

Hatch Valley Public Schools

REQUEST FOR PROPOSALS

Audit Services



RFP #HVPS18-001

Publish Date: June 1, 2018

Submission Deadline: June 11, 2018 2 p.m.

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I. INTRODUCTION

A. PURPOSE OF REQUEST FOR PROPOSAL

Hatch Valley Public Schools is requesting qualification-based competitive sealed proposals for audit services to be provided for fiscal year ending 2018, 2019, and 2020. Proposals will be accepted until June 11, 2018 at 2:00 p.m. Sealed proposals will be opened on the date found in the Sequence of Events section of this RFP. Proposal contents will remain confidential until after award is made, however the names of offerors who submitted proposals may be obtained upon request. An evaluation committee will provide recommendation for award based on the highest ranking offer in regard to specific criteria outlined in this Request for Proposals (RFP).

B. SCOPE OF PROCUREMENT

- The audit shall be conducted in compliance with generally accepted auditing standards and the terms and conditions of the State of New Mexico Audit Contract incorporated herein by reference, the current State of New Mexico Office of the State Auditor Audit Rule 2017 2.2.2 NMAC: Requirements for Contracting and Conducting Audits of Agencies. The financial audit shall cover the entire financial entity.
- Per the State of New Mexico Office of the State Auditor Audit Rule 2018 2.2.2 NMAC Proposals for annual financial audits shall contain each of the following elements:
 - Financial Statement Audit
 - Federal Single Audit (if applicable)
 - Financial Statement Preparation
 - Other Non-Audit Services
- Audit reports shall meet deadlines as established by Hatch Valley Public Schools and by the State Auditor. The entity is requiring the entire draft audit report including any audit finding is completed and submitted to the entity three (3) weeks prior to the due date established by the Office of the State Auditor.
- Preliminary work can begin prior to June 30 of the fiscal year and books will be ready for auditing by August 1 of the subsequent fiscal year.
- All progress payments will be in accordance with Section 2.2.2.8 subsection Q of 2.2.2 NMAC Audit Rule 2018. Progress payments from 70% to 90% require State Auditor approval after being approved by HVPS.

C. PROPOSALS MAY BE SENT BY POSTAL SERVICE OR COURIER TO:

**Hatch Valley Public Schools
ATTN: SHELLY ORTEGA
204 Hill Street
Hatch, NM 87937**

PROPOSALS DUE: June 11, 2018 by 2:00 p.m.

Faxed proposals will not be accepted

D. PROCUREMENT OFFICER

HVPS has assigned a Procurement Officer who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Priscilla Cabral
Address: 405 N. Date Street, Suite 8
Truth or Consequences, NM 87901
Telephone: (575) 894-7589
Email: pcabral@swrecnm.org

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Officer and may be submitted via email.

E. DEFINITION OF TERMINOLOGY

This section contains definitions of terms used throughout this procurement document, including the appropriate abbreviations:

Agreement Administrator: Hatch Valley Public Schools (HVPS)

Business Hours: 7:30 AM through 4:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

Close of Business: 4:00 PM Mountain Standard or Daylight Time, whichever is in use on the date given.

Contract: A written agreement for the procurement of items of tangible personal property, services, or professional services.

Contractor: The successful Offeror who enters into a PSC with HVPS.

Desirable: The terms “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor.

Determination: the written documentation or a decision of a procurement officer, including findings of fact required to support a decision. A determination becomes part of the procurement file.

Evaluation Committee: A body appointed by the Procurement Manager to perform the evaluation of Offeror's proposals.

Finalist: An Offeror and/or Offerors who meet all the mandatory specifications of this RFP and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

HVPS: Hatch Valley Public Schools

LPB: Local public body

Mandatory: The terms "must", "shall", "will", "is required", or "are required" identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror's proposal as non-responsive.

Multiple Source Award: An award of an indefinite quantity contract for one or more similar services to more than one Offeror.

Offeror: Any person, corporation, or partnership who chooses to submit a proposal.

Price Agreement: A definite quantity contract or indefinite quantity contract that requires the contractor to furnish services to the Procuring State agency.

Procurement Officer: The person or designee authorized to manager or administer a procurement requiring the evaluation of competitive sealed proposals.

Procuring State Agency: Any governmental state agency procuring services or goods from the Statewide Price Agreement.

PSC: Professional Services Contract

Request for Proposal (RFP): All documents, including those attached or incorporated by reference, used for soliciting proposals.

Responsible Offeror: An Offeror submitting a responsive proposal and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services described in the proposal.

Responsive Offer or Responsive Proposal: An offer or proposal that conforms in all material respects to the requirements set forth in a request for proposals. Material respects of a

request for proposals include, but are not limited to price, quality, quantity, or delivery requirements.

Solicited and Awarded: An invitation to bid (ITB) or RFP was made available to the general public, through any means.

Staff: A full-time, part-time, or an independently contracted employee with the Offerors' company.

The State: The State of New Mexico

State Agency: The State Purchasing Division of the General Services Department.

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

II. SEQUENCE OF EVENTS

The Procurement Officer will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	HVPS	6/1/18
2. Deadline to Submit Questions	Potential Offerors	June 6, 2018 2 p.m.
3. Response to Written Questions	Procurement Officer	June 7, 2018 4 p.m.
4. Submission of Proposal	Potential Offerors	June 11, 2018 2 p.m.
5. Proposal Evaluation	HVPS/Evaluation Committee	TBD
6. Selection of Finalists	HVPS/Evaluation Committee	TBD
7. Best and Final Offers	Finalist Offerors	TBD
8. Contract Award	HVPS	TBD
9. Protest Deadline	Procurement Officer	15 days after contract is awarded
10. Submit Contract Draft to NM State Auditor for Approval	HVPS/CPO	TBD

The Evaluation Committee reserves the right to adjust the schedule for items #5 through #9 if the committee deems it necessary to provide adequate time for the evaluation of proposals.

III. EXPLANATION OF EVENTS

1. Issuance of RFP

This RFP is being issued on behalf of Hatch Valley Public Schools.

2. Deadline to Submit Written Questions

Potential Offerors may submit questions in writing to the Procurement Officer with the intent to clarify the RFP until June 6, 2018, 4:00 pm Mountain Standard Time/Daylight Time as indicated by the sequence of events. All written questions must be addressed to the Procurement Officer with the RFP #HVPS18-001 as the subject line. Offerors SHALL NOT contact any other District Official, Evaluation Committee member, or school district employee regarding this proposal or Offerors may be disqualified. The only approved contact shall be with the Procurement Officer.

3. Response to Written Questions

Written responses to written questions will be posted online at www.hatchschools.net and www.swreconm.org as indicated in the sequence of events. An e-mail copy will be sent to all Offerors that formally request, either through email or facsimile, and e-mail copy of the responses from the Procurement Officer.

4. Submission of Proposal

All offeror proposals must be received for review and evaluation by the designee or Procurement Officer no later than **2:00 pm** mountain standard time/daylight time on **June 11, 2018**. Proposals received after this deadline will not be accepted. The date and time of the receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the designee at the address listed on page 3. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to **RFP #HVPS18-001**. Proposals submitted by facsimile, or other electronic means, will not be accepted.

A public log will be kept of the names of all offeror organizations that submitted proposals. Pursuant to Section NMSA 1978, 13-1-116, the contents of proposals shall not be disclosed to competing potential offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract awarded pursuant to the Request for Proposals has been fully executed.

5. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the Sequence of Events, depending on the number of proposals received. During this time, the Procurement Officer may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. Proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by Offerors.

6. Selection of Finalists

The Evaluation Committee will select and the Procurement Officer will notify the finalist Offerors as per the Sequence of Events.

7. Contract Award

After review of the Evaluation Committee report, Hatch Valley Public Schools will award a draft Professional Services Contract as per schedule in the Sequence of Events. This date is subject to change at the discretion of HVPS and the New Mexico State Auditor’s Office. The contract draft shall be awarded to the Offerors whose proposals are most advantageous to the State of New Mexico and HVPS taking into consideration the weighted evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

8. Protest Deadline

Any protest must be timely and in conformance with the Section 13-1-172 NMSA 1978, and applicable procurement regulations. The fifteen (15) calendar day protest period shall begin on the day the draft contract is awarded and will end at 4:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protest received after the deadline will not be accepted. Protests must be written and must include the name and address of the protestor along with the RFP #HVPS18-001. It must also contain a statement of the grounds for protest, including appropriate exhibits and must specify the ruling requested from the Procurement Officer. The protest must be delivered to:

Priscilla Cabral, CPO
Southwest Regional Education Cooperative
405 N. Date Street, Suite 8
Truth or Consequences, NM 87901

9. Submit Draft Contract to NM State Auditor for Approval

Per the 2.2.2 NMAC Audit Rule 2018, HVPS cannot fully execute a Professional Services Contract until a draft of the Professional Services Contract is submitted to the Office of the State Auditor. Execution of the Professional Services Contract can only proceed upon the approval of the Office of the State Auditor.

IV. RESPONSE FORMAT

A. SUBMISSION REQUIREMENTS

- One (1) original hard copy plus two (2) copies of your response to this Request for Proposal (RFP) in a sealed envelope or box;
- Sealed envelopes/boxes must be clearly marked with the RFP #HVPS18-001;
- Envelopes/boxes must also display Offeror's complete name and return address;

B. PROPOSAL FORMAT

All proposals must be submitted as follows

Typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

1. Proposal Content and Organization

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

Binder 1:

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

Binder 2:

- a) Completed Cost Response Form
- b) Campaign Contribution Form
- c) Resident Vendor or Resident Veterans Certification (If Applies)
- d) Other Supporting Material (Optional)

Factor:	Points Available
Capability of Firm	30 points
Firm References	20 points
Mandatory Specifications	20 points
Technical Experience	20 points
Cost	10 points
Letter of Transmittal	PASS/FAIL
Campaign Contribution Disclosure Form	<u>PASS/FAIL</u>
 TOTAL	 100 points
New Mexico Preference: Resident Vendor Points	
New Mexico Preference: Resident Veteran Points	

CAPABILITY OF FIRM – (30 Points)

1. A description of the respondent’s resources that will be dedicated to the school district’s audit that includes the number and type of staff to be utilized and projected staff hours to be utilized.
2. A copy of the respondent’s most recent external quality control review (peer review) report including letter of comments.
3. A copy of the New Mexico State Office of the State Auditor’s desk review results and timeliness.
4. A statement indicating compliance with due dates for all compliance and financial audits of other New Mexico school districts or government audits.

FIRM REFERENCES – (20 Points)

1. Offeror Proposals must include three external client references from clients that have had audit services performed within the past three (3) years. The minimum information below must be provided on the Reference Questionnaire found in APPENDIX A:
 - a) Name of the individual or company services were provided for
 - b) E-mail address
 - c) Address of individual or company
 - d) Name of contact person
 - e) Telephone number of contact person

MANDATORY SPECIFICATIONS – (20 Points)

1. A statement describing the respondent’s understanding of the scope of work, objectives, school district needs and final product.
2. A description of the respondent’s approach to the project that includes a technical plan, starting and ending dates for major work segments (i.e. planning, interim fieldwork, fieldwork, and reporting).
3. A description of the respondent’s need for HVPS staff, including a realistic time schedule of the amount of time and resources required.
4. Approach for planning and conducting the work efforts of subsequent years if the contract is renewed.

TECHNICAL EXPERIENCE – (20 Points)

1. Resumes of the proposed on-site manager and other personnel whom the offeror will use to perform the audit that includes years of governmental audit experience, years of supervisory experience, experience with New Mexico entities, and level of audit complexity.
2. A description of the audit team governmental specialization (e.g. state agencies, schools, hospitals, counties, cities, or higher education).
3. Attendance at annual State Auditor continuing education seminars or meetings on auditing, accounting and regulations directly related to New Mexico Audits.
4. Attendance at other continuing education seminars on auditing and accounting directly related to school district audits and other local government audits.

COST - (10 Points)

1. Price must be a fixed dollar amount for the Fiscal Year Audit. Prices quoted must be inclusive of all costs, including, but not limited to, clerical assistance, photocopies, travel, etc. but shall exclude applicable taxes. Applicable taxes shall be shown as a separate item. The contracting agency shall be required to pay applicable tax including any increase effective after date of contract.
2. Cost shall be presented in the specified format located in **APPENDIX C**.

C. EVALUATION PROCESS

Selection of Finalists

Responsive proposals will be evaluated by an Evaluation Committee on the factors in Section IV that have been assigned a point value. The Evaluation Committee will open and evaluate all proposals, determine the need for, and conduct any negotiations. The Evaluation Committee will also make a final recommendation to the HVPS Board for award of the contract. Responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. The Procurement Officer will notify the finalist Offeror(s). Only finalists will be invited to participate in the subsequent steps of the procurement.

Best and Final Offers From Finalists

Finalist Offerors who are selected may be asked or may choose to submit revised proposals for the purpose of obtaining best and final offers.

Oral Presentation/Demonstration by Finalists

Finalist Offerors may be required to present their proposal to the Evaluation Committee. The Procurement Officer will schedule the time for each Offerors presentation if a presentation is requested.

Finalize Contract

The contract will be finalized with the most advantageous Offeror. In the event that mutually agreeable terms cannot be reached, Southwest Regional Education Cooperative reserves the right to begin negotiations with the next most advantageous Offeror without undertaking a new procurement process. HVPS will issue the recommendation to the State Auditor competing process for Contract Approval 2.2.2.8 F

Contract Terms and Conditions

The contract between the Hatch Valley Public Schools and a contractor will follow the format specified by the State Auditor Process 2.2.2.8 F.

Right to Waive Minor Irregularities

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

Change in Contractor Representatives

The HVPS reserves the right to request a change in contractor representative if the assigned representative is not, in the opinion of HVPS, meeting its needs adequately.

Period of Proposal Validity

All proposals shall remain firm and valid for a period of one hundred twenty (120) calendar days after receipt of proposal.

D. RESIDENT BUSINESS AND RESIDENT VETERAN BUSINESS

To receive a resident business or a resident veteran business preference pursuant to Section 13-4-2 NMSA 1978, offeror shall submit with its proposal a copy of a valid resident business certificate or valid resident veteran business certificate issued by the taxation and revenue department.

E. BRIBERY AND KICKBACKS

As required by Section 13-1-191, NMSA, 1978; it should be noted that 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). Respondents are required to complete and return within its proposal a **CAMPAIGN CONTRIBUTION FORM** enclosed within this RFP as APPENDIX B.

F. CONFLICT OF INTEREST

Offeror warrants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract.

G. PROPRIETARY INFORMATION

All proposals will be kept confidential until a contract is awarded. Following award of a contract, all documents pertaining to the proposals will be open for public inspection, except for any material, which is designated by the Offeror as proprietary or confidential. The school district will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential". Confidential data are normally restricted to confidential financial information concerning the Offerors 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. Such data must be readily separable from the proposal 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 Purchasing Department shall examine the Offerors proposal and make a written determination which specifies which portions of the proposal should be disclosed in accordance the applicable New Mexico law. Unless the Offeror takes action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

H. BEST AND FINAL OFFERS

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. Best and final offers may be clarified and amended at the request of the school

district. The scheduled deadline for best and final offer, if requested by the school district, will be determined at this time and notifications will be issued to the finalist Offerors.

I. RECORDS, STATUTES

Records shall be maintained by the successful contractor as required by applicable municipal, federal or state laws, ordinances, codes, and any contract arising from this solicitation. At any time during normal business hours and as may be deemed necessary, there shall be made available to HVPS for examination all of contractor's records relevant to this or any subsequent agreement.

J. TERMINATION

HVPS may cancel this RFP at any time and any and all proposals may be rejected in whole or in part when the entity determines such action to be in the best interest of the agency.

Any violation of the Procurement code, Chapter 13 the statute takes precedence.

K. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form (See APPENDIX B) as part of its proposal. This requirement applies regardless of whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor. Failure to complete and return the signed, unaltered form will result in disqualification.

APPENDIX A: LETTER OF TRANSMITTAL

RFP#: HVPS18-001

Offeror Name:

Items #1 - #7 MUST BE COMPLETED IN FULL.

1. Name and Mailing Address of the submitting organization:

2. For the person authorized by the organization to contractually obligate the organization:

Name: _____
Title: _____
E-mail Address: _____
Telephone Number: _____

3. For the person authorized to negotiate the contract on behalf of the organization:

Name: _____
Title: _____
E-mail Address: _____
Telephone Number: _____

4. For the person to be contacted for clarifications:

Name: _____
Title: _____
E-mail Address: _____
Telephone Number: _____

5. Use of Sub-Contractors: (Select One)

_____ **No Sub-Contractors will be used in the performance of this contract**
_____ **The following sub-contractors will be used in the performance of this contract: (Attach extra sheets as needed)**

6. Please describe any relationship with any entity with which will be used in the performance of this contract.

(Attach extra sheets as needed)

APPENDIX A: PAGE 2

7. ___ On behalf of the submitting organization named in item #1 above, I accept the Conditions Governing the Procurement as required in Section II, Paragraph C.

___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

___ I acknowledge receipt of any and all amendments to this RFP.

_____, 2018
(Authorized Signature and Date)

*Must be signed by person identified in item #2

APPENDIX B: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

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

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other 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.

APPENDIX B: PAGE 2

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

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

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

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

APPENDIX B: PAGE 3

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (position)

APPENDIX C: COST RESPONSE FORMAT

	Hours	1 st Year Cost	Hours	2 nd Year Cost	Hours	3 rd Year Cost
Financial Statement Audit						
Federal Single Audit						
Financial State Preparation						
Other Allowed Non-Audit Services						
Sub-Total						
Gross Receipts Tax						
Total Compensation						

APPENDIX D: REFERENCE QUESTIONNAIRE

As a part of the RFP process, the Hatch Valley Public School District requires proposing vendors to submit a minimum of two (2) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to the Procurement Manager by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal.

APPENDIX D; PAGE 2

RFP #HVPS18-001 REFERENCE QUESTIONNAIRE

Name of Company Requesting Reference: _____

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the Hatch Valley Public Schools via facsimile or e-mail at:

Name: Priscilla Cabral, Procurement Officer
Address: 405 N. Date Street, Suite 8
Truth or Consequences, NM 87901
Telephone: 575-894-7589
Fax: 575-894-7584
E-mail: pcabral@swrecnm.org

No later than **June 11, 2018 by 2:00 p.m.** and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the Hatch Valley Public Schools Procurement Officer listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

CONFIDENTIAL INFORMATION WHEN COMPLETED

Company Providing Reference:	
Contact Name/Title/Position:	
Contact Phone Number:	
Contact E-mail Address:	

1. In what capacity have you worked with this vendor in the past?

Comments:

2. How would you rate this firm's knowledge and expertise?

(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

APPENDIX D: PAGE 3

- 3. How would you rate the vendor's flexibility relative to changed in the project scope and timelines?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**

- 4. What is your level of satisfaction with hard-copy materials produced by the vendor?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**

- 5. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?**

Name:	Rating
Name:	Rating
Name:	Rating

- 6. How would you rate the dynamics/interaction between the vendor and your staff?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**

- 7. How satisfied are you with the service developed and delivered by the vendor?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)**

- 8. With which aspect(s) of this vendor's services are you most satisfied?
Comments:**

- 9. With which aspect(s) of this vendor's services are you least satisfied?
Comments:**

- 10. Would you recommend this vendor's services to your organization again?
Comments:**

APPENDIX E: RESIDENT VETERANS CERTIFICATION FORM

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

Please check one box only

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

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

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

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

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

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

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

(Signature of Business Representative) (Date)

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