



TOWN OF TAOS, NM
REQUEST FOR PROPOSALS
FOR
LOBBYIST CONSULTANT SERVICES
CONTROL NO. : RFP No. SB01-PO1718

Issue Date: Tuesday, October 10, 2017

Proposal Question Deadline: Tuesday, October 17, 2017, 5:00 pm local time

Deadline to Submit Proposals: Friday, October 27, 2017, 4:00 pm local time

Deliver to: Town of Taos
Finance Department-Purchasing
400 Camino de la Placita Room 202
Taos, NM 87571

Purchasing Contact: Sharon Voigt, Procurement Officer
Finance Department-Purchasing
Phone: (575) 751-2025
Email: svoigt@taosgov.com

Introduction

The Town of Taos 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 Town Council. This service is needed to ensure that the Town'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 Town of Taos' government, including ICIP, STIP, enterprise funds, airport, transit, road improvements, fire, police, public works, municipal water and sewer utilities, etc., is essential.

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 Town 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 Town of Taos website at www.taosgov.com/finance/solicitation/php 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 Sharon Voigt, Procurement Officer, Town of Taos Finance Department-Purchasing, 400 Camino de la Placita- Room 202, Taos, NM 87571. If you have any questions, please call (575) 751-2025 or via email svoigt@taosgov.com.

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 Finance Department-Purchasing, located at of Taos Municipal Building; ROOM 202, 400 Camino de la Placita, Taos, NM 87571. Late responses will not be accepted – NO EXCEPTIONS.

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SECTION I – ACKNOWLEDGEMENT OF RECEIPT FORM

Please complete the following forms and fax IMMEDIATELY to:

Town of Taos Finance Department-Purchasing
ATTN: Sharon Voigt, Procurement Officer
400 Camino de la Placita, Room 202
Taos, New Mexico 87571
Facsimile: (575) 751-2026

***Failure to return this form may result in termination
of communication regarding this RFP.***

RFP SB01-PO1718 Lobbyist Consultant Services

Company Name: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Contact
Person: _____

Phone No.: _____ Fax No: _____

E-Mail
Address _____

I have received a copy of the above noted RFP.

_____ **Yes**, I will be responding to this RFP. I also authorize the Town of Taos Finance Department-Purchasing to send further correspondence that it deems to be of an urgent nature by the following method:

_____ **Courier Collect**

_____ **Facsimile**

_____ **E-Mail**

_____ **No**, I will not be responding to this RFP. I understand that if I do not submit a proposal, this will not affect our company's status as a potential proponent to the Town of Taos in the future. I also understand that If I do not return this form, our company will not receive any further notices with regard to this RFP.

SIGNATURE: _____

—

TITLE: _____

DATE: _____

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 15th 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:

Sharon Voigt, Procurement Officer
Town of Taos
400 Camino de la Placita, Room 202
Taos, NM 87571

Protests received after the deadline will not be accepted.

Protest Bond: The protest shall include the bid/RFP number and detail the reason/s for the protest, along with a \$5,000.00 (five thousand) Protest Bond. The bonding requirements shall be provided by a surety company authorized to do business in this State, or in cash, or otherwise supplied in a form satisfactory to the Town. The bond will be forfeited to Town of Taos in the event the protestor loses the case.

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 Town.
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 SB01-PO1718”, 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 Town of Taos in any way until a valid written contract is executed.
7. **Right to Reject Proposal:** The Town reserves the right to reject a proposal from any Offeror who has previously failed to perform properly, has caused the Town 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 Town of Taos.

9. **Cancellation:** As per NMSA 1978, Sections 13-1-131 and 13-1-132, the Town of Taos reserves the right to cancel this procurement or reject any/all bid proposals if it is in the best interest of the Town 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 Town of Taos.
11. **Responsible Offeror:** The Town of Taos shall review the Offeror's qualifications, references, and history, and the Town shall be the sole determinant of the acceptability of the offeror to provide the needed goods and/or services.
12. **Interviews:** The Town 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 Town has determined to be reasonably likely to be selected for award. The Town 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 Town. The Town 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 Town 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 Town is authorized to release information covered by this RFP. The Offerors must refer to the Town 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 Town of Taos is required to pay taxes on services, labor, and/or personal property leases. However, the Town 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 Town that will document the exemption from GRT.
19. **Additional Costs:** The Town 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 Town.
20. **W-9 Information:** Pursuant to Federal Tax Law (Internal Revenue Code, Section 6041), the Town 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 Town 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 Town will not file an Annual Information Return (Form 1088 Misc.) on your behalf. However, the law requires your TIN in addition to informing the Town 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 Town 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 FOB-Destination, and shall be specified within the Specifications of this Request for Proposal.
23. **Proposal Irregularities and Formalities:** The Town of Taos Council reserves the right to waive immaterial irregularities and formalities.
24. **Minimum Specifications:** Specifications supplied are as minimum standards.
25. **Multiple Awards:** The Town 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 Town.
26. **Contract Term:** The contract is for a term of one (1) year, with up to (3) three, one-year renewal option at the sole discretion of the Town. It is anticipated that this contract will commence, November 14, 2017 or shortly thereafter.
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 all Town of Taos departments, Taos County, Village of Questa, 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 Town, be invited for an interview. The Town 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.

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 Town 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 Town and County of Taos and/or can demonstrate a prior successful working relationship with the legislature on these local issues.

25 points Cost. For the purpose of evaluating proposals, the following formula shall be used for the calculation of average hourly rate:

The evaluation of each Offeror's cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offer Average Hourly Rate}}{\text{This Offeror's Average Hourly Rate}} \times 25\% = \text{Award Points}$$

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 Town's 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 Town 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 Town of Taos. 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 110 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 Town of Taos is soliciting proposals from experienced and qualified firm(s) to provide Lobbyist Consultant Services to include the following:
 - I. Represent the Town of Taos 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 Town or when issues affecting the Town are discussed.
 - II. Do all required preparatory work prior to legislative sessions and interim committee meetings to successfully represent the Town.
 - III. Meet with the Mayor, Town Manager and Town Council to advise on and assist in developing the Town's legislative priorities for the 2018 NM State Legislative Session.
 - IV. Recommend and assist in obtaining sponsors and co-sponsors for any legislative bills developed or supported by the Town, as well as obtain the support of key legislators or legislative leadership to enhance the Town's ability to successfully pass the legislation.
 - V. Demonstrate experience with obtaining federal funding as well as obtain the support of key federal legislators or federal legislative leadership to enhance the Town's ability to obtain federal funding.
 - VI. 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 Town's legislative program.
 - VII. Where requested by the Town, personally attend, and coordinate staff/expert witness attendance at legislative sessions, as well as interim committee meetings where issues affecting the Town are discussed.
 - VIII. May be requested to be available to the Mayor and Town Manager on short notice when needed or requested during the legislative session.
 - IX. Provide a periodic (weekly) report to the Mayor and Town Manager indicating progress towards the attainment of each legislative goal, funding request and other legislative, regulatory, inter-agency and administrative matters impacting the Town of Taos' activities leading up to and during the legislative session.
 - X. Provide a written end-of-session summary report to the Mayor and the Town Manager 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 Town, strategizing for the next legislative session; and, if requested, making a written and formal presentation to the Town Council at a Regular Meeting within two (2) months of the end of legislative session.
 - XI. 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 Town of Taos activities for each month for which payment is being requested.
 - XII. The Town of Taos 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

Town may waive any conflict of interest, at its sole discretion.

XIII. The Town of Taos reserves the right to add or delete services as required.

4. **PROPOSED TIMELINE AND REQUIRED DOCUMENTATION:**

The Town reserves the right to modify this schedule.

<u>Activity</u>	<u>Date</u>
• Release Date	Tuesday, October 10, 2017
• Publication Date	Thursday, October 12, 2017
• Deadline to Submit Questions due 5:00 PM	Tuesday, October 17, 2017
• Submission of Proposals due 4:00 PM	Tuesday, October 24, 2017
• Proposal Ratings/Interviews /Committee Summary Report	Monday, October 30, 2017
• Staff Recommendation for award will then be presented to proper signing authority for consideration and approval	To be determined
• Award by signing authority	(Tentative) Tuesday, November 14, 2017
• One (1) ORIGINAL and Three (3) HARD COPY of <u>Envelope 1 (Technical Proposal)</u>; ORIGINAL and COPY shall be in separate labeled binders and/or envelopes; all confidential information in the proposal shall be clearly identified and easily segregated from the rest of the proposal.	
• One (1) ORIGINAL and Three (3) HARD COPY of <u>Envelope 2 (Cost Proposal)</u>; ORIGINAL and COPY of Cost Proposal shall be in separate labeled binders and/or envelopes from Envelope 1.	
• <i>Any proposal that does not adhere to the requirements of Section III. 4, Proposed Timeline and Required Documentation may be deemed non-responsive and rejected on that basis.</i>	

Three (3) Copies plus one (1) original of the proposals must be submitted to the office of the Purchasing Officer by **Tuesday, October 24, 2017 at 4:00 p.m.** Originals shall clearly marked as such. The proposals should be sent to:

*Town of Taos
Finance Department-Purchasing
Attn: Sharon Voigt, Procurement Officer
400 Camino de la Placita, Room 202
Taos Town, NM 87571*

5. **PROPOSAL INFORMATION**

Copies of the Request for Proposal may be obtained by calling Town of Taos Finance Department-Purchasing at 575-751-2025. **No proposals will be accepted after the time and date established above, except by written addenda.**

Only sealed proposals received by the Finance Department-Purchasing will be accepted; proposals submitted by telephone, telegram, facsimile machines are not acceptable. The Town assumes no responsibility for proposals being either opened early or improperly routed if the envelope is not clearly marked on the outside **RFP SB01-PO1718 Lobbyist Consultant 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 Taos Town'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 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

RESPONSE FORM

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

TO: Town of Taos:

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 Town, 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 Town'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

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with the state agency or local public body. 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 representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY AND PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAD 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 un-reimbursed 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.

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

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

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract 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 applies to contributions made to the following Public Officials: **DANIEL R. BARRONE, MAYOR**

COUNCIL MEMBERS:

**JUDITH Y. CANTU
DARIEN FERNANDEZ**

**NATHANIEL EVANS
GEORGE "FRITZ" HAHN**

Contribution _____ made _____ by: _____

Relation to Prospective Contractor: _____

Name _____ of _____ Applicable _____ Public _____ Official: _____

Date _____ Contribution(s) _____ made: _____

Amount(s) _____ of _____ Contributions(s) _____

Nature _____ of _____ Contributions _____ (s) _____

Purpose _____ of _____ Contributions(s) _____

Signature

Date

Title (position)

OR

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

Signature

Date
