or any of its agencies, reserves the right to refuse to hold harmless or indemnify any respondent for any liability whatsoever.
24. Non-collusion: Vendors, by submitting a signed bid or proposal, certify that the accompanying bid or proposal 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.
25. 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, sexual preference, gender identity, 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 organization. By signing and submitting a proposal, the vendor agrees to comply with this paragraph.
26. This proposal is available for use by all Lincoln County departments and other agencies, as provided for by law, at the discretion of the contracted vendor(s).
27. Lincoln County reserves the right to reject any proposals from any organization who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the proposal from an organization who is not in a position to perform such a contract satisfactorily. Such is at the discretion of the County.
28. If a vendor to whom a contract is awarded refuses to accept the award or, fails to deliver in accordance with the contract terms and conditions, Lincoln County may, in its discretion, suspend the organization for a period of time from entering into any contracts with Lincoln County.
29. If a vendor to whom a contract is awarded refuses to accept the award or, fails to deliver in accordance with the contract terms and conditions, Lincoln County may, in its discretion, suspend the organization for a period of time from entering into any contracts with Lincoln County.
30. This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a proposal, the parties agree that any litigation concerning this request for proposals, or subsequent contract or purchase order, must be brought in the Fifth Judicial District in and for Lincoln County, State of New Mexico, and each party shall pay its own costs and attorney fees.
31. Award of this proposal is contingent upon available funding. This solicitation may be awarded in whole, part or

none, or as a multiple vendor award, whichever is deemed in the best interest of Lincoln County.

32. It is the responsibility of the organization to ensure that any addenda issued for this Request for Proposals have been received prior to submitting a proposal. The County guarantees that addenda will be distributed and available to every party on the Distribution List for this solicitation. The County will not accept responsibility for addenda not being obtained and will not guarantee that addenda will be forwarded or available if the original RFP packet was not obtained as directed. (See disclosure statement at the top of the front cover page). Addenda are automatically posted on the bid distribution sites used by the County, please refer to the page titled “Are you on our bid list?” included in this RFP. Registration will guarantee you have access to and/or automatically receive all addenda.

**INSTRUCTIONS AND INFORMATION TO ORGANIZATIONS**

**TENTATIVE RFP SCHEDULE:**

	<b>Action:</b>	<b>Responsibility:</b>	<b>Date:</b>
1.	Issue RFP	Chief Procurement Officer/ CPO	09/29/2023
2.	Deadline to Submit Written Questions	Organizations	10/06/2023
3.	Response to Questions via Addendum	Chief Procurement Officer/ CPO	10/10/2023
4.	Submission of Proposal: FRIDAY @ 10:00 AM	Organizations	10/13/2023
5.	Evaluation Period	Evaluation Committee:	10/13/2023
6.	Recommendation to Board of Commissioners	Chief Procurement Officer/ CPO	10/17/2023
7.	Notice of Award	Chief Procurement Officer/ CPO	10/18/2023
8.	Protest Period	Effect Date:	11/01/2023
9.	Contract Negotiations/Execution	Legal	11/02/2023

**This schedule is subject to change. Schedule changes will be addressed via an addendum prior to due date.**

**EXPLANATION OF RFP SCHEDULE:**

1. **Issue RFP** – RFP will be advertised via a local newspaper legal publication and posted on the Lincoln County websites at [https://www.lincolncountynm.gov/services/purchasing/bid\\_opportunities.php](https://www.lincolncountynm.gov/services/purchasing/bid_opportunities.php). and on the New Mexico Purchasing Group website.
2. **Deadline to Submit Written Questions** – All questions shall be submitted to the Chief Procurement Officer/ CPO only via email no later than the date specified in the Tentative Bid Schedule; [Purchasing@lincolncountynm.gov](mailto:Purchasing@lincolncountynm.gov)
3. **Response to Questions via Addendum** – Chief Procurement Officer/ CPO will formally answer all submitted questions via an addendum which will be posted to the Lincoln County website and sent to the parties of whom asked the questions.
4. **Submission of Proposal** – (1) Original and (3) Copy of the proposal shall be received by the office of the Chief Procurement Officer no later than the date specified in the Tentative RFP Schedule. Any proposals received after the deadline will NOT be accepted unless all other proposals are deemed non-responsive. Any proposal not accepted after the deadline will be returned to the organization unopened.
5. **Evaluation Period** – Proposals will be evaluated against the evaluation criteria outlined in this RFP.
6. **Recommendation to Board of Commissioners** – After proposal review and acceptance, an award recommendation will be presented to the Lincoln County Board of Commissioners.

7. **Notice of Award** – Upon approval from the Lincoln County Board of Commissioners, NOA letters will be emailed/mailed to both successful and unsuccessful organizations.
8. **Protest Period** – In accordance with Section 13-1-172 NMSA 1978, any Organization who is aggrieved in connection with the solicitation of a contract or the award of a contract may protest to the Chief Procurement Officer. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest. The protest letter shall include the name and address of the protestant, the solicitation number, and a statement of the grounds for protest, including appropriate supporting exhibits.
9. **Contract Negotiations/Execution** – After the protest period, Lincoln County and the successful organization may conduct business pursuant to the terms and requirements of this solicitation.

## **DEFINITIONS AND TERMS**

THIS SECTION CONTAINS DEFINITIONS THAT ARE USED THROUGHOUT THIS REQUEST FOR PROPOSALS (RFP), INCLUDING APPROPRIATE ABBREVIATIONS.

“Close of Business” means 5:00 p.m. Mountain Standard Time or Mountain Daylight Time, whichever is in effect at the time.

“Contract” means an agreement for the procurement of items of tangible personal property or services.

“Organization” means the successful Organization who enters into a binding contract pursuant to this RFP.

“County” means County of Lincoln aka Lincoln County.

“Covered Services” means the services, which shall be furnished by the Organization and for which payment is included in the proposal.

“Desirable” including the terms “may,” “can,” “should,” or “prefers” to identify a desirable or discretionary item or factor.

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

“Evaluation Committee” means a body appointed by County management to perform the evaluation of Organization proposals.

“Finalist” means an Organization who meets all the mandatory specifications of the RFP and whose score on evaluation factors is sufficiently high to qualify that Organization for further consideration by the Selection Committee.

“Fraud” means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or to some other person. It includes any act that constitutes fraud under applicable federal or state law.

“Full Risk Contracts” mean contracts that place the vendor at risk for furnishing or arranging for comprehensive services.

“FY” or “Fiscal Year” means the fiscal year of the County of Lincoln aka Lincoln County, which is July 1 through June 30.

“Grievance” means a verbal or written statement by an inmate that expresses dissatisfaction with some aspect of the health care received or requested and not received, for which the inmate seeks resolution.

“Mandatory” means the terms “must,” shall,” will,” “is required,” or “are required,” identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Organization’s proposal or bid.

“Notice of Award” means a formal written notice issued by the Purchasing Department.

“Organization” is any person, corporation, or partnership who chooses to submit a proposal.

“Purchase Order” means the document which directs a organization to deliver items of tangible personal property or services pursuant to an existing contract

“Request for Proposal” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

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

“Responsive Organization” or “Responsive Proposal” means an offer or proposal, which conforms in all material respects to the requirements set forth in the request for proposals, including all mandatory requirements. Material respects of a request for proposal include but are not limited to, price, quality, quantity, or delivery requirements.

“Risk” the possibility that revenues of the Organization will not be sufficient to cover expenditures incurred in the delivery of contractual services.

“State” means the State of New Mexico.

## **PROPOSAL SUBMITTAL PROCEDURES**

Proposals shall be submitted by United State Postal Service, Courier or Hand Delivery to the County of Lincoln, Attention Purchasing Agent/CPO at P.O. Box 711 or 300 Central Avenue, Carrizozo. 88301. Please sufficient time for rural delivery to the post office or courier. Oral, telephonic, telegraphic, or electronic proposals are invalid and will not receive consideration.

Proposals shall be a maximum of 50 (fifty) pages, not including cover/title page or proposal forms.

The proposals shall be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated:

1. Cover letter
2. Written response and information regarding each of the items listed under Format of Proposals of this RFP packet.
3. Additional information and response to all items (not previously included under #2) listed under Evaluation Criteria in this RFP packet.
4. Any additional pertinent information.
5. All proposal forms contained in this RFP packet.

Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.

Organizations may request, in writing, nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal, a request that states that the entire proposal be kept confidential will not be acceptable. Only matters which

clearly are of a confidential nature will be considered.

Any cost incurred by the Organization in preparation, transmittal, presentation of any proposal or materials submitted in response to this RFP shall be borne solely by the Organization.

#### Subconsultants

- a. The Organization shall list and state the qualifications for each Subconsultant the Organization proposes to use for all subcontracted work.
- b. The Organization is specifically advised that any person or other party, to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status, including but not limited to suspension or debarment by the Contracting Agency.

### **SCOPE OF SERVICES / PROJECT DESCRIPTION**

Lincoln County is seeking a local organization(s) that provides one on one youth mentoring services and positive active programing. Mentoring services shall promote empathy, pro social behavior, and academic achievement. Lincoln County seeks that the organization influences the youth to make safe decisions while increasing self-confidence.

### **PROJECT APPROACH**

1. Describe how you would accomplish the intended environment for Lincoln County youth. Please include your approach in establishing this environment, or if already established, please provide insight on your process or procedure in mentoring.
2. Explain the accessibility that the citizens and our youth have in accessing your organization. For example, transportation options, drop off/pick up procedures, and to whom does your organization service. How will receiving additional funding help your organization?
3. Describe your organization's success plan for providing youth mentoring services and positive active programing and provide some examples of successful engagement that has come from the mentoring and positive active programing of your organization.
4. Explain how your organization will help youth develop their personal, social, and educational development to enable them to develop their voice, influence, and place in society through mentoring and positive active programing.
5. Please identify the program output your organization currently services. How many youths do you currently service. If awarded a portion or all the funds, how many more individuals do you seek to service? What is your goal in how many you successfully provide service to or what is your organizations goal?
6. Provide personnel of your organization and their qualifications in servicing the youth of our community. Are you adequately qualified and staffed to reach your organization's goals?
7. Describe the environment in which **one on one** youth mentoring helps and positive active programing promote growth and improvement in achieving the goals of our youth.
8. Describe the environment in which **group** youth mentoring helps and positive active programing promote growth and improvement in achieving the goals of our youth.

**INSURANCE REQUIREMENTS**  
**EVALUATION CRITERIA**

The organization(s) will be selected on the basis of the organization's written proposal and presentation. A selection committee will review all proposals and make their recommendation for selection based on the following criteria:

EVALUATION CRITERIA		POSSIBLE POINTS
(1)	Location of Organization / Organization Accessibility	20
(2)	Program Output / Number of Youth to be served	30
(3)	Project Approach	35
(4)	Personnel Quantity / Personnel Qualifications	5
(5)	Presentation	10
	Total Possible Points:	100

## **PROPOSAL PACKAGE**

Response must be in the form of a proposal which includes the following sections:

- A. Transmittal Letter - This letter is to be a ***brief*** letter, addressed to Lincoln County, which provides the following information:
  - 1. Name and address of the organization,
  - 2. Name, title, telephone number and email address of the contact person for the organization;
  - 3. A statement that the proposal is in response to this RFP; and
  - 4. The signature typed name and title of the individual who is authorized to commit the organization.
  
- B. Project Approach – organization shall address all requirements listed under “Specific Conditions” and “Scope of Services” sections of this RFP in the order listed, to include the following:
  
- C. Required Forms –
  - 1. Campaign Contribution Disclosure Form \*
  - 2. Non-Collusion Statement
  - 3. Request for Taxpayer Information and Certification Form or W9 \*
  - 4. Acknowledgement Form
  - 5. Conflict of Interest Statement Form
  - 6. NM Resident Business Certificate or Resident Veteran Certificate including Resident Native American Business or Veteran Certificate (if applicable)
  - 7. Lincoln County Vendor Application/ Form\*

\*(also available on the County web site)

# PROPOSAL FORM

## ACKNOWLEDGEMENT FORM

### LINCOLN COUNTY

#### RFP-23-24-3 Youth Mentoring Services and Positive Active Programing 23-ZH9241

TO: Lincoln County DATE: \_\_\_\_\_  
Chief Procurement Officer  
P.O. Box 711  
Carrizozo, NM 88301  
Via: Purchasing@lincolncountynm.gov

The Organization accepts all the terms and conditions of the Invitation for Bid and Instructions to Organizations, including without limitation those dealing with the disposition of bid security and other Bidding Documents. This Bid will remain subject to acceptance for 30 days after the day of the Bid opening.

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

1. The Organization has examined all bidding documents acknowledges any applicable addenda as follows:

Addendum #1	Date: _____
Addendum #2	Date: _____
Addendum #3	Date: _____
Addendum #4	Date: _____

2. The Organization 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. Organization has given the Lincoln County Chief Procurement Officer written notice of any conflicts, errors, or discrepancies that he has discovered in the bidding documents, and the written resolution thereof by the Chief Procurement Officer is acceptable to the Organization.

4. The bid is genuine and not made in the interest of, or behalf of, any undisclosed person, firm or corporation; the Organization has not directly or indirectly induced or solicited any Organization to submit false information; the Organization has not solicited or induced any person, firm or corporation to refrain from bidding; the Organization has not sought by collusion to obtain for himself any advantage over any other Organization or over the County.

5. Organization 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.

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**PROPOSAL FORM**  
**REQUEST FOR TAXPAYER INFORMATION AND CERTIFICATION**  
**(In Lieu of IRS Form W-9)**

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 No. or Social Security No. \_\_\_\_\_

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: LINCOLN County 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 you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your return.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**PROPOSAL FORM**

# PROPOSAL FORM

## 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 legal firm 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 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 legal firm must disclose whether they, a family member or a representative or the prospective legal firm 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 legal firm submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the legal firm signs the contract, if the aggregate total of contributions given by the prospective legal firm, a family member or a representative of the prospective legal firm 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 legal firm, a family member of the prospective legal firm, or a representative of the prospective legal firm 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 legal firm 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 legal firm.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE LEGAL FIRM 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 legal firm 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 un-reimbursed travel or other personal expenses of an individual 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.

**“Contract”** means any Agreement for the procurement of items of tangible personal property, services, professional services or construction.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law, or son-in-law.

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

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

**“Prospective legal firm”** 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.

**PROPOSAL FORM**

# PROPOSAL FORM

“Representative of a prospective legal firm” 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 legal firm.

**Name(s) of Applicable Public Official(s) if any: Board of County Commissioners: Todd Proctor, Samantha Serna, Jon Crunk, Pierre Pfeffer, Mark Fischer; Assessor Walter Hill, Jr; Clerk Shannan Hemphill; Probate Judge Rhonda Burrows; Treasurer Sherrie Huddleston; Sheriff Michael Wood**

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution made to: \_\_\_\_\_

Relation to Prospective Legal firm: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date contribution(s) Made: \_\_\_\_\_

Amount(s) of Contributions: \_\_\_\_\_

Nature of Contributions(s): \_\_\_\_\_

Purpose of Contributions(s): \_\_\_\_\_

**Signature, Title, Date**

--OR--

**NO CONTRIBUTION(S) IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative.**

\_\_\_\_\_  
**Signature, Title, Date**

**PROPOSAL FORM**  
**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

1. Are you indebted to or have a receivable from any member of the Board of County Commissioners, elected officials, administration officials, department heads, and key management supervisors with the County of Lincoln?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you or any member of your immediate family have a direct or indirect interest in a business that supplies property, goods or services to Lincoln County?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Does any member of the Board of County Commissioners; elected officials, administration officials, department heads, key management supervisors with the Lincoln County, have any financial interest in you company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Lincoln.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. 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 a member of the Board of County Commissioners, elected county officials, administration officials, department heads, key management supervisors with Lincoln County?

5. Are you negotiating to employ, or do you currently employ any employee, officer or family member of an employee or officer of Lincoln County?

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Contact Number: \_\_\_\_\_

# PROPOSAL FORM

**NM Resident Business/Resident Veteran Business Certificate Number:**

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*(Number MUST have been issued after December 31, 2011 through the NM State Taxation and Revenue Department. Refer to paragraph 8 under General Conditions)*

Copy of preference certificate is included with this bid.  Yes  No

Will the organization accept credit card payments for this order placed?  Yes  No

**PROPOSAL FORM**  
**NEW VENDOR APPLICATION/UPDATE FORM**  
**Commercial or Service Vendor**

Commercial/Service Vendors doing business with the County must submit this form or have a Lincoln County employee submit it on your behalf. Vendors are responsible for providing our Purchasing Department with changes of address; contact name(s); phone numbers; invoicing; sale or closure of business; or deactivation requests. **Failure to do so could result in delayed payment and/or tax documents when applicable. This form and all supporting documents are to be provided and processed before an approved purchase order can be issued, approving services or purchases. Account set up & invoicing to: County of Lincoln-Accounts Payable~ P.O. Box 711~ Carrizozo, NM 88301 575-648-2385**

Please submit form to the **Purchasing Agent** via e-mail: **Purchasing@lincolncountynm.gov** or by U.S. mail to Lincoln County CPO, P.O. Box 711, Carrizozo, NM 88301.

**Request for:** [ ] a NEW VENDOR set up [ ] CHANGES (circle areas to change below)

**Vendor Name:** \_\_\_\_\_  
(As appears on your taxes)

**DBA:** \_\_\_\_\_  
(If different from above)

**Mailing & \*Remit to Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

**Contact or Rep's name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Web Site:** https://www. \_\_\_\_\_

**\*Accounting or Remit to Contact \*(if different from above):**

**Contact Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

(If known) County Employee/Department requesting services: \_\_\_\_\_

Services or products provided: \_\_\_\_\_

Account/Customer number assigned to the County # \_\_\_\_\_

**Vendor Must Provide their:**

\_\_\_\_\_ Current version IRS W-9 form, any other version will be *rejected*, this is an IRS requirement.

\_\_\_\_\_ NM Tax & Rev CRS number: \_\_\_\_\_

\_\_\_\_\_ Check if an Out of State Vendor with NO CRS#.

\_\_\_\_\_ Gov Contract/or a Price Agreement/Co-Op# \_\_\_\_\_

Contract Period: \_\_\_\_\_ Provide a copy of the agreement.

**If applicable to your services, provide a copy of:**

\_\_\_\_\_ Business or Contractors license showing number & expiration date.

\_\_\_\_\_ Insurance COI (certificate of insurance)

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**Completed by County Purchasing Agent: VENDOR #: \_\_\_\_\_**