



# ALBUQUERQUE PUBLIC SCHOOLS REQUEST FOR PROPOSAL

RFP # 20-033RMS

## RFP TITLE: Time and Attendance Program

### RFP Schedule

| Action   | Date & Time   |
|--|---|
| RFP Issued   | 02/25/2020  |
| Pre-proposal Meeting   | 3/10/2020 @ 10:00 am (local time)                                       |
| Pre-proposal Location  | Phone Conference<br>Call In Number: 605-468-8795<br>Access Code: 119764 |
| Deadline for Questions   | 3/16/2020 @ 5:00 pm (local time)  |
| RFP Due Date and Time  | 3/26/2020 @ 3:00 pm (local time)  |
| <b>Proposals must be received by the due date and time. No late proposals will be accepted. The only acceptable evidence to establish the time of receipt is the date/time stamp imprint from the APS Procurement bid clock.</b> |   |
| Evaluation of Proposals  | TBD   |
| Contract Negotiations  | TBD   |

### RFP Buyer Contact Information

|  |                          |
|--|--------------------------|
| <b>Name</b>  | Rebecca Simenson         |
| <b>Phone Number</b>  | 505-878-6122             |
| <b>E-Mail</b>  | rebecca.simenson@aps.edu |
| <i>Any inquiries or requests regarding clarification of this RFP document shall be submitted to the Buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.</i> |                          |

### RFP Submittal Location

| <b>Physical Address (No USPS Mail*)<br/>For Walk-in Delivery or Carrier Service<br/>(UPS, FedEx, etc.)</b>   | <b>USPS Mailing Address<br/>Allow 5 additional business days for APS internal delivery</b>  |
|--|---|
| Albuquerque Public Schools<br>ATTN: Procurement Department<br>6400 Uptown Blvd. NE, Suite 500E<br>Albuquerque, NM 87110  | Albuquerque Public Schools<br>ATTN: Procurement Department, City Center, Suite 500E<br>P.O. Box 25704<br>Albuquerque, NM 87124-0704 |
| Ensure that the following information is clearly labeled on the <b>sealed package</b> containing the proposal. <b>Please note: if the sealed bid is placed inside a carrier envelope or package for shipping, all of this information must be re-written and clearly visible on the outermost envelope or package containing the sealed proposal: Offeror's Business Name</b> (not an individual's name), RFP Number & Title, RFP Due Date & Time. <b>*APS does not have a mailbox on site. US Postal Service Mail is accepted only at the PO Box address. If a letter or parcel is mailed via the USPS to the APS physical address, it will NOT reach our office.</b> |   |

### RFP Term

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| Albuquerque Public Schools reserves the right to enter into a one (1) year contract with the option for five (5) additional one year extensions, not to exceed a total of six (6) years contract with the awarded Offeror(s). |
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# **OFFEROR' S GENERAL INSTRUCTIONS**

1. **READ ALL DOCUMENTS:** Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFP.

2. **OFFICIAL CONTACT:** Offerors may contact **ONLY** the Buyer regarding the terminology stated in the procurement documents. Other APS employees do not have the authority to respond on behalf of APS.

Offerors **MAY NOT** contact other APS departments, employees or the evaluation committee. Any contact with an APS department, employee or evaluation committee may result in rejection of any proposal.

Any other verbal communication will be deemed unofficial and non-binding. Communication directed to parties other than the Buyer will have no legal bearing on this RFP or the resulting contract(s). Any response made by APS will be provided in writing to all Offerors by addendum, no verbal responses shall be authoritative.

3. **WRITTEN QUESTIONS:** Potential Offerors may submit written questions to the Buyer as to the intent or clarity of this RFP. All written questions must be addressed and submitted to the Buyer **NO LATER** than the date and time specified in this RFP. All times are subject to local time zone. The Buyer will respond in a timely manner subject to the complexity of the questions. Buyer will **ONLY** respond to the written questions submitted and receive on or prior to the deadline in this RFP.

4. **SUBMISSION:** The submission of a proposal constitutes a representation by the Offeror that the Offeror has made all appropriate examinations, investigations, and analysis and has made provision as to the cost thereof in submitted proposal. By responding to this RFP, Offerors acknowledge and agree to the terms and conditions set forth in this RFP.

5. **ELECTRONIC RFP DOCUMENTS:** This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by APS, the Offeror acknowledges that the version maintained by APS shall govern.

6. **INCURRING COSTS:** Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. If applicable, any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

7. **PROPOSAL OFFER FIRM:** Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after due date. If a best and final offer is requested, the offer is good for ninety (90) days after receipt of best and final offer.

8. **FORMS AND ATTACHMENTS:** It is the responsibility of every Offeror to ensure they have downloaded the latest version of each RFP, including any addendum(s) which may have been issued and posted on the APS Procurement Department Website.

9. **ADDENDUM(S):** No Addendum will be issued later than **FIVE (5)** days prior to the date for receipt of proposals, except an Addendum withdrawing the RFP or one which extends the date for receipt of proposals.

Offerors should revisit the website (<http://www.aps.edu/procurement>) then select, "See Current Bids and RFPs") prior to the due date before submitting their proposal to Albuquerque Public Schools. All addendums must be acknowledged in the submitted proposal.

10. **CORRECTIONS:** Corrections shall be initialed in ink by the Offeror signing the 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 to withdraw their proposal. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

11. **EXCEPTIONS:** Any exceptions to the scope of work and/or specifications shall be listed separately in the submitted proposal and unless otherwise stated, specifications and/or scope of work attached are the minimum requirements. Minor deviations to the specifications as listed, may be considered.

The Buyer, after review of the proposals may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.

12. **DISTRICT DISCRETION:** The District hereafter referred to as APS reserves the right, per NMSA 1978, §13-1-132, in its sole discretion to waive minor informalities in proposals submitted provided that such informalities have no effect on price, quality, quantity or any matter to be evaluated in making a selection and confer no material advantage on the Offeror whose nonconformity is waived. APS reserves the right to add to or delete from the Scope of Work set forth in this RFP.

13. **BRAND NAMES:** Where a brand-name or equal specification is used in a solicitation, the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. If a vendor proposes an “equal” to scope of work/specifications, APS is the sole interpreter of the scope of work/specifications and sole judge as to whether the “equal” proposed complies with the scope of work/specifications

14. **OFFEROR QUALIFICATIONS:** The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirement specified within this RFP. The Evaluation Committee may reject the proposal of any potential Offeror who is deemed not to be a responsible Offeror or fails to submit a responsive offer as denied in NMSA 1978, §13-1-83 and §13-1-85.

15. **AWARD:** APS reserves the right to award all, part or none of the Scope of Work set forth in this RFP. This procurement in no manner obligates Albuquerque Public Schools until a valid signed contract and/or valid Purchase Order is executed.

16. **PREFERENCES:** RFPs may be awarded preference in compliance with NMSA 1978, §13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. Offerors shall include in their proposal a copy of the certificate issued by State of New Mexico Taxation & Revenue. If Proposal is Joint Venture, Offeror shall state in submitted offer the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. **PLEASE NOTE: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.**

17. **TIMELY SUBMISSIONS:** All Offeror proposals must be received for review and evaluation no later than the time and date specified in this RFP. Time is subject to Mountain Standard Time. Albuquerque Public Schools does not accept proposals electronically, by fax, or email. **A hardcopy with an original signature MUST be submitted.**

It is the Offeror’s responsibility to ensure the proposal arrives before the due date and time. Offerors are cautioned that “late is late”. It is the responsibility of the Offerors to allow sufficient time for the hazards of traffic, weather, finding parking, locating the proper office, third party delivery, US Postal Service mail delivery, etc. Any and all proposals not received by the proposal submission due date and time shall be rejected. No late bids will be accepted under any circumstances, not even if the delivery service is late or at fault. It is recommended to send your proposal early.

APS may in its sole discretion extend the time for the submission of bids upon a finding that it is in the interest of APS to do so. Such extensions shall be by addendum, which may be issued before the submission due date.

18. **RFP CANCELLATION OR REJECTION:** In accordance with NMSA 1978, §13-1-131, this RFP may be canceled or proposals may be rejected in whole or in part when it is in the best interest of Albuquerque Public Schools.
19. **RFP OPENING:** Submitted proposals shall not be publicly opened. The contents of the proposals shall not be disclosed during any negotiations that may occur. A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to NMSA 1978, §13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required APS signature on the contract(s) resulting from the procurement has been obtained.
20. **RESPONSIBLE AND RESPONSIVE OFFER:** APS may reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §13-1-83 and §13-1-85.
21. **SOLE RESPONSE:** Any sole response that is received may be rejected by APS depending on available competition and timely needs of APS. APS reserves the right to award the contract to the responsible Offeror submitted responsive proposals most advantageous and in the best interest of APS.
22. **NEGOTIATIONS:** APS reserves the right to discontinue negotiations with any Offeror.
23. **MULTI-AWARD:** APS reserves the right to multi-award contracts as necessary for adequate delivery or service in accordance with NMSA 1978, §13-1-153.
24. **AFTER AWARD:** After final contract is negotiated, approved and awarded, all proposal documents pertaining to this procurement will be open to the public, except for the material, which is proprietary or confidential. The Procurement Department will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted “proprietary” or “confidential” subject to the following requirements.

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 trade secret in accordance with the Uniform Trade Act, NMSA 1978, §57-3A-7. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.
25. **ASSIGNMENT:** It is mutually understood and agreed that the successful Offeror(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his/her right, title of interest therein, or power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of APS.
26. **APS SCHOOL BOARD APPROVAL:** The award of this contract is not final until approved by the APS School Board (if applicable) and/or contract is signed by both parties.
27. **DEFINITIONS:** Definition of Terminology: This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“Agency” shall mean Albuquerque Public Schools (APS)

“Award of Contract” shall mean a formal written notice by APS that a firm(s) has/have been selected to enter into a contract for services.

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

“Contractor” shall mean the successful Offeror.

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

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

“**Evaluation Committee**” shall mean a body constituted to evaluate proposals and make selection recommendation.

“**Finalist**” is defined as an Offeror who meets all the mandatory specifications of the RFP and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.

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

“**Offer**” – the term means “**proposal**”, “**solution**”, means all documents submitted to APS responding to RFP.

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

“**Owner**” shall be Albuquerque Public Schools.

“**Purchase Order**” shall mean the document, which directs a contractor to deliver items of tangible personal property or services pursuant to an existing contract.

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

“**Responsible Offeror**” shall mean an Offeror who submits a responsive bid and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible property described in the RFP.

“**Responsive Offer**” or “**Responsive Proposal**” shall mean a bid, which conforms in all material respects to the requirements set forth in the RFP.

# **TERMS AND CONDITIONS**



1. **TERM:** APS reserves to right to procure the services/goods as described in this RFP and enter into a contract as described on RFP front cover.
2. **REQUEST(S) NOT DEFINED IN SCOPE OF WORK:** Contractor shall be held responsible to **NOT** fill requests which are clearly beyond the defined scope of this contract. Should such requests occur, contractor has the responsibility of calling such violations to the attention of the APS Procurement Officer.
3. **MINIMUM AMOUNT:** Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with award of this request for proposals.
4. **PRICING ESCALATION (if applicable):** Price escalation may be considered only at yearly observance of award (anniversary date) and only upon receipt of written request from contractor stating reason(s) for escalation and the amount being requested. Justifying documentation must accompany price escalation request.
5. **TAXES:** APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of taxes on tangible personal property. A NTTC will be issued upon request.
6. **NON-APPROPRIATION:** APS's obligation to make payment under the terms of this RFP is contingent upon its appropriation of sufficient funds to make those payments. If APS does not appropriate funds for the continuation of this procurement, this procurement will terminate upon written notice of that effect to the Contractor. APS determination that sufficient funds have not been appropriated is firm, binding and not subject to review.
7. **PROCUREMENT CODE:** The Procurement Code, Sections NMSA 1978, §13-1-28 through §13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
8. **PROCUREMENT UNDER EXISTING CONTRACTS:** In accordance with NMSA 1978, §13-1-129, Offerors are hereby notified that other governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded Offeror. Contractual engagements accomplished under this provision shall be solely between the awarded Offeror and the contracting entity with no obligation by Albuquerque Public Schools
9. **TERMINATION:** Either party may terminate this contract as follows:
  - A. Termination by the Contractor
    1. The contractor may terminate this contract only if Albuquerque Public School District fails to comply with any provisions of this contract and after receiving notice of the noncompliance APS fails to cure the noncompliance within ten (10) days, or
    2. By written mutual agreement between the Contractor and APS.
  - B. Termination by APS
    1. For Cause
      - a. The occurrence of either one of the following events will justify termination for cause:
        - i. Contractor's persistent failure to perform the work in accordance with the contract documents (including but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment).
        - ii. Contractor's violation in any substantial way of any provisions of this contract.
      - b. If either one of the events identified above occur, APS may, after giving Contractor (and the surety, if any) ten (10) days written notice, terminate the service of Contractor, exclude Contractor from site, and take possession of the work. Contractor shall be paid for project costs incurred up to the date of termination but shall not be paid for loss of profits resulting from such termination.

- c. Where Contractor's services have been so terminated by APS, the termination will not affect any rights or remedies of APS against contractor then existing or which may thereafter accrue. Any retention or payment of moneys due the Contractor by APS will not release the Contractor from liability.

2. For Convenience

- a. Upon ten (10) days written notice to contractor, APS may without cause and without prejudice to any other right or remedy of APS, elect to terminate the contract.
- b. In such case, Contractor shall be paid (without duplication of any items):
  - i. For completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination,
  - ii. For expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract document in connection with uncompleted work.
- c. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

**10. INDEMNIFICATION:** The Offeror shall be responsible for damage to persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents or subcontractors. Offeror shall save and hold harmless Albuquerque Public Schools against any and all loss, cost, damage, claims, expense or liability in connection with the performance of the contract. Any equipment or facilities damaged by the Offeror's operation shall be repaired and/or restored to their original condition at the Offeror's expense.

**11. INSURANCE (If Applicable):** The successful Offeror shall purchase and maintain statutory limits of Worker's Compensation, Public Liability and Automobile Liability insurance approved by APS at the time of contract award. Albuquerque Public Schools shall be included as a loss payee and/or additional insured. Public Liability and Automobile Liability insurance shall include at least the following coverage:

|   |             |
|---|-------------|
| General Liability Insurance – per occurrence<br>General Aggregate - \$2,000,000<br>Product/completed operations aggregate \$1,000,000 | \$1,000,000 |
| Bodily injury, per occurrence   | \$2,000,000 |
| Medical and medically-related expenses  | \$10,000    |
| Vehicle bodily injury, each occurrence, excluding medical and medically related expenses  | \$750,000   |
| Property Damage, per occurrence   | \$1,000,000 |

Contractor shall furnish Owner with certificates of insurance with the contract documents and prior to the commencement of work.

**NOTE: Certificate holder shall be:** Board of Education  
Albuquerque Public Schools

**Certificate of Insurance forwarded to:** Albuquerque Public Schools- Procurement Department  
P.O. Box 25704  
Albuquerque, New Mexico 87125

**12. AUDIT:** APS reserves the right to audit the Contractor's records associated with this contract at any time during the contract period and for a period of up to three years following the expiration or termination of the agreement. Such audit may be conducted by APS personnel or a third party under contract with APS. APS

shall give the contractor reasonable notice prior to the conduct of any audit and upon receiving the notice from APS the contractor agrees to fully cooperate with the auditors. If Contractor subcontracts any portion of its obligation to another party, Contractor shall guarantee APS's access to books and records of such party.

13. **GOVERNING LAW:** This RFP and any contract with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.
14. **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor performing services for APS. The Contractor shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of APS as a result of this procurement.
15. **DEBARMENT OR SUSPENSION:** A business (Contractor, Subcontractor or Supplier) that has either been debarred or suspended pursuant to the requirements of NMSA 1978, §13-1-177 through §13-1-180, and §13-4-11 through §13-4-17 as amended, shall not be permitted to do business with APS and shall not be considered for award of the contract during the period for which it is debarred or suspended with APS.
16. **CONFLICT OF INTEREST:** By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and APS that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to APS.
17. **NON-DISCLOSURE:** The Offeror shall not disclose any information relating to students, and employees of APS other than such information that may be authorized by the individual student or employee. Vendor agrees to indemnify and hold harmless APS from any damages, claims, liabilities, and costs including reasonable attorney fees in the event any unauthorized release of such information occurs.
18. **DELIVERY:** The goods shall be delivered free of the rightful claim of any third person, any security interest or other lien. Unless otherwise agreed all goods called for in this Bid shall be tendered in a single delivery and payment is due only upon such delivery (NET 30).
19. **FOB:** Unless stated otherwise, the price for goods is FOB: Destination (APS's designated address).
20. **DELAYS IN DELIVERY:** Time is of the essence and this purchase may be subject to termination for failure to deliver on time, unless delay was caused by APS. If delay in delivery is foreseen, Seller must notify the APS Requesting Department of late delivery, cause of late delivery and remedy for late delivery.
21. **INSPECTION:** Final inspection will be made at the destination upon completion of delivery of goods/services. Final inspection shall include any testing or inspection procedures required by the specifications.
22. **ACCEPTANCE:** Acceptance of delivery of goods/services shall not be considered acceptance of the goods/services furnished. Acceptance occurs when the Requesting Department, after a reasonable opportunity to inspect the goods/services, signifies to the seller that are goods/services are conforming and fails to make an effective rejection.
23. **BUYER'S REVOCATION OF ACCEPTANCE:** Requesting Department can revoke acceptance of goods when it is discovered, in a reasonable time, that the Sellers nonconforming goods substantially impair the value of the goods.
24. **SELLERS RIGHT TO CURE A NON-CONFORMING DELIVERY OF GOODS:** The Seller, upon notice of revocation of acceptance, shall correct without charge and deliver conforming goods in a reasonable time
25. **PAYMENT:** Any invoice received and payment made shall be subject to APS's terms and conditions (NET 30) unless specifically waived by APS in a separate written document and not this RFP or any response.

**26. DISPUTE RESOLUTION:** In the event the Parties do not agree to mediate the dispute or unable to resolve the dispute through mediation, then the dispute shall be resolved by binding arbitration. Such arbitration shall be governed by the New Mexico Uniform Arbitration Act, NMSA 44-7A-1, et seq. as amended.

## **PROTESTS**

1. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Office in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing within twenty four (24) hours after the facts or occurrences giving rise thereto, but **NO LATER THAN** fifteen (15) calendar days after the facts or occurrences giving rise thereto (NMSA 1978, §13-1-172). The protest must be in writing and delivered to the Executive Director - Procurement Department, Albuquerque, New Mexico
2. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (NMSA 1978, §13-1-173).
3. The Purchasing Agent or his/her designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (NMSA 1978, §13-1-174).
4. The Purchasing Agent or his designee shall promptly issue a determination relating to the protest. The determination shall:
  - A. State the reasons for the action taken; and
  - B. Inform the protestant of the right to judicial review of the determination pursuant to NMSA 1978, §13-1-183.
5. A copy of the determination issued under NMSA 1978, §13-1-175 shall immediately be mailed to the protestant and other Offerors involved in the procurement NMSA 1978, §13-1-176.

# **SCOPE OF WORK**

## **OVERVIEW**

Albuquerque Public Schools is the largest school district in New Mexico and one of the nation's largest school districts, covering more than 1,230 square mile geographical area. Currently, APS has 13 high schools, 2 K-8 schools, 12 schools of choice, 27 middle schools, 88 elementary schools plus 31 APS authorized Charter schools. APS has approximately 79,000 students and 12,000 employees. An elected Board of Education composed of seven members serving staggered terms of four years each governs APS. The Superintendent is Raquel Reedy.

## **RFP SCHEDULE**

The RFP Buyer will make every effort to adhere to the RFP Schedule as noted on front cover of this RFP. The schedule is subject to change by addendum. The evaluation committee may interview the Offeror(s) of the top rated proposals; however, contracts may be awarded without such interviews and based solely on written offers. Finalists will be contacted to schedule interviews if required. If an interview is requested, evaluation scores will be re-scored to reflect written response and interview response.

## **PURPOSE OF THIS REQUEST FOR PROPOSAL**

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement for Time and Attendance tool that will be able to be used by all district employees for the purposes of creating time records for an employee, entering of extra duty pay requests, and a workflow for approval of the time records.

The tool will need to be adapted for all employees. The solution needs support compliance with all federal, state, and local employment law. The solution should provide multiple site-roll up capability at the District level; all controlled by role based logical security.

Currently, the district collects time records via paper timesheets. Spreadsheets are uploaded into Infor Lawson. This solution is intended to replace manual paper timesheets, improve the employee experience, and help streamline the process.

The solution needs to demonstrate that it fully integrates with Infor Lawson application (specifically Infor Lawson Version 10.08). The Infor Lawson System will remain the system of record for employee data, and will remain the system from which payroll is generated, and all GL records are kept.

## **Scope of Work**

### **Time and Attendance Requirements**

Vendor shall provide the requirements contained herein to support a District-wide Time and Attendance tool. The goal of the District is to acquire a solution that enables the district to use existing functionality to configure the system to district needs and avoid any customizations. Vendor shall demonstrate financial stability, a high level of support through the release of application updates, new features, and program fixes, as well as the ability to provide training and support for meeting District needs. The desired system must have the flexibility to allow the District to obtain maximum utility from the standard application design.

The Time and Attendance consolidation effort is in support of the District's efforts to improve the employee experience, increase the accuracy of Payroll at APS, and reduce operational inefficiencies.

*Any material, equipment or network requirements necessary for proper implementation and operation of the system that has not been specified or has not been described in this document must be called to the District's attention prior to the proposal due date.*

The District desires to acquire a Time and Attendance tool that improves the employee experience, increases the accuracy of Payroll, and reduces operational inefficiencies. Below are the specific requirement categories that will be expected of the selected vendor.

- **Detailed Requirements:** All requirements designated as Required should be included in the application. Requirements designated as Preferred or Optional are not mandatory, but including them will enhance the product offering and be considered in our overall evaluation of each submission. See section ‘Testing’ for details and expectations on testing. The Vendor must complete Appendix A and *submit it as an Excel spreadsheet*.
- **Technical Requirements:** All requirements designated as Required should be included in the application. Requirements designated as Preferred or Optional are not mandatory, but including them will enhance the product offering and be considered in our overall evaluation of each submission. See section ‘Testing’ for details and expectations on testing. The Vendor must complete Appendix B and *submit it as an Excel spreadsheet*.
- **Hosting Option:** Please disclose if the proposed solution includes Vendor or third party hosting. Please describe the role that the District team will have during and post implementation. The district *strongly prefers* a hosted option and pricing will be requested for both a hosted (SaaS) and On-Premise Pricing, and Implementation Plan.
- **Integration:** The Vendor should describe their plan for integration with Infor Lawson. Describe how the solution uses APIs or the ability to communicate with ERP or other third party tools. See section ‘Testing’ for details and expectations on testing.
- **Employee Data Privacy:** The Vendor must include security measures to be put in place to protect user data. The Time and Attendance Solution should adhere to all State and Federal regulations relating to employee data privacy and confidentiality.
- **Usability and Accessibility:** The Vendor should provide information on how their solution addresses accessibility compliance - the ability to appeal to diverse employee needs.
- **Project Management:** The Vendor should describe its project management and implementation methodology. The Vendor must provide a Project Manager (PM) to oversee the implementation and scheduling details of this project. This Project Manager will be working prior to and during the implementation with a Project Manager from the District. The Vendor PM must submit weekly status reports. A project plan detailing the work schedule, tasks, number/role of team members, expectations from District staff, and the anticipated timeline to deployment and District readiness must be submitted with the proposal.
- **Implementation:** The Vendor should describe their implementation methodology, and approach including roles and responsibilities expected of the District or 3rd party and typical time frames for each phase of the implementation. The Vendor should include alternate plans if the implementation for an On-Premise solution varies from a Hosted solution.
- **Customer Support and Management:** The Vendor should describe how they intend to work with the District with respect to the product road map and ongoing development efforts. Describe the voice of the customer processes the organization employs. Indicate if there are users groups the District may engage with. Describe the support plan that would extend past implementation and through the contract term.

- **Training Plan:** The Vendor must include a detailed description of the training provided. Address technical user training and “train the trainer” as well as online and any other delivery methods available. Discuss supplemental materials provided to support the solution including training manuals, quick reference guides, help files, tutorials, etc.
- **Pricing:** The pricing sheet in Appendix C is to inform the district of any costs related to the initial implementation and ongoing costs to operate the system. The district *strongly prefers* a hosted solution (SaaS), but will accept a pricing model of an On-Premise solution if submitted. The vendor must complete and submit a pricing model as an Excel spreadsheet with a similar layout as Appendix C.

The District has developed the features and functions of the Time and Attendance tool around the needs of several key stakeholders.

1. **Timesheet Employees:** APS employees that record time manually on a paper time sheet.
2. **Site Administrators:** These people are responsible for assigning and approving timesheets. These people are typically principals or department heads.
3. **Approvers:** These people will be from the Grant Management Department and Budget Department. They will ensure that the correct funding codes have been allocated.
4. **Payroll Technician:** This is the group responsible for ensuring the records are collected, issues are resolved, and errors are identified.
5. **System Administrators:** This is the group responsible for maintaining the system, ensuring all interfaces are run correctly, troubleshooting issues, and controlling permissions.

The following section presents specific user stories for each of the stakeholder groups.

## User Stories

The purpose of the following user stories is to provide the respondents to this RFP academic and operational context in which the Time and Attendance platform, and the features and function described in Appendix B, needs to support employees of the District. These user stories call out the objectives, processes, and individual tasks in which the District requires the Time and Attendance platform to support.

**We ask that each response describe how the proposed solution will address and support each of the following user stories.**

1. **Timesheet Employee:** These will be the heaviest users of a system who record time manually on a paper timesheet.
  - 1.1. As a timesheet employee, I need to be able to record my time through a user-friendly platform.
  - 1.2. As a timesheet employee, I need to be able to allocate the correct funding code associated with my time worked.
2. **Site Administrators:** This group consists of principals and department heads who are responsible for approving the employees working time.
  - 2.1. As a site administrator, I need to be able to approve, reject, or comment on time entries.
3. **Approvers:** This group consists of the Grant Management Department and Budget Department who are in charge of ensuring that the funding is correct and available.
  - 3.1. As an approver, I need to be able to approve, reject, make account number corrections, or comment on time entries.



4. **Payroll Technician:** This group needs a robust solution that allows them to override, edit, or adjust anything entered by employees after the time have been submitted.
  - 4.1. As a payroll technician, I need to have editor access to employee time records such that I can assist with any changes that need to be made after the time records have been regenerated.
5. **System Administrator:** This group needs to be able to retain system integrity, availability, and needs a stable platform, and stable interfaces that are frequent.
  - 5.1. As a system administrator, I need to be able to schedule frequent and automatic interfaces.
  - 5.2. As a system administrator, I need to be able to troubleshoot issues with a representative of the vendor with a reasonable turnaround.
  - 5.3. As a system administrator, I need to be able to control permissions and adjust workflows as needed.

## Features and Functions (Appendix A and Appendix B)

### Appendix A & B: Features and Functions Spreadsheet (*available on the APS Procurement Website*)

Presents the list of features and functions that the District wishes the Time and Attendance solution to fulfill. The District has prioritized the features and functions as either required, preferred, or optional. Required features and functions are those that the District needs to consider its Time and Attendance platform as operational and to meet the needs of its users. Preferred features and functions are those the District wishes to have in a Time and Attendance platform solution, but is not necessary to meet the critical needs of its users. Optional features and functions are those the District may have a need for in the future. For each feature or function identified by the District, please indicate its availability and provide any additional comments as shown in the diagram below.

The following list describes each tab presented in the attached spreadsheets.

### Detailed Requirements (Appendix A)

1. **Employee Profiles:** This section contains requirements related to the employee and district's ability to adjust and track employee profiles.
2. **Recording Time:** This set of requirements is based on the needs of the districts employees who need to record time.
3. **Workflow/Approval:** This set of requirements is based on the needs of the district to have requests, and time entries be approved for payroll to run.
4. **Reporting:** This is a set of requirements that is based on the needs of employees, managers, and administration to have access to reports.
5. **Supplemental and Extra Pay:** This set of requirements is based on the needs of the district to provide extra pay to employees based on bargaining unit agreements, employee contracts. Extra pay can be for additional work at a school or a number of other cases.
6. **General/Other:** This is a set of requirements that do not easily fit within the categories listed above, but are still relevant to the District.

### Technical Requirements (Appendix B)

1. **User Interface and Core Functionality:** These features and functions relate to how users engage and interact with the Time and Attendance platform.
2. **Technical, Infrastructure, and Systems Integration:** These features and functions identify the technical parameters the Time and Attendance platform must fulfill. It also lists needed functionality so that the Time and Attendance platform can integrate with the District's existing systems, processes, and operational standards.
3. **Training and User Support:** These are the features and functions needed to support the end users both during implementation of the Time and Attendance platform and the ongoing support.

## Testing

APS expects the Vendor to have robust testing procedures and plans to ensure that the system meets requirements and that defects do not escape to the end user. The Vendor will be primarily responsible for testing the solution, with assistance from District staff during both test planning and execution.

The following are expectations of Vendor testing efforts:

- The Vendor will create, submit, and collaborate on a test plan covering scope, strategy, and methodology for the solution developed by the Vendor. The District will have the opportunity to review and provide feedback on the test plan to ensure it meets the District's quality practices.
- The Vendor will create, submit, and collaborate on a series of test cases for testing the solution based on the requirements. The test cases should ensure all aspects of the solution are tested. The District will support the Vendor in creation of the test cases to ensure adequate test coverage.
- The Vendor will execute the test cases during pre-defined testing windows agreed upon by the Vendor and the District, and tracked by the program manager. This will include User Acceptance Testing (UAT) sessions performed by District staff.
- The Vendor will provide status reports during implementation and testing. When reporting defects, Vendor will follow District Quality Assurance standards regarding defect categorization, severity, and priority.
- The Vendor will fix bugs and provide resolutions and communications in a timely fashion as agreed upon by the District and Vendor.
- The Vendor will meet regularly with District staff to clarify requirements, review development progress, summarize test results, share outstanding defects, and timelines for defect resolution.
- With each code release, Vendor will include the following:
  - Release notes highlighting new functionality, known limitations, resolved defects.
  - Test report listing the tests performed, pass/fail rate, and defect identifications for failed tests.
- The Vendor will perform regression testing with input from the District contact prior to any production release.
- The Vendor will perform load testing prior to the initial production Go-Live.

# **EVALUATION CRITERIA**

## **EVALUATION CRITERIA**

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 1978, §13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in submitted proposal the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. Please Note: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. Offerors shall include in their proposal a copy of certificate issued by State of New Mexico Taxation & Revenue. The Preference does not apply if APS is utilizing federal funds.

**\*\*\*The Offeror should contact Buyer for clarification of evaluation criteria or terminology\*\*\***

|   | Possible Points | Points This RFP |
|---|-----------------|-----------------|
| <b>Offeror's Capabilities</b> <ul style="list-style-type: none"> <li>Compliant with Terms and Conditions</li> <li>Description of firm and organization, size and background</li> <li>Financial condition of the Vendor</li> <li>System Maintenance procedures</li> <li>Third-party contracted services and reliance</li> </ul>  | 10              |                 |
| <b>Past Performance and References</b> <ul style="list-style-type: none"> <li>Please provide example of successful integration with Infor Lawson</li> <li>Past performance for similar requirements and systems</li> <li>Relevant references – School Districts, Municipalities or other industries for compensation experience (minimum of three)</li> </ul>                                     | 15              |                 |
| <b>Requirements</b><br>Design and solution proposed as defined in fulfilling the desired features and functions as described by the Scope of Work. The total points associated with design and solution are allocated as indicated below.   | 45              |                 |
| 1. Employee Profiles  | 5               |                 |
| 2. Recording Time   | 5               |                 |
| 3. Workflow/Approval  | 5               |                 |
| 4. Reporting  | 5               |                 |
| 5. Supplemental & Extra Pay   | 5               |                 |
| 6. General/Other  | 5               |                 |
| 7. User Interface and Core Functionality  | 5               |                 |
| 8. Technical, Infrastructure and Systems Integration  | 5               |                 |
| 9. Training and User Support  | 5               |                 |
| <b>Project Implementation Schedule</b> <ul style="list-style-type: none"> <li>Ability to meet the Districts schedules for all deliverables</li> <li>Implementation scope and resources; Standard package and customization</li> </ul>   | 10              |                 |
| <b>End User/Employee Interface Setup, Training &amp; Customer Service</b> <ul style="list-style-type: none"> <li>Implementation, User Setup, Navigation process</li> <li>Ease of Use</li> <li>Ongoing Customer Service Support and Contacts</li> <li>Details of Training programs offered for administrators and staff</li> <li>Initial scope of training and ongoing training options</li> </ul> | 10              |                 |
| <b>Pricing</b><br>Submit detailed information stating your company's pricing to provide services as requested in the Scope of Work.   | 10              |                 |
| <b>Total Possible Points</b>  | <b>100</b>      |                 |
| <b>Interview ( if needed)</b>   | <b>50</b>       |                 |
| <b>New Mexico Resident Business Preference:</b><br>Five percent of the total possible points to a resident business.<br>Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Department.   | 5               |                 |

|  |                |  |
|--|----------------|--|
| <b>Veteran New Mexico Resident Business Preference:</b><br>Ten percent of the total possible points to a resident veteran business. <ul style="list-style-type: none"> <li>10 points for Resident Veteran Business/Contractor with annual revenues of \$3 million or less as verified by State of NM Tax &amp; Revenue.</li> </ul> | 10             |  |
| <b>Total Possible Awarded Points</b>   | <b>100-160</b> |  |

**Note: FAILURE** to adequately address and meet the above requirements may be cause for the proposal to be deemed non-responsive by the Buyer.

**Round One:** Evaluation scores will be based upon the written responses provided to the District for the RFP using the table above. After all responses have been evaluated and scored, the Committee will invite a limited number of the highest scoring responses to participate in “Round Two” where they will be able to present to the Evaluation Committee. The number of Vendors who are invited to participate in the second round will be determined by the Committee after all the written responses have been collected, evaluated and scored.

**Please Note: Round One will have a maximum point value of 100.**

**Please Note: The overall score from Round One is only used to determine the Round 2 participants.**

**Round Two:** Will be an initial webinar, and an on-site presentation/interview to the Committee and other interested parties. Vendors will be notified via e-mail that they have been invited to participate in this round. Round Two will be based on a ranking scale. Vendors will be given further information with their invitation to present and the finalist will be determined based upon the ranking scale. Vendors will also be expected to provide “sandbox” or demo environments during this phase for the district to explore certain functionality.

The District reserves the right to conduct negotiations with Vendors and to accept revisions of proposals.

During this negotiation period, the District will not disclose any information derived from proposals submitted or from discussions with the other Vendors.

## SUBMITTAL REQUIREMENTS

*(For ease of evaluation, Proposals should be formatted in the order as listed below)*

The Offeror is particularly encouraged to address all points that will be evaluated as described herein in each point of the evaluation criteria. If a factor of evaluation is not adequately responded to by the Offeror, the Offeror may be determined to be non-responsive.

Offeror shall submit one (1) original proposal clearly marked **ORIGINAL**, six (6) identical copies clearly marked **COPY** and one (1) identical electronic copy (flash drive labeled with your company name and RFP number). Email and fax copies are **NOT** an acceptable form of an electronic copy.

### **PROPOSAL – DETAILED REQUIREMENTS**

#### **1. Proposal Format**

Proposals shall be submitted in a three-ring binder. Page format shall be 8-1/2” x 11” with foldout sheets (if any) allowed up to 11” x 17” in size. Foldout pages shall be counted as two pages **and shall be numbered as such**. Text will be no smaller than 10 point.

Proposals shall not exceed 60 pages total for all of the tabbed sections listed below excluding Tab 1, 6 and 7. Each sheet face that is printed with text or graphics counts as one page. Tab Dividers do not count as pages provided the only text or graphics on the dividers are the tab numbers and section titles: Front and Back cover do not count towards page count.

Tab 1 – Letter of Transmittal

Tab 2 – Qualifications

Tab 3 – Experience

Tab 4 – Assigned Personnel to APS

Tab 5 – Approach/Methodology

Tab 6 – Price Proposal

Tab 7– Required Forms

# **FORMS & ATTACHMENTS**

LETTER OF TRANSMITTAL FORM

**Submit with your proposal**

Items one (1) to four (4) each **MUST** have a response, failure to respond to all four items **WILL** result in the disqualification of your proposal.

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

|  |
|--|
|  |
|  |
|  |

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

|                |  |
|----------------|--|
| Name           |  |
| Title          |  |
| E-Mail Address |  |
| Telephone      |  |

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

|                |  |
|----------------|--|
| Name           |  |
| Title          |  |
| E-Mail Address |  |
| Telephone      |  |

4. For the person to be contacted for clarifications:

|                |  |
|----------------|--|
| Name           |  |
| Title          |  |
| E-Mail Address |  |
| Telephone      |  |

- On behalf of the submitting organization named in item one (1) above, I accept the Terms and Conditions governing the Procurement.
- I agree that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.
- I acknowledge receipt of any and all amendments of this RFP.



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



# COMPLIANCE

**(REQUIRED LEGAL FORMS)**

*All of the following forms must be signed and submitted with your proposal or your bid may be rejected.*

# 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 federal, 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.

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

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

“**Prospective contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a Prospective Contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

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

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

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

\_\_\_\_\_  
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) Offeror Business Name



**CONFLICT OF INTEREST, NON-COLLUSION AND  
DEBARMENT/SUSPENSION CERTIFICATION FORM**  
**CONFLICT OF INTEREST**

As utilized herein, the term “Vendor” shall mean that entity submitting a proposal to Albuquerque Public Schools in response to the above referenced bids/request for proposals.

**The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:**

No employee or board member of Albuquerque Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: \_\_\_\_\_ List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor’s stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity. Does vendor agree? **YES** Initials of Authorized Representative of vendor \_\_\_\_\_

**DEBARMENT/SUSPENSION STATUS**

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Albuquerque Public School’s Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

**CERTIFICATION**

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST , NON-COLLUSION and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

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

Name of Person Signing (typed or printed): \_\_\_\_\_

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

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

Name of Company (typed or printed): \_\_\_\_\_

Address: \_\_\_\_\_ City/ State: \_\_\_\_\_



**ALBUQUERQUE PUBLIC SCHOOLS**  
**TERMS AND CONDITIONS**  
**STATEMENT OF CONFIDENTIALITY**

The undersigned employee of/subcontractor to \_\_\_\_\_, hereinafter referred to as "Offeror" and/or "Contractor", agrees, during the RFP process, and during the term of the Contract between Contractor and the Albuquerque Public Schools (APS) and forever thereafter, to keep confidential all information and material provided by APS or otherwise acquired by the employee/subcontractor, excepting only such information as is already known to the public, and including any such information and material relating to Attachments of this RFP, and relating to any client, vendor, or other party transacting business with APS, and not to release, use or disclose the same except with the prior written permission of APS. This obligation shall survive the termination or cancellation of the Contract between Contractor and APS or of the undersigned's employment or affiliation with Contractor, even if occasioned by Contractor's breach or wrongful termination.

The undersigned recognizes that the disclosure of information may give rise to irreparable injury to APS, a client or customer of APS, or to the owner of such information, inadequately compensable in damages and that, accordingly, APS or such other party may seek and obtain injunctive relief against the breach or threatened breach of the within undertakings, in addition to any other legal remedies which may be available. The undersigned acknowledges that he or she may be personally subject to civil and/or criminal proceedings for such breach or threatened breach.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Offeror Business Name

\_\_\_\_\_  
Date

## **PROPOSAL SUBMITTAL REQUIREMENTS AND CHECKLIST**

Please submit your completed proposal, including the following items. Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified.**

- Letter of transmittal, **SIGNED**
- Evaluation Criteria Documentation
- Price Proposal
- Completed Conflict of Interest and Debarment/Suspension Form, **SIGNED**
- Campaign Contributions Disclosure Form, **SIGNED**
- Statement of Confidentiality, **SIGNED**
- Resident Contractor (or Veteran Resident Contractor) Preference Certificate – if applicable
- Addendums (if applicable) – **before** submitting your proposal, please check for addendums here:  
<http://www.aps.edu/procurement/current-bids-and-rfps>
  
- The following RFP information must be clearly labeled on the **outer envelope of your sealed proposal.**  
**Please note: If you put your sealed proposal inside a FedEx, UPS, etc. envelope, all of this information must also be written and visible on the outermost envelope** of your sealed proposal:
  - Offeror's Business Name** (not an individual's name)
  - RFP Number & Title
  - RFP Due Date & Time
  - Proper Delivery Address (see cover page)

*\* If items are not completed as required, your proposal may be deemed non-responsive.*