

**SANTA FE COUNTY  
MANAGER'S OFFICE**

**REQUEST FOR PROPOSALS**



**SANTA FE COUNTY**

**RFP NO. 2025-0069-PSD/BT**

**ENTERPRISE RESOURCE PLANNING (ERP)  
CONSULTATION SERVICES**

**NM COMMODITY CODES: 91832**

**AUGUST 2024**

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**I. ADVERTISEMENT  
SANTA FE COUNTY**

**ENTERPRISE RESOURCE PLANNING (ERP)  
CONSULTATION SERVICES  
REQUEST FOR PROPOSAL NO. 2025-0069-PSD/BT**

Santa Fe County is requesting proposals from qualified professionals or firms to provide consulting services for the selection of an ERP system for the County. All proposals submitted shall be valid for ninety (90) days subject to action by the County. Santa Fe County reserves the right to reject any and all proposals in part or in whole. A completed proposal shall be submitted in a seal container indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container. All proposals must be received by **2:00PM on Monday, October 7, 2024, at the Santa Fe County Purchasing Division, 102 Grant Avenue, (First Floor), Santa Fe, NM 87501.** The submission of Proposals **will also be accepted electronically** utilizing a DropBox. Please utilize this link to upload your proposal submission. <https://www.dropbox.com/request/8RZokrfMxg4YLwOZq0fp>

By submitting a proposal for the requested services each Offeror is certifying that it is qualified firm and its proposal complies with the requirements stated within the Request for Proposals.

**A Pre-Proposal Conference** will be held on at **10:30AM on Thursday, September 12, 2024 online via Teams using link provided [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTBmOWY5MWMtOGVmZC00YjRhLWEvMjgtZDEwZTY0ZjBhMDdm%40thread.v2/0?context=%7b%22Tid%22%3a%22a25fc272-fce9-43e9-92cd-b28b874b87e2%22%2c%22Oid%22%3a%223d2453c4-82c1-4048-8f32-775657089e80%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTBmOWY5MWMtOGVmZC00YjRhLWEvMjgtZDEwZTY0ZjBhMDdm%40thread.v2/0?context=%7b%22Tid%22%3a%22a25fc272-fce9-43e9-92cd-b28b874b87e2%22%2c%22Oid%22%3a%223d2453c4-82c1-4048-8f32-775657089e80%22%7d) meeting id# 284 376 698 396 passcode zZwyzZ or by calling 1-773-352-2011 Phone conference ID# 258 378 582#**

**EQUAL OPPORTUNITY EMPLOYMENT:** All qualified Offerors will receive consideration of contract(s) without regard to race, color, religion, sex, national origin, ancestry, age, physical and mental handicap, serious mental condition, disability, spousal affiliation, sexual orientation or gender identity.

Request for proposals will be available by contacting Bill Taylor, Procurement Manager, 102 Grant Avenue, Santa Fe, New Mexico 87501, by telephone at (505) 986-6373 or by email at [wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov) and/or Maricela Martinez, ASD Director by telephone at (505) 986-2415 or by email at [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov). You may also access the solicitation on our website at <https://www.santafecountynm.gov/finance/purchasing-division/current-bid-solicitations>. **PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.**

Santa Fe County  
Publish: August 20, 2024

## II. INTRODUCTION

### A. PURPOSE OF THIS REQUEST FOR PROPOSAL

Santa Fe County (County) seeks qualified consultants to assist with the procurement, implementation, and post-implementation of a new Enterprise Resource Planning (ERP) system. The ideal ERP solution will streamline data management, enabling staff to effortlessly generate reports, conduct data analysis, and simplify data input. The ERP implementation will prioritize the Finance, Human Resources, and Information Technology departments. Additionally, as the current Jail Management System (JMS) is slated to sunset on December 31, 2025, this module must also be addressed concurrently with the ERP project.

### B. SCOPE OF WORK

The Scope of Work encompasses the selection, implementation, and integration of a new Enterprise Resource Planning (ERP) system for Santa Fe County. The primary and immediate focus is replacing the existing Jail Management System (JMS) to prevent system disruptions. Following the successful JMS replacement, the project will proceed with a phased rollout of the ERP system to other County departments. This comprehensive approach ensures a smooth transition while optimizing the ERP system for the County's overall operations.

1. Detailed Requirements Analysis with Prioritization:
  - a. Conduct a comprehensive business process mapping exercise for all Santa Fe County departments, identifying current workflows, data dependencies, and pain points.
  - b. Analyze the existing ERP and JMS's functionality and data structures in detail.
  - c. Develop a prioritized requirements document outlining:
    - i. High-priority "as-is" and "to-be" requirements for the new ERP Solution and JMS, including functional needs, data needs, security, and integration requirements.
    - ii. Phased "as-is" and "to-be" requirements for future departmental integrations, ensuring future scalability and compatibility with the initial ERP and JMS implementation.
    - iii. A clear roadmap for departmental integration based on business needs and resource availability.
2. Prioritized Request for Proposal (RFP) Development:
  - a. Craft a comprehensive RFP document aligned with Santa Fe County Purchasing Regulations and the New Mexico State Procurement Code.
  - b. Prioritize the ERP and JMS requirements within the RFP, ensuring vendors demonstrate their expertise and experience in this critical area.
  - c. Clearly define the County's ERP selection criteria, including:
    - i. Functional capabilities aligned with departmental needs, with a strong emphasis on JMS features.
    - ii. System scalability and future departmental integration possibilities.
    - iii. Vendor experience with JMS and public sector implementations.

- iv. Implementation methodology and resource allocation, with a focus on timely JMS implementation.
  - v. Total cost of ownership (TCO) including licensing, implementation fees, and ongoing maintenance costs.
3. Vendor Selection Process with Prioritized Evaluation:
- a. Lead the County through the ERP software selection process, including:
    - i. Shortlisting qualified vendors based on RFP responses, prioritizing those with proven Finance, Human Resources, Information Technology and JMS implementation success.
    - ii. Coordinating vendor demonstrations tailored to County-specific workflows, with a focus on Finance, Human Resources, Information Technology and JMS functionalities.
    - iii. Facilitating on-site visits to shortlisted vendor facilities, with a focus on their Finance, Human Resources, Information Technology and JMS expertise.
    - iv. Overseeing question and answer sessions with potential vendors, prioritizing inquiries related to Finance Human Resources, Information Technology and JMS functionality.
  - b. Manage a risk assessment process for all shortlisted vendors, focusing on:
    - i. Vendor financial stability and track record, especially regarding Finance, Human Resources, Information Technology and JMS implementations.
    - ii. Technology platform security and compliance certifications for secure data management in the new ERP implementation.
    - iii. Implementation timeline feasibility and potential project risks, prioritizing risks associated with the initial ERP implementation.
  - c. Develop a vendor evaluation matrix and scoring system for objective comparison of proposals, with higher weight placed on criteria related to the Finance, Human Resources, Information Technology and JMS.
4. Contract Negotiation and Project Management:
- a. Lead contract negotiations with the selected vendor to secure a performance-based agreement with specific milestones for the successful implementation of the ERP solution including JMS.
  - b. Develop a detailed project plan in collaboration with the vendor and project team, outlining:
    - i. Phased project stages with clear deliverables for each stage, prioritizing the initial ERP solution including JMS implementation phase.
    - ii. Resource allocation, including internal County staff and vendor personnel assigned to the critical ERP solution including JMS implementation phase.
    - iii. Communication protocols for stakeholders, project team, and vendor representatives, emphasizing clear communication throughout the ERP Solution including JMS implementation.
  - c. Assume the role of Executive Project Manager, overseeing all project phases:
    - i. Manage communication between the steering committee, project team, vendor, and County staff, ensuring a collaborative environment throughout the ERP solution including JMS implementation.

- ii. Facilitate regular project meetings to ensure all parties are aligned with goals and timelines for the prioritized ERP solution including JMS implementation.
  - iii. Oversee budget management and adherence to project spending plans, focusing on costs associated with the initial ERP solution and JMS roll-out.
- 5. Change Management and Implementation with Prioritized Training:
  - a. Collaborate with County departments to identify and assess necessary process changes for successful ERP implementation, with a priority focus on changes required for the JMS.
  - b. Develop a comprehensive change management plan in consultation with the Finance Director, addressing:
    - i. Prioritized user training and adoption strategies for the new ERP solution including JMS.
    - ii. Communication strategies to inform and prepare County staff for system changes, emphasizing the importance of the new ERP solution including JMS.
    - iii. Potential data migration challenges and mitigation plans, ensuring data integrity within the new ERP solution including JMS.
  - c. Ensure adequate knowledge transfer to County staff through:
    - i. Intensive user training programs specifically designed for operating and maintaining the new ERP solution including JMS.
    - ii. Development of comprehensive user guides and support documentation focused on the new ERP solution and JMS functionalities.

## **Deliverables**

1. Prioritized Requirements Analysis Report:
  - This report will detail the "as-is" and "to-be" requirements for the new County's ERP implementation system prioritizing Finance, Human Resources and Information Technology departments, with a specific focus on the high-priority JMS.
  - It will include functional needs, data needs, security requirements, and integration requirements for the ERP software solution.
  - Additionally, the report will outline the phased "as-is" and "to-be" requirements for future departmental integrations.
2. RFP Focused on ERP Software Solution:
  - This comprehensive RFP document will be crafted in accordance with Santa Fe County Purchasing Code and New Mexico Government Codes and Statutes.
  - It will prioritize the JMS requirements, ensuring vendors clearly demonstrate their expertise and experience in this critical area.
  - The RFP will define the County's ERP selection criteria, with a focus on functionalities aligned with departmental needs, especially the JMS.
3. Vendor Evaluation Report with Prioritized Scoring:
  - This report will summarize the evaluation of shortlisted vendors based on their RFP responses.

- It will utilize a vendor evaluation matrix and scoring system for objective comparison of proposals, with higher weight placed on criteria related to Finance, Human Resources, Information Technology and JMS.
  - The report will include the evaluation results, recommendations for the top vendors, and potential risks identified for each vendor.
4. Phased Project Plan with Prioritized Milestones:
    - This detailed project plan will be developed collaboratively with the vendor and project team.
    - It will outline phased project stages with clear deliverables for each stage, prioritizing the initial JMS implementation phase.
    - The plan will include resource allocation, communication protocols, and a budget breakdown with a focus on costs associated with the initial ERP Software Solution and JMS roll-out.
  5. Successful Implementation of the ERP and JMS:
  6. This key deliverable is the fully functional and implemented ERP Software Solution and, prior to its sunset date – JMS.
  7. Comprehensive Change Management Plan with Training Focus:
    - This plan will address the necessary process changes for successful ERP implementation, with a priority focus on changes required for the JMS.
    - It will include prioritized user training and adoption strategies specifically designed for the new ERP Software Solution and JMS.
    - The plan will also outline communication strategies and data migration strategies to ensure a smooth transition for the implementation of the ERP Software Solution and JMS.
  8. User Guides and Support Documentation for ERP Software Solution and JMS:
    - This deliverable will ensure adequate knowledge transfer by providing comprehensive user guides and support documentation focused on the new ERP Software Solution and JMS functionalities.
  9. Project Status Reports:
    - Regular project status reports will be provided to the steering committee and County leadership, keeping them informed of progress throughout the project lifecycle.
    - These reports will detail accomplishments, upcoming milestones, and any potential challenges encountered, with a focus on the prioritized ERP Software Solution and JMS implementation.

### C. **INSURANCE REQUIREMENTS**

The insurance required by Offeror are listed below.

- a. General Conditions. Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.
- b. General Liability Insurance, Including Automobile. Contractor shall procure and maintain during the life of this Agreement a comprehensive general



liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for County by Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. County of Santa Fe shall be a named additional insured on the policy.

- c. Workers' Compensation Insurance. Contractor shall comply with the provisions of the Workers' Compensation Act.
- d. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), Contractor shall increase the maximum limits of any insurance required herein.

**E. DESIGNATED PROCUREMENT SPECIALIST**

The County has designated a Procurement Specialist who is responsible for the conduct of this procurement whose name, address and telephone number is listed below. All deliveries via express carrier should be addressed as follows:

Bill Taylor, Procurement Manager &  
Maricela Martinez, Public Safety ASD Director  
Santa Fe County Purchasing Division  
102 Grant Avenue  
Santa Fe, New Mexico 87501  
Phone (505) 986-2415  
Fax (505) 989-3243

[wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov) & [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov)

Any inquiries or requests regarding this procurement should be submitted to the Procurement Specialist in writing. Offerors may contact **ONLY** the Procurement Specialist regarding the procurement. Other County employees do not have the authority to respond on behalf of the County. *Any contact with any other County staff member or persons other than the Procurement Specialist named in this solicitation may be grounds for disqualification.*

**F. DEFINITION OF TERMINOLOGY**

This section contains definitions and abbreviations that are used throughout this procurement document.

“**BCC**” means the elected Board of County Commissioners.

“**Close of Business**” means 5:00 PM Mountain Standard Time or Mountain Daylight Time, whichever is in effect on the date given.

“**Contract**” or “**Agreement**” means a written agreement for the procurement of items of tangible personal property or services.

“**Contractor**” means a successful offeror who enters into a binding contract.

“**County**” means Santa Fe County.

“**Determination**” means the written documentation of a decision by the Procurement Specialist including findings of fact supporting a decision. A determination becomes part of the procurement file.

“**Desirable**” The terms “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

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

“**Finalist**” is defined as an offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“**Mandatory**” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the offeror’s proposal.

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

“**Procurement Manager**” means the person or designee authorized by the County to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“**Purchasing Division**” means the Santa Fe County Purchasing Division, Administrative Services Department.

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

“**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 or items of tangible personal property 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 request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

**THIS SECTION INTENTIONALLY LEFT BLANK**

### III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

#### A. SEQUENCE OF EVENTS

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

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue of RFP	Purchasing Division	August 20 & 21, 2024
2.	Pre-Proposal Conference	Owner/Purchasing Offerors	September 12, 2024
3.	Acknowledgement Form Due	Offerors	September 12, 2024
4.	Deadline to Submit Additional Questions	Offerors	September 16, 2024
5.	Response to Written Questions	Purchasing Division	September 20, 2024
6.	<b>Submission of Proposal</b>	<b>Offerors</b>	<b>October 7, 2024 2:00PM MST</b>
7.	Proposal Evaluation	Evaluation Committee	October 2024
8.	Selection of Finalists (If Applicable)	Evaluation Committee	October 2024
9.	Best and Final Offers from Finalists (If Applicable)	Offeror	October 2024
10.	Finalize Contract	County, Offeror	October 2024
11.	Contract Award	Purchasing Division	October 2024

**Note:** *If the Evaluation Committee makes a selection at the Selection of Finalists, event 9 will not occur.*

## B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section III, Paragraph A.

### 1. Issuance of RFP

This RFP is being issued by the Santa Fe County Manager's Office and the Purchasing Division.

### 2. Pre-Proposal Conference

A Pre-Proposal Conference are scheduled to occur on the date indicated in the Sequence of Events at Section III.A. Questions may be submitted at the Pre-Proposal Conference and until the date indicated in the Sequence of Events at Section III.A. **All questions must be in writing and e-mailed to [wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov) and [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov).** A public log will be kept of the names of potential offerors who attended the Pre-Proposal Conference.

### 3. Acknowledgement of Receipt Form

Potential offerors should hand-deliver, return by facsimile or e-mail the "Acknowledgement of Receipt Form" provided as Appendix A to have its name and firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on *September 12, 2024*.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP addendums.

### 4. Deadline to Submit Additional Written Questions

Potential offerors may submit written questions regarding this RFP until the close of business on the date indicated in the "Sequence of Events" at Section III.A. All written questions must be addressed to the Procurement Specialist, listed in Section II, Paragraph E and sent via facsimile or e-mail. ***Any contact with any other County staff member or persons other than the Procurement Specialist named in this solicitation may be grounds for disqualification.***

### 5. Response to Written Questions

Written responses to written questions and any RFP addenda will be distributed on the date indicated in the "Sequence of Events" at Section III.A, to all potential Offerors whose names appear on the procurement distribution list.

Additional written requests for clarification of distributed answers or addenda must be received by the Procurement Specialist no later than one (1) day after the answers or addenda were issued.

**6. Submission of Proposal**

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT SPECIALIST OR DESIGNEE NO LATER THAN 2:00 P.M. (MOUNTAIN TIME) ON MONDAY, OCTOBER 7, 2024 *Proposals received after this deadline will not be accepted.***

The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Specialist at the address listed in Section II, D. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's **Request for Proposals No. 2025-0069-PSD/BT**. **Proposals may also be submitted electronically via DropBox at the link provided below.** <https://www.dropbox.com/request/8RZokrfMxg4YLwOZq0fp>

**Proposals must be delivered to:**

Bill Taylor, Procurement Manager  
Santa Fe County Purchasing Division  
102 Grant Avenue  
Santa Fe, New Mexico 87501

A public log will be kept of the names of all offeror organizations that submitted proposals. Pursuant to NMSA 1978, Section 13-1-116, the contents of any proposal shall not be disclosed to competing offerors prior to contract award.

**7. Proposal Evaluation**

The evaluation of proposals will be performed by an Evaluation Committee appointed by the Procurement Specialist. This process will take place during the timeframe indicated in the "Sequence of Events" at III.A. During this time, the Procurement Specialist may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. **Discussions SHALL NOT be initiated by the Offerors.**

**8. Selection of Finalists (If Applicable)**

The Evaluation Committee may select and the Procurement Specialist may notify the Finalist Offerors on the date indicated in the "Sequence of Events" at Section III.A. Only Finalists will be invited to participate in the subsequent steps of the procurement if the Finalist process is used.

**9. Best and Final Offers from Finalists (If Applicable)**

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by the date indicated in the "Sequence of Events" at Section III.A.

**10. Oral Presentation by Finalists (If Applicable)**

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Specialist will schedule the time for each Offeror presentation. All Offeror presentations will be held at the Santa Fe County Purchasing Division, 102 Grant Avenue, Santa Fe, New Mexico, or the Oral may be as a virtual presentation. Each presentation is typically limited to one (1) hour in duration.

**11. Contract Negotiations**

The contract will be finalized with the most advantageous Offeror during the timeframe indicated in the "Sequence of Events" at Section III.A. In the event that mutually agreeable terms cannot be reached within the time specified, the County reserves the right to terminate contract negotiations and enter into contract negotiations with the next most advantageous Offeror without undertaking a new procurement process.

**12. Contract Award**

The County anticipates awarding the contract on the date in the "Sequence of Events" at Section III.A. These dates are subject to change at the discretion of the Santa Fe County Purchasing Specialist or Procurement Manager.

The contract shall be awarded to the Offeror or Offerors whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points. The County reserves the right to award multiple contracts pursuant to NMSA 1978 13-1-153.

**13. Right to Protest**

Any protest by an Offeror must be timely and in conformance with NMSA 1978, Section 13-1-172 and applicable procurement regulations. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protests must be delivered to the Santa Fe County Purchasing Division:

Santa Fe County  
Attn: Purchasing Division  
P.O. Box 276  
Santa Fe, New Mexico 87504

**Protests will not be accepted by facsimile or other electronic means.**  
**Protests received after the deadline will not be accepted.**

**C. GENERAL REQUIREMENTS**

This procurement will be conducted in accordance with Chapter 13, NMSA 1978, NMAC 1.4.1 and the Santa Fe County Procurement Regulations.

**1. Acceptance of Conditions Governing the Procurement**

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the contract template attached hereto as Appendix E.

**2. Incurring Cost**

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

**3. Prime Contractor Responsibility**

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the County. The County will make contract payments to only the prime contractor.

**4. Subcontractors**

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the entire performance whether or not subcontractors are used.

**5. 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. County personnel will not merge, collate, or assemble proposal materials.



**6. Offerors' 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 Procurement Specialist. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

**7. Proposal Offer Firm**

Responses to this RFP, including proposal prices, will be considered firm for sixty (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer if one is submitted.

**8. Disclosure of Proposal Contents**

Proposals shall not be opened publicly and shall not be open to public inspection until after an Offeror has been selected for award of a contract.

An Offeror may request in writing non-disclosure of confidential data. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act 57-3A-1 to 57-3A-7, NMSA 1978. The price products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Santa Fe Procurement Manager shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

**9. No Obligation**

This procurement in no manner obligates Santa Fe County or any of its departments to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

**10. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in

whole or in part when the County determines such action to be in the best interest of the County.

**11. 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 County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

**12. Legal Review**

The County requires that all offerors agree to be bound by the General Requirements contained in this RFP. Any offeror concerns must be promptly brought to the attention of the Procurement Specialist.

**13. Governing Law**

This procurement and any agreement with offerors that may result shall be governed by the laws of the State of New Mexico.

**14. Basis for Proposal**

Only information supplied by the County in writing through the Procurement Specialist or in this RFP should be used as the basis for the preparation of offeror proposals.

**15. Contract Terms and Conditions**

The contract between the County and the Contractor will follow the format specified by the County and contain the terms and conditions set forth in Appendix E.

**16. Contract Deviations**

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected offeror and shall not be deemed an opportunity to amend the offeror's proposal.

**17. Offeror Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation 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, subject to Procurement Manager approval.

**18. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor technical irregularities. This right is at the sole discretion of the Evaluation Committee subject to the Procurement Management approval.

**19. Change in Contractor Representatives**

The County reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the County, meeting its needs adequately. Any change in contractor representative must receive prior County approval.

**20. Notice**

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

**21. County Rights**

The County reserves the right to accept all or a portion of an offeror's proposal.

**22. Right to Publish**

Throughout the duration of this procurement process and contract term, potential offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the contract.

**23. Ownership of Proposals**

All documents submitted in response to this Request for Proposals shall become the property of the County. However, any technical or user documentation submitted with the proposals of non-selected offerors shall be returned after the expiration of the protest period.

**24. Electronic Mail Address Recommended**

A large part of the communication regarding this procurement will be conducted by

electronic mail (e-mail). It is recommended that Offeror should have a valid e-mail address to receive this correspondence.

**25. Preferences in Procurement by Santa Fe County**

**a. New Mexico In-state Preference**

New Mexico law, Section 13-1-21 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident business**”. Application of a resident business preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident business. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident business certificate, 5% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score.

Certification by the department of taxation and revenue for the resident contractor takes into consideration such activities as the business or contractor’s payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

**OR**

**b. New Mexico Resident Veteran Preference**

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a “**resident veteran business**”. Certification by the department of taxation and revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran contractor preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix C.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 10% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offeror’s score, depending on the business’ annual revenue.

**The resident business preference is not cumulative with the resident veteran business preference.**

**OR**

Native American Preference

Native American member-owned resident veteran business, Native American resident contractor or Native American resident veteran contractor certificate issued by the State Taxation and Revenue Department under law, will receive either eight or ten percent equivalent based on whether they are also a veteran-owned business.

**AND**

c. **Santa Fe County Preference**

Santa Fe County Ordinance 2012-4 provides for a **County preference** for a “Santa Fe County business.” Application of the County preference in procurement requires an Offeror to obtain and provide a Santa Fe County Business Certificate issued by the Santa Fe County Procurement Manager. Certification by the Procurement Manager takes into consideration the business’ corporate standing in the state, business licensure or registration, the duration of the business’ primary office location and the payment of taxes.

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 5% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded to the Offerors score.

*The in-state, veteran or County preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.*

26. **Double-Sided Documents**

All submitted bids/proposal documents shall be double-sided, pursuant to Santa Fe County Resolution No. 2013-7, Adopting Sustainable Resource Management Principles, Section 2. A. Waste Reduction and Reuse...all documents are to be double-sided, including those that are generated by outside entities using County funds and by consultants and contractors doing business with the County”.

27. **Living Wage**

Contractor shall comply with the requirements of Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

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## IV. RESPONSE FORMAT AND ORGANIZATION

### A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

### B. NUMBER OF COPIES

Offerors shall deliver one (1) original and four (4) identical copies of their proposals to the location specified in Section II, Paragraph E on or before the closing date and time for receipt of proposals. If submitting responses electronically via Dropbox, please submit two (2) separate files: one file for the proposal response and a separate file the Appendix D Proposed Fee Schedule.

### C. PROPOSAL FORMAT

All proposals shall be limited to twenty (20) pages, with exception of professional licenses and certifications, which shall be added as appendices. The document shall be typewritten on standard 8 ½ x 11 paper, with a font **no smaller than 12pt. pitch**, with nominal 1” margins and single line spacing. Proposals shall be bound with tabs delineating each section. The submission Proposals **will be accepted electronically** utilizing a DropBox. Please utilize this link to upload proposal submission. <https://www.dropbox.com/request/8RZokrfMxg4YLwOZq0fp>

#### 1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal
- b) Table of Contents
- c) Proposal Summary (optional)
- d) Response to County Terms and Conditions
- e) Response to Specifications – Evaluation Factors
- f) Offeror’s Additional Terms and Conditions
- g) Copy of insurance certificate
- h) Other supporting material (If applicable)
- i) Cost Proposal (**One in separate sealed envelope with the original proposal submission only, if submitting electronically submit as a separate file**)
- j) Campaign Contribution Disclosure Statement

Within each section of their proposals, offerors shall address the items in the order in which they appear in this RFP under Section V.B. EVALUATION FACTORS. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

*Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.*

The **proposal summary** may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the offeror's proposal.

Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

**2. Letter of Transmittal**

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title, email address and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) **Explicitly** indicate Acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP.
- h) Acknowledge and acceptance of the terms and conditions of the Agreement attached as Appendix F.

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## V. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

### A. **INFORMATION**

#### Time Frame

The contract is schedule to begin October 2024. Santa Fe County intends on awarding a contract with an initial term of four years.

### B. **EVALUATION FACTORS**

A brief explanation of each mandatory specification is listed below. Offerors are encouraged to fully address each category, as points are assigned for responses to each.

#### 1. **Introduction**

- Describe the Offerors vision/mission and business philosophy.
- Provide an brief overview of the Offerors history of providing ERP Consultant Services for other governmental or private entities.

#### 2. **Technical Competence and Specialized Experience**

- Provide information about your organization's specific technical experience with providing services comparable to the Scope of Work required in this RFP.
- Include years of experience providing these services for similar government or private entities of comparable size and complexity.
- Indicate the relevance of previous service contracts to the scope of work, including any specialized experience, specific knowledge, skills and ability to providing the services described in the Scope of Work.
- Include appropriate professional certifications and business licenses.

#### 3. **Capacity and Capability**

- Include your team's organization and working relationships.
- Explain your project team's current workload and projected workload as demonstrating the ability to successfully provide and complete the requirements of the scope of services in a timely manner.
- Include information of any subcontractor, consultant or 3-party agreements that the Offeror has indicated to be part of the project team including what areas of work they will perform.
- Any services that cannot be provided as required shall be noted.

#### 4. **New Mexico Produced Work**

- Provide the percentage of your workforce that is New Mexico based.



5. **Quality Assurance & Completeness of Proposal**

- Explain your firm's quality assurance program in developing and writing plans for other governmental agencies or for the private sector.
- Demonstrate organizational quality and completeness throughout the proposal.

- C. **COST PROPOSAL (Appendix D)** - Provide in a separate sealed envelope with the original proposal ONLY (do not include in each of the four additional copies, if submitting electronically, please submit in a separate file in Dropbox).

Offeror shall propose its cost for the tasks listed in the scope of work. A cost sheet is provided in Appendix D.

**THIS SECTION LEFT INTENTIONALLY BLANK**

**VI. EVALUATION**

**A. EVALUATION SCORING**

The County will evaluate responsive proposals and assign a numerical score in each category, not to exceed the maximum allowed score for that category, as determined through the Offeror’s attention to the factor detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee Members.

Proposals will be scored based upon a comparison of the information submitted by each Offeror against the evaluation factors outlined below. Each Evaluation Factor is assigned the follow points:

- 1. Introduction..... 200 points
- 2. Technical Competence & Specialized Experience..... 200 points
- 3. Capacity & Capability ..... 300 points
- 4. New Mexico Based Work ..... 150 points
- 5. Quality Assurance & Completeness of Proposal ..... 150 points
- TOTAL POINTS ..... 1000 points**

**PREFERENCES**

If a proposal contains an ID-State Resident Business Certificate or Resident Veterans Business Certificate and/or Santa Fe County Business Certificate, the applicable preference will be applied:

- 6. NM State Resident Business Certificate .....**50 points**

Or

- 7. Resident Veteran Business Certificate .....**100 points**

And

- 8. Santa Fe County Business Certificate.....**50 points**

**B. EVALUATION PROCESS**

The evaluation process will follow the steps listed below:

1. All Offeror proposals will be reviewed for compliance with the mandatory specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Specialist may contact the Offeror for clarification of the response as specified in Section III, Paragraph B.7.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section III, Paragraph C.18.
4. Responsive proposals will be evaluated on the factors in Section V that have been assigned a point value. The responsive Offerors with the highest scores will be selected as finalist Offerors 'shortlisted' based upon the proposals submitted. If an oral presentation is recommended the 'shortlisted' firms will be provided questions by the Selection Committee for their "Oral Presentations". Each presentation will be evaluated by the Selection Committee. The oral presentation that receives the highest points and is most advantageous to the County, taking into consideration the evaluation factors in Section VI, will be recommended for contract award as specified in Section III, Paragraph B.11. Only the points from the Oral Presentation will be calculated for most and highest qualified firms. Points from the 'shortlisted' evaluations will only be used if there is a tie resulting from the Oral Presentations. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
5. Past performance in a project for the County (See Section V.C.3 above) is a significant consideration of the evaluation and poor performance on a prior County project may result in a lower number of points awarded to a proposal for this element of the evaluation.

**APPENDIX A**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**ENTERPRISE RESOURCE PLANNING (ERP) CONSULTATION SERVICES**

**RFP 2025-0069-PSD/BT**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix E.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than close of business on *September 12, 2024*. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (**circle one**) intend to respond to this Request for Proposals.

Bill Taylor, Procurement Manager & Maricela Martinez, Public Safety ASD Director  
Santa Fe County Purchasing Division  
102 Grant Avenue  
Santa Fe, New Mexico 87501  
(505) 505-986-2415  
(505) 989-3243

[wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov) & [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov)

## 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 the 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 and 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 law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRATOR 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.

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

**“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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

## APPENDIX C

### Resident Veterans Preference Certification

\_\_\_\_\_ (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 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 \$5M allowing me the 7% preference discount on this solicitation. 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, which 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 of 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 un-award of the procurement involved if the statements are proven to be incorrect.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**APPENDIX D  
PROPOSED FEE SCHEDULE**

**(APPENDIX D IS TO BE SUBMITTED WITH THE ORIGINAL PROPOSAL ONLY OR IF SUBMITTING ELECTRONICALLY VIA DROPBOX, SEND IN A SEPARATE FILE NAMED PROPOSED FEE SCHEDULE)**

**Vendor Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Offerors must propose one firm, fixed, fully-loaded hourly rate. The firm, fixed, fully-loaded hourly rate will include travel to and from the off-site workplace to the on-site workplace. The proposed fully-loaded hourly rates must include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate. New Mexico gross receipts taxes are excluded from the proposed maximum hourly rates. They shall be shown separately on the invoice.

**APPENDIX E**

**SAMPLE AGREEMENT**

**SERVICE AGREEMENT  
BETWEEN SANTA FE COUNTY AND  
[NAME OF CONTRACTOR OR VENDOR]  
FOR ENTERPRISE RESOURCE PLANNING (ERP) CONSULTATION SERVICES**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, between Santa Fe County, a political subdivision of the state of New Mexico (the “County”), and \_\_\_\_\_, [ADDRESS] (the “Contractor”).

Background

**WHEREAS**, pursuant to NMSA 1978 13-1-112, the County issued Request for Proposal (RFP) No. 2025-0069-PSD/BT to solicit for Enterprise Resource Planning (ERP) consultation services;

**WHEREAS**, the Santa Fe County is required to have a Enterprise Resource Planning (ERP); and

**WHEREAS**, [GENERAL PURPOSE OF THIS AGREEMENT]; and

**WHEREAS**, the County requires the services of the Contractor and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

**NOW, THEREFORE**, the parties agree as follows:

Agreement

1. CONTRACTOR’S SERVICES

2. ADDITIONAL SERVICES

A. The parties agree that all tasks in section 1 (Contractor's Services) will be completed to the County's satisfaction and for the amount stated section 3 (Compensation, Invoicing and Set-off).

B. The County may request changes in the Contractor's Services. Any changes to the Contractor's services must be made by written amendment.

### 3. COMPENSATION, INVOICING AND SET-OFF

A. The Contractor will be compensated as follows.

B. The Contractor must submit a written request for payment to the County when payment is due. Upon the County's receipt of the written request, the County will issue a written certification of complete or partial acceptance or rejection of the services for which payment is sought. The County will not make a payment until the County issues a written certification accepting the services.

1) The County's representative for certification of acceptance or rejection of contractual items and services is \_\_\_\_\_, or other individual as may be designated by the County.

2) Within 30 days of the issuance of the certification accepting the services, the County will make payment for the services. If the County does not issue payment for accepted services within 30 days of the certification by the County, the County will pay a late payment fee of 1.5% per month until the amount due is paid in full.

C. If the Contractor breaches this Agreement, the County may, without penalty, withhold payments due the Contractor for the purpose of set-off until the County determines the exact amount of damages it suffered as a result of the breach.

D. The County's payment to Contractor will not foreclose the County's right to recover excessive or illegal payment.

### 4. EFFECTIVE DATE AND TERM

This Agreement will become effective on the date of last signature by the parties and will terminate one year from that date, unless earlier terminated under section 5 (Termination) or 6 (Appropriations and Authorizations). The parties may agree to extend the term by written amendment.

### 5. TERMINATION

A. Termination for Cause. Either party may terminate this Agreement based upon a breach by the other party. The non-breaching party must give the breaching party written notice of termination stating the specific grounds for the termination. The termination will be effective 30 days from the breaching party's receipt of the notice, during which time the breaching party

may cure the breach. If the breach cannot with due diligence be cured within 30 days, the breaching party will have a reasonable time to cure the breach, provided that, within the 30-day period, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may terminate this Agreement at any time for any reason or no reason, by giving the Contractor written notice of termination. The notice must state the effective date of termination, which must not be less than 15 days from the Contractor's receipt of the notice. The County will pay the Contractor for acceptable services performed before the effective date of termination. The County will not be liable for any services performed by the Contractor after the date of termination.

## 6. APPROPRIATIONS AND AUTHORIZATIONS

The County's performance of the obligations under this Agreement is contingent upon sufficient appropriations and authorizations by the Board of County Commissioners of Santa Fe County, and if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and/ or authorizations are not made in this or future fiscal years, this Agreement must terminate upon written notice by the County to the Contractor. A termination for non-appropriations or lack of authority will be without penalty to the County, and the County will not be required to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is not committed to the expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision regarding appropriations and authorization will be final and will not be subject to challenge by the Contractor in any way, or forum, including a lawsuit.

## 7. INDEPENDENT CONTRACTOR

The parties intend that the Contractor and its agents and employees will be independent contractors and not employees or agents of the County. Accordingly, the Contractor and its agents and employees will not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to County employees. Except as may be authorized in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County.

## 8. ASSIGNMENT AND SUBCONTRACTING BY THE CONTRACTOR

A. The Contractor must not assign or transfer any interest in this Agreement or assign any claims for money due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer in violation of this Agreement will be void.

B. The Contractor must not subcontract or delegate any portion of the services without the advance written approval of the County. Any attempted subcontract or delegation by the Contractor to a non-party in violation of this Agreement will be void.

## 9. CONTRACTOR'S PERSONNEL

A. The services in section 1 (Contractor's Services) must be performed by the Contractor or under its supervision.

B. The Contractor states that it has, or will secure at the Contractor's expense, all personnel required to perform the services and obligations under this Agreement. Such personnel must not be employees of or have any contractual relationship with the County, and must be qualified and licensed by federal, state and local law to perform the services.

#### 10. RELEASE

The Contractor's receipt of payments due under this Agreement serves as a release of the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations arising from this Agreement.

#### 11. CONFIDENTIALITY

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

#### 12. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County will own any such copyright.

#### 13. CONFLICT OF INTEREST

The Contractor states that it does not have any interest that would conflict in any manner with the performance of the services and obligations under this Agreement.

#### 14. AMENDMENT

This Agreement may not be modified, altered, changed, or amended orally. To be valid any amendment to this Agreement must be in writing signed by the parties.

#### 15. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements and understandings between the parties and all agreements and understandings are merged into this Agreement. No prior or contemporaneous

agreements or understandings, verbal or otherwise, of the parties will be valid or enforceable unless embodied in this Agreement.

#### 16. NOTICE OF PENALTIES

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

#### 17. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by federal, state, local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. The Contractor must not discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges that failure to comply with this section will constitute a breach of this Agreement.

#### 18. GOVERNING LAW

A. The Contractor will comply with all applicable laws, ordinances, and regulations, including Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

B. This Agreement will be construed in accordance the laws of the State of New Mexico without regard to its choice of law rules. The Contractor acknowledges that the exclusive forum for any litigation related to this Agreement will be state district courts of New Mexico, located in Santa Fe County.

#### 19. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records for a period of six years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement

and for a period of six years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

**20. INDEMNIFICATION**

A. The Contractor shall indemnify the County and its elected officials, agents, and employees from any liabilities, damages, demands, suits, costs or expenses, including court costs and legal fees, resulting from the Contractor’s performance or non-performance of its obligations under this Agreement.

B. The County may control and participate in the defense of any demand, suit, or cause of action that relate to the County. No matter will be settled without the County's consent. Consent must not be unreasonably withheld.

C. The Contractor’s obligations under this indemnification section will not be limited by the terms of the insurance policy the Contractor is required to maintain under this Agreement.

**21. SEVERABILITY**

If any provision of this Agreement is held invalid or non-enforceable by a court of competent jurisdiction, other provisions will not be affected and will remain valid and enforceable.

**22. NOTICE**

Notice required to be given to either party must be in writing and delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, to:

The County:

The Contractor:

**23. CONTRACTOR REPRESENTATIONS**

The Contractor represents that:

A. This Agreement is duly authorized by the Contractor, the person signing this Agreement has authority to do so, and, once signed by the Contractor, this Agreement will constitute a binding obligation of the Contractor.



B. The terms of this Agreement do not conflict with Contractor's corporate agreement or any statement that may be filed with the New Mexico Secretary of State.

C. The Contractor is legally registered and is properly licensed by the State of New Mexico to provide the services and will maintain such registration and licensure for the term of this Agreement.

24. FAX OR ELECTRONIC SIGNATURE

A fax or electronic signature will have the same force and effect as an original signature.

25. NO THIRD PARTY BENEFICIARIES

The parties do not intend by this Agreement to create any rights in any non-parties.

26. CONTRACTOR'S INSURANCE

A. General. The Contractor must submit evidence of insurance as is required in this section. The Contractor's policies of insurance must be written by a company authorized to provide insurance in the state of New Mexico.

B. Liability Insurance, Including Automobile. The Contractor must maintain a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Contractor's insurance must include coverage for all services and work performed for the County under this Agreement; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. Santa Fe County must be a named an additional insured on the Contractor's policy.

C. Increased Limits. If the Legislature of the State of New Mexico increases the maximum limits of liability under the New Mexico Tort Claims Act, the Contractor must increase the maximum limits of any insurance required under this Agreement.

D. Professional Liability (errors and omissions) Insurance. Contractor must procure and maintain during the term of this Agreement professional liability (errors and omissions) insurance with policy limits of not less than \$1,500,000.00 per claim, \$2,500,000.00 per aggregate.

E. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act, NMSA 1978, Section 41-4-1, the Contractor will increase the maximum limits of its insurance.

27. PERMITS AND FEES

Contractor will procure all permits, licenses, and pay all fees associated with the performance of the services and the Contractor’s obligations under this Agreement.

28. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement will modify or waive the sovereign immunity or limitation of liability enjoyed by County or its “public employees” at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1.

29. CAMPAIGN CONTRIBUTION DISCLOSURE

The Contractor must complete and submit simultaneous with signing this Agreement, the Santa Fe County Campaign Contribution Disclosure form.

30. CONTRACTOR’S AGENT FOR SERVICE OF PROCESS [if contractor is officed in the State of NM, this provision can be removed.]

The Contractor appoints \_\_\_\_\_, as its agent for service of process. The Contractor acknowledges that service on the agent will have the same effect as though the Contractor were personally served within the state of New Mexico.

31. SURVIVAL

The provisions of the following paragraphs will survive termination of this Agreement: Indemnification, Records and Inspection; Release; Confidentiality; and Choice of Law.

The parties execute this Agreement as of the date of last signature by the parties.

**SANTA FE COUNTY**

Approved as to form:

\_\_\_\_\_  
Jeff Young  
Santa Fe County Attorney

\_\_\_\_\_  
Date

**CONTRACTOR -**

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Print name and title