



## Village of Questa

### REQUEST FOR PROPOSALS FOR STATE AGENCY AND LEGISLATIVE REPRESENTATIONAL SERVICES RFP No. 2018-06

**Issue Date:** Thursday July 5, 2018

**Proposal Question Deadline:** Thursday July 12, 2018 5:00 pm local time

**Deadline to Submit Proposals:** Monday July 23, 2015, 3:00 pm local time

**Deliver to:** Village of Questa  
2500 Old State Rd. 3  
Questa, NM 87556

**Purchasing Contact:** Dina Coleman, Procurement Officer  
Phone: (575) 586-0694  
Email: [dcoleman@villageofquesta.org](mailto:dcoleman@villageofquesta.org)

#### Introduction

The Village of Questa is soliciting competitive proposals from qualified firms and individuals to perform lobbying and professional consulting services before the state legislature and with other governmental and entities, including state and federal departments, regulatory and funding agencies and state and federal representatives, as directed by the Office of the Mayor and Village Council. This service is needed to ensure that the Village's positions and interests are effectively represented before the state legislature, governmental agencies or quasi-political agencies, with other key elected and appointed officials at the federal, state and local level, as well as with administrative and regulatory agencies.

**Background:**

This RFP requires the demonstrated knowledge of and ability to work with the New Mexico State Legislature, state and federal legislative, funding, administrative and regulatory departments and agencies, and federal, state and local elected and appointed representatives, agency and department heads, and their staff. A thorough understanding of the State of New Mexico and Congressional legislative, budgeting and funding processes, administrative rules and procedures, an understanding of local government issues and the organization of the Village of Questa government, including ICIP, enterprise funds, airport, transit, road improvements, fire, police, public works, municipal water and sewer utilities, etc., is essential.

Demonstrate the ability to identify, apply for, and secure State and Federal grants, appropriations and funding for local projects in the Village with Mayor, Administrator, and Village Council approval.

The proven ability to work with elected officials in all areas of federal, state and local government, with the ability to maintain relationships with various governmental and non-governmental organizations associated in the legislative process is required.

Special areas of interest to the Village include a proven track record of success in economic development, historic and cultural funding, tourism and events funding, municipal utility capital funding, roads and transportation, public facilities rehabilitation and renovation funds, recreation, comprehensive and economic development planning funding, affordable housing, municipal financing/refinancing, successful adoption of municipally sponsored legislation and regulation, inter-governmental relations (NM DoT, NM EDD, NM DFA, NMFA, NM MFA, NM Water Trust Board, HHS, HUD, USDA, etc.)

**RFP Process:**

A copy of this RFP can be obtained from the Village of Questa website at [www.questa-nm.com/procurement-2/](http://www.questa-nm.com/procurement-2/) until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addenda. RFPs can also be obtained from Dina Coleman, Procurement Officer, Village of Questa Procurement Office, 2500 Old State Rd. 3, Questa, NM 87556. If you have any questions, please call (575) 586-0694 or via email [dcoleman@villageofquesta.org](mailto:dcoleman@villageofquesta.org).

Written questions regarding the substance of the RFP or scope of services must be submitted via e-mail to the purchasing contact listed above no later than the Proposal Question Deadline indicated above.

Sealed Responses are due prior to the Response Deadline indicated above and must be delivered to the Village of Questa Procurement Department, located at of Village Hall; 2500 Old State Rd.3, Questa, NM 87556. Late responses will not be accepted – NO EXCEPTIONS.

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**SECTION I-**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

Request for Proposals

**Village of Questa  
STATE AGENCY AND LEGISLATIVE REPRESENTATIONAL SERVICES  
RFP # 2018-06**

In acknowledgment of receipt of this Request for Proposals, 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 acknowledgment of receipt should be signed and returned (by fax, e-mail, courier or hand delivery) to the Procurement Officer no later than Friday July 13, 2018 at 5:00 pm**

The firm listed below does/does not (circle one) intend to respond to this Request for Proposals.

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

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

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

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

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

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

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

Please return to:

**Dina Coleman, Procurement Officer**

Village of Questa

2500 Old State Road 3

Questa, NM 87556

Phone: (575) 586-0694

Fax: (575) 586-0699

E-mail: [dcoleman@villageofquesta.org](mailto:dcoleman@villageofquesta.org)

## SECTION II – GENERAL CONDITIONS

### Protest Deadline

Any protest by an Offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The fifteen (15) calendar day protest period shall begin on the day following the award of the contract and will end at 4:00 pm on the 15<sup>th</sup> day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the State Purchasing Agent. The protest must be delivered to:

Dina Coleman, Procurement Officer  
Village of Questa  
2500 Old State Rd. 3  
Questa, NM 87556

**\*Protests received after the deadline will not be accepted.\***

1. **Proposal Forms and Delivery:** ALL ORIGINAL PAGES INCLUDED IN THIS INVITATION TO PROPOSAL MUST BE COMPLETED AND RETURNED AS PART OF THE PROPOSAL DOCUMENT. Offerors who submit more than one proposal are instructed to complete a separate form for each proposal. Forms may be submitted together, or individually, at the discretion of the Offeror. The forms must be signed, and the package sealed, with the proposal number clearly stated on the outside of the envelope or package.
2. **Applicable Law:** This contract shall be governed by the Laws of the State of New Mexico, including the New Mexico Procurement Code (NMSA 1978, § 13-1-28 et seq. (as amended) and the ordinances, resolutions, rules and regulations of the Village.
3. **Application of Preferences:** This procurement is subject to the application of preferences, pursuant to §13-1-21, NMSA 1978. Offerors are not eligible to receive both a Resident Business Preference and a Resident Veteran Business preference.
4. **Acceptance of Conditions Governing the Procurement:** Submission of a proposal constitutes acceptance of all conditions, terms, and evaluation factors within this RFP.
5. **Amended Proposal:** An Offeror may submit an amended proposal before the deadline for receipt of proposals. These must be identified clearly on the envelope or package as "ADDMENDMENT TO RFP No. 2018-06", and its contents will supersede in part or whole the prior submission.
6. **No Obligation:** This procurement, neither its award to any vendor, does not obligate the Village of Questa in any way until a valid written contract is executed.
7. **Right to Reject Proposal:** The Village reserves the right to reject a proposal from any Offeror who has previously failed to perform properly, has caused the Village to incur unreasonable costs or expense, failed to complete on time an agreement of a similar nature, or who is not in a position to perform the work governed by this RFP.
8. **Offeror's Right to Withdraw Proposal:** The Offeror may request to withdraw a proposal at any time up to the receipt's deadline. The request must be in writing and signed by the Offeror or a duly authorized agent. A proposal which was not withdrawn before the deadline may be binding on the offeror. Approval or denial of such request after the deadline shall be at the sole discretion of the Village of Questa.
9. **Cancellation:** As per NMSA 1978, Sections 13-1-131 and 13-1-132, the Village of Questa reserves the right to cancel this procurement or reject any/all bid proposals if it is in the best

interest of the Village to do so, and to waive all technical irregularities not involving price, time or changes in work.

10. **Ownership of Proposals:** All materials submitted in connection with this RFP shall become the property of the Village of Questa.
11. **Responsible Offeror:** The Village of Questa shall review the Offeror's qualifications, references, and history, and the Village shall be the sole determinant of the acceptability of the offeror to provide the needed goods and/or services.
12. **Interviews:** The Village reserves the right pursuant to NMSA 13-1-115 to interview and engage in discussions and negotiations with the responsible offerors who submit proposals that the Village has determined to be reasonably likely to be selected for award. The Village further reserves the right to allow revisions in proposals as allowed pursuant to NMSA 13-1-115 in order to obtain the best and final offers and to determine pursuant to NMSA 13-1-117 the proposal that is most advantageous to the Village. The Village may re-evaluate the interviewed offerors as a result of interviews according to the evaluation criteria.
13. **Costs Incurred in Responding:** This solicitation does not commit the Village to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs for the preparation thereof, nor to procure or contract services.
14. **Disclosure of Proposal Contents:** A public log will be kept of the names of all Offerors which submitted proposals. The proposals and documents pertaining to the proposals will be kept confidential throughout the duration of the procurement process and until a contract is awarded. At that time, all proposals will be open to the public, except for the material, which has been previously noted and deemed as proprietary or confidential.
15. **Release of Information:** Only the Village is authorized to release information covered by this RFP. The Offerors must refer to the Village any requests to release any information that pertains to the work or activities covered by any action or award related to this RFP.
16. **Proposal binding for 90 days:** Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following bid opening date, unless the bidder, upon request of the Procurement Officer, agrees to an extension.
17. **Authority of Agent:** The Contractor represents that the person executing documents on behalf of the Contractor has been duly authorized to do so.
18. **Compensation and Taxes:** The Village of Questa is required to pay taxes on services, labor, and/or personal property leases. However, the Village is exempt from Gross Receipts Tax (GRT) for the purchase of tangible personal property. Prices shown on the bid proposal shall be exclusive of GRT. Applicable GRTs for items other than tangible personal property shall be shown as a separate amount on each billing made under the contract. A properly issued Type 9 Non-Taxable Transaction Certificate may be obtained from the Village that will document the exemption from GRT.
19. **Additional Costs:** The Village shall not be responsible to pay for any costs associated with proposal submission, nor for payment of any add-on, addition, or optional equipment or service that has not been authorized in writing by the Village.
20. **W-9 Information:** Pursuant to Federal Tax Law (Internal Revenue Code, Section 6041), the Village is required to obtain a Taxpayer Identification Number (TIN) and a completed W-9 from the successful Offeror; according to Federal Income Tax Law (Internal Revenue Code, Section 3406), failure to furnish this information promptly and correctly (within 30 days) may result in a \$50.00 penalty imposed by the Internal Revenue Service. In addition, the Internal Revenue Service may require the Village to withhold 28% of payments made, if the information is not furnished by the successful Offeror.

If the successful Offeror's business is classified as a corporation, Tax-exempt Corporation, government agency, or other exempt payee, the Village will not file an Annual Information Return (Form 1088 Misc.) on your behalf. However, the law requires your TIN in addition to informing the

Village of payee type. If classified as an individual or sole proprietor, the TIN is your Social Security Number; otherwise, your Federal Employer Identification Number serves as your TIN.

21. **Proof of Licensing/Registration:** The Village reserves the right to request proof of licensing for which licensure by the State of New Mexico or another agency is required. (i.e., Professional Architect/Engineer, State Bar Member, Lobbyist, etc.)
22. **Delivery:** Delivery of goods or services, if applicable shall be specified within the Specifications of this Request for Proposal.
23. **Proposal Irregularities and Formalities:** The Village of Questa Council reserves the right to waive immaterial irregularities and formalities.
24. **Minimum Specifications:** Specifications supplied are as minimum standards.
25. **Multiple Awards:** The Village reserves the right pursuant to NMSA 13-1-153 to make multiple source awards when based on the evaluation criteria, interviews, discussions and negotiations the determination is made that making a single award would sacrifice economy or service and therefore not be most advantageous to the Village.
26. **Contract Term:** Term. This contract shall be effective from July 1, 2018, through June 30, 2019, unless otherwise terminated pursuant to the termination provision herein. Contract shall not be effective until approved by the Village Council and signed by the Mayor. At the mutual desire of the parties, the contract may be extended beyond the termination date on a yearly basis for up to three (3) years. The VILLAGE estimates that its requirements for general lobbying services are covered by the original contract term and the three (3) year term for contract extensions. The Village's estimate is reasonably firm and continuing. The VILLAGE has also determined that this contract term and the extensions will serve the best interests of the VILLAGE.
27. **Procurement Under Existing Contract NMSA 1978, § 13-1-129:** Under the terms and conditions of the RFP all local-area public bodies allowed by law may issue orders for the goods and/or services as described herein. The terms and conditions of this RFP shall form a part of each order issued herein. This RFP is available for use by Village of Questa, Town of Taos, Taos County, Village of Angel Fire and other agencies, as provided by law, at the discretion of the contracted vendor.

## SECTION III – EVALUATION CRITERIA AND PROPOSAL SUBMISSION REQUIREMENTS

### 1. EVALUATION CRITERIA:

Proposals will be evaluated and ranked by a selection committee. A select number may, if it is in the best interest of the Village, be invited for an interview. The Village reserves the right to request a best and final offer. A recommendation will then be presented to the proper signing authority for consideration and approval.

**30 points Firm's Capacity.** Provide a brief description of your firm, the scope and nature of services routinely provided by your firm on services of this nature. Identify the type of business under which your firm operates (corporation, partnership, sole proprietor, etc.), date business started, and your firm's license number to do business in the State of New Mexico. Identify the owners, partners and principles of your firm, number of staff and the names, experience and qualifications of all staff that will be assigned to this contract.

**15 points Firm's Ability.** Demonstrated ability of the firm to perform assignments – both short-term (less than 12 months) and long-term (up to 24 months).

**30 points Relevant Experience and Performance.** Applicants must provide a work-related resume, must identify all current and former clients and identify measures of demonstrated

success in obtaining legislation and funding as a ratio of return on investment (contracted cost of lobbying services in dollars to client versus funding obtained for the client under that contract in dollars), where relevant, or as success of non-funding contracts, such as lobbying for legislation, resolution of client administrative or regulatory issues.

The respondent should provide client and professional references (contact information and letters of reference/referral). The Village may contact any or all of your clients listed for a reference. Include demonstrated success in the performance of each of the areas identified in this RFP.

Applicants should identify if and weight will be given to applicants that are familiar with the issues of the Village of Questa and all of its departments and/or can demonstrate a prior successful working relationship with the legislature on these local issues.

**10 points Proposed Approach.** Describe your firm's strategic approach and how it will be applied to the requirements and execution of this contract. Describe your firm's capability to deal effectively with the legislature to ensure that the Village and all of its departments needs are met. Be candid in describing your firm's specific strengths and how those strengths may be unique from your competitors. Describe how your firm will use its strengths to represent the individual interests of the Village without creating conflicts of interest.

**5 points Conflicts of Interest.** Identify all existing clients, and any existing or potential conflicts of interest between other clients that might be competing with funding or lobbying interests of the Village of Questa. Describe how your firm will eliminate or mitigate such conflicts.

### **Resident Business or Resident Veteran Business Preference – 5 – 10 Points**

#### **NEW MEXICO PREFERENCES**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Respondents must include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

- **New Mexico Business Preference**
- **New Mexico Resident Veterans Business Preference**

**Total possible points available add up to 100 Points**

#### **2. REQUIRED FORMS:**

- a. Response Form;
- b. Campaign Disclosure Form;
- c. Cost Proposal Form (to be provided by respondent);
- d. Copy of Resident Business Preference (if applicable);
- e. Copy of Resident Veteran Business Preference (if applicable);
- f. Provide three (3) reference contacts (similar in scope as outlined in this RFP with contract name, address, and phone number. Describe in detail the work performed and date(s).



3. **SCOPE OF WORK AND GENERAL REQUIREMENTS:** The Village of Questa is soliciting proposals from experienced and qualified firm(s) to provide Lobbyist Consultant Services to include the following:
- A. Represent the Village and advocate its legislative goals at the New Mexico State Legislature during regular and special sessions, as well as attending all relevant interim committees, as assigned by the Village or when issues affecting the Village are discussed.
  - B. Do all required preparatory work prior to legislative sessions and interim committee meetings to successfully represent the Village.
  - C. Meet with the Mayor, Village Administrator and Village Council each year to advise on and assist in developing the Village's legislative priorities for the NM State Legislative Session.
  - D. Recommend and assist in obtaining sponsors and co-sponsors for any legislative bills developed or supported by the Village, as well as obtain the support of key legislators or legislative leadership to enhance the Village's ability to successfully pass the legislation.
  - E. Demonstrate experience with obtaining federal funding as well as obtain the support of key federal legislators or federal legislative leadership to enhance the Village's ability to obtain federal funding.
  - F. Coordinate with other lobbyists, the New Mexico Municipal League, other communities or groups, and other agency or organization as necessary to promote and advance the Village's legislative program.
  - G. Where requested by the Village, personally attend, and coordinate staff/expert witness attendance at legislative sessions, as well as interim committee meetings where issues affecting the Village are discussed.
  - H. May be requested to be available to the Mayor and Village Administrator on short notice when needed or requested during the legislative session.
  - I. Provide a periodic (monthly) report to the Mayor and Village Administrator indicating progress towards the attainment of each legislative goal, funding request and other legislative, regulatory, inter-agency and administrative matters impacting the Village of Questa' activities leading up to and during the legislative session.
  - J. Provide a written end-of-session summary report to the Mayor and the Village Administrator providing final status of the legislative session and monthly updates interim committee meetings as well as other regulatory, funding and administrative matters that arise throughout the year as well as highlighting all legislation impacting the Village, strategizing for the next legislative session; and, if requested, making a written and formal presentation to the Village Council at a Regular Meeting within two (2) months of the end of legislative session.
  - K. Identify, apply for, and secure State and Federal grants, appropriations and funding for local projects in the Village with Mayor, Administrator, and Village Council approval.
  - L. The Contractor shall include with each monthly payment request, a written report of hours or activities during the month billed for work on relevant funding, legislative, administrative and regulatory activities, to include date and time spent, subject matter, agency, name and title of persons met with, location, expenses incurred, outcome, and any follow-up needed as regards to Village of Questa activities for each month for which payment is being requested.
  - M. The Village of Questa reserves the right to add or delete services as required. Conflicts of interest on the part of the successful Lobbyist may exist resulting from representation of other clients. In submitting a proposal, the Lobbyist shall provide a list of all current clients. The Village may waive any conflict of interest, at its sole discretion.

#### 4. **SEQUENCE OF EVENTS AND REQUIRED DOCUMENTATION:**

The Village reserves the right to modify this schedule.

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

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>
1. Issue RFP	Procurement Officer	07/ 05/18(Thursday)
2. Return of “Acknowledgment of Receipt” Form for Distribution List	Potential Offerors	07/13/18(Friday) 5:00pm
3. Deadline to Submit Questions	Potential Offerors	07/18/18 ( Wednesday) 5:00pm
4. Response to Written Questions/ RFP Amendments	Procurement Officer	07/20/18(Friday) 5:00pm
<b>5. Submission of Proposal</b>	<b>Offerors</b>	<b>07/23/18(Monday) 3:00 PM (Local Time)</b>
6. Proposal Evaluation	Evaluation Committee	07/24/18(Tuesday)
7. Recommendation for Award – After final approval from Mayor and Council.	Village Staff	07/31/18 (Tuesday)
11. Contract Award	Village Council/Offeror	08/01/18(Wednesday)
12. Protest Deadline	Offerors	08/16/18 (Thursday)

#### **A. NUMBER OF RESPONSES**

Offeror's may submit only one (1) response to this RFP.

#### **B. NUMBER OF COPIES**

Offerors shall deliver six (6) identical hard copies of their proposal and one (1) Digital USB copy to the location specified on cover page. On or before the closing date and time for receipt of proposals. (Identical copies are defined as the original plus the number of additional copies needed to fulfill the requirement. For example, a requirement for six (6) identical copies would be fulfilled by submitting the original and five [5] copies of the original.) The original copy should be clearly marked “ORIGINAL” on the front cover and shall contain original signatures. (An exception to this requirement is made for the “Cost Response Form” and the “Campaign Contribution Disclosure Form”.

#### **C. PROPOSAL FORMAT**

All proposals must be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

##### **1. Proposal Organization**

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

- a. Letter of Transmittal Form (See Appendix D)
- b. Valid In-State Resident or Veteran Preference Certificate (Optional at Offeror's discretion.)
- c. Table of Contents
- d. Cost Response Form\* (See Appendix C) in a sealed and labeled envelope
- e. Campaign Contribution Disclosure Form\* (See Appendix E) in a sealed and labeled envelope
- f. Proposal Summary (Optional)
- g. Response to Specifications
- h. Other Supporting Material (Optional. See Section III.C.3. below)

Five (5) Hard Copies plus one (1) original Hard Copy and one (1) Digital USB of the proposals must be submitted to the office of the Procurement Officer by **Thursday July 23, 2018 at 3:00pm.** Originals shall clearly marked as such. The proposals should be sent to:

***Village of Questa***  
***Attn: Dina Coleman, Procurement Officer***  
***2500 Old State Rd. 3***  
***Questa, NM 87556***

## **5. PROPOSAL INFORMATION**

Copies of the Request for Proposal may be obtained by calling Dina Coleman at the Village of Questa at 575-586-0694. **No proposals will be accepted after the time and date established above.**

Only sealed proposals received by the Village Procurement Office will be accepted; proposals submitted by telephone, telegram, facsimile machines are not acceptable. The Village assumes no responsibility for proposals being either opened early or improperly routed if the envelope is not clearly marked on the outside RFP 2018-06 State Agency and Legislative Representational Services.

***All forms hereafter must be included in your submitted proposal packet as well as three reference contacts.*** The proposer is required to signify whether the proposal complies with the specifications listed above. Please identify any items which your firm would not be able to accomplish from the tasks listed above. The total cost of your proposal shall include all labor, materials, equipment, overhead, freight, taxes, etc. to cover the complete work of the items listed. Proposals must include complete information covering all of the above items to enable the evaluators to make accurate determinations regarding the experience and qualifications of the firm. Respondents are encouraged to include samples and any other information that will highlight qualifications of the firm. The highest ranked firms/maybe invited to participate in an interview session at Village's discretion.

Every effort will be made to adhere to the proposed timeline. You will be contacted if there are any addendums issued for this RFP. Please remember to fill out the Acknowledgement of Receipt Form on Section I page 4 so that we are able to contact you during this process.

## **SECTION IV – REQUIRED FORMS**

### **FORMS INCLUDED IN THIS SOLICITATION DOCUMENT:**

- (1) Response Form (blank form attached to this Request for Proposals)
- (2) Campaign Disclosure (blank form attached to this Request for Proposals)
- (3) Cost Form (to be provided by respondent);
- (4) Copy of Resident Business Preference (if applicable, to be provided by respondent);
- (5) Copy of Resident Veteran Business Preference (if applicable, to be provided by respondent);
- (6) Provide three (3) reference contacts (similar in scope as outlined in this RFP with contract name, address, and phone number. Describe in detail the work performed and date(s), (to be provided by respondent).

***Failure to complete and submit these forms with your Response may result in it being deemed non-responsive and rejected without further evaluation***

**COST RESPONSE FORM**

***Village of Questa***  
**STATE AGENCY AND LEGISLATIVE REPRESENTATIONAL SERVICES**  
**RFP# 2018-06**

State gross receipts and local option taxes (if any) shall not be included in the Total Proposed Annual Cost. Such taxes shall be separately reimbursed by the Village.

OFFEROR NAME: \_\_\_\_\_

TOTAL PROPOSED HOURLY RATE \$ \_\_\_\_\_

## **LETTER OF TRANSMITTAL FORM**

Items #1 to 4 **MUST** EACH BE RESPONDED TO. Failure to respond to all four items **WILL** RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. Identity (Name) and Mailing Address of the submitting organization:

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

Name	
Title	

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. Declarations:

- I certify that I am authorized to contractually bind my company.
- On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement of this RFP
- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.
- I acknowledge receipt of any and all amendments to this RFP.
- I certify that my company/entity/organization commits to comply and act in accordance with (1) Federal Executive Orders and New Mexico State Statutes relating to the enforcement of civil rights, (2) Federal Code 5 USCA 7201 et. seq., Anti-Discrimination in Employment; (3) Executive Order No. 11246, Equal Opportunity in Federal Employment; (4) Title 6, Civil Rights Act of 1964; and (5) Requirements of the American with Disabilities Act of 1990 for work performed as a result of this RFP.

\_\_\_\_\_, 2018  
Authorized Signature and Date (**Must be signed** by the person identified in **item #2**, above.)

## 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 Page 2 of 3 DFA Disclosure form/April, 2006 unreimbursed travel or other personal expenses of individuals who volunteer a portion

or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

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

“Pendency of the procurement process” means the time period commencing with the public notice of the request for 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.





## RESPONSE FORM

**Failure to complete this form shall result in your Response being deemed non-responsive and rejected without further evaluation.**

**TO: Village of Questa:**

The Undersigned hereby offers and agrees to comply with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposals.

**ADDENDA:**

The undersigned has read, understands and is fully cognizant of the Information to Respondents, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

**OBLIGATION:**

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to enter into a contract with the Village, for the term agreed to in accordance with the Conditions, Scope and Terms, as well as the Form of Contract, together with any written addendum as specified above.

**COMPLIANCE:**

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Response Form, the Respondent represents that: 1) the Respondent is in compliance with any applicable ethics or anti-kickback provisions of the Village's Procurement Ordinance.

**NONCOLLUSION:**

The undersigned, by submission of this Response Form, hereby declares that this Response is made without collusion with any other business making any other Response, or which otherwise would make a Response.

**SUBMITTAL REQUIREMENTS:**

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

**No Response shall be accepted which has not been manually signed in ink in the appropriate space below:**

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

**For clarification of this offer, contact:**

\_\_\_\_\_  
Company Name

Name: \_\_\_\_\_

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City                      State                      Zip

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

Fax: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Email: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax ID

Acknowledged before me by \_\_\_\_\_ (name) as \_\_\_\_\_ (title)  
of \_\_\_\_\_ (company) this \_\_\_\_ (day) of \_\_\_\_\_, 200\_\_.

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

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

Affix Seal

## LEGAL NOTICE

Notice is hereby given that the Village of Questa, New Mexico calls for Sealed Proposals for:

**RFP# 2018-06**

**STATE AGENCY AND LEGISLATIVE REPRESENTATIONAL SERVICES (Lobbyist).**

### ***PURPOSE OF THIS REQUEST FOR PROPOSALS***

The Village of Questa, New Mexico is requesting proposals from qualified offerors interested in furnishing STATE AGENCY AND LEGISLATIVE REPRESENTATIONAL SERVICES (Lobbyist).

Interested parties may secure a copy of the request for proposals, including all specifications and any updates from:

Dina Coleman / Procurement Officer  
Village of Questa  
2500 Old State Road 3  
Questa, NM 87556  
(575) 586-0694  
dcoleman@villageofquesta.org

Please contact the Procurement Office @ (575) 586-0694 to be included in the spec-holder list in order to receive amendments to this request if applicable.

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.

Sealed Proposals must be received by the Village of Questa Procurement Officer, Village Hall, 2500 Old State Road 3, Questa, NM 87556 no later than **3:00 PM Local Time, Monday July 23, 2018.**

As per NMSA 1978, Sections 13-1-131 and 13-1-132, the Village of Questa reserves the right to cancel this procurement or reject any/all bid proposals if it is in the best interest of the Village to do so, and to waive all technical irregularities not involving price, time or changes in work.

By Order of the Governing Body  
The Village of Questa

Dina Coleman  
Procurement Officer  
(575) 586-0694

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[classad@taosnews.com](mailto:classad@taosnews.com)