

REQUEST FOR PROPOSAL

County of Grant



RFP-18-01

Project Name:

**Render Strategic Communications
and
Engagement Consulting Services**

For

Grant County

Contracting Agency:

County of Grant
1400 Highway 180 East
Silver City, NM 88061

Telephone: 575-574-0006

Beginning Date: Friday, December 01, 2017

Opening Date: Tuesday, December 12, 2017, 3:00 PM MST

Procurement Manager: Jacob Zamora

Are you on our “bid list”?

Information Regarding Accessing Grant County Bids and Requests for Proposals (RFPs)

Would you like to have full access to all Grant County Bid opportunities? Would it be convenient for you to have automatic notification when Grant County or other public agencies issue solicitations for products or services that you offer? Grant County posts all Invitation to Bid or Request for Bid (ITB or RFB) and Request for Proposal (RFP) documents online via the web. Please take a moment to register. Our main registration site is listed below or you can go to the County’s website at www.grantcountynm.com, under County Administration, Free vendor registration or and click on the “BIDS/RFPS” link.

NOTE:

THE OFFICIAL TIME WILL BE POSTED IN THE GRANT COUNTY MANAGER’S OFFICE THE DAY OF THE BID OPENING. THE OFFICIAL TIME MAY OR MAY NOT COINCIDE WITH CELLULAR TIME. IT IS YOUR RESPONSIBILITY TO CHECK AND SUBMIT YOUR BID ACCORDING TO THE SPECIFICATION WITHIN THE RFP PACKET. NO EXCEPTIONS.

I. NOTICE OF REQUEST FOR PROPOSALS

Through this Request for Proposal (RFP), Grant County is formally requesting proposals from qualified offerors to render strategic communications and engagement consulting services. Sealed proposals must be clearly marked with the offeror's name, "**Strategic Communications and Engagement Consulting Services: RFP-18-01,**" include one (1) original and three (3) copies will be accepted by Manager's Office, 1400 Highway 180 E, Silver City, NM 88061 until **3:00 PM (MST) on December 12, 2017**. At that time, proposals will be publically opened and offeror's names disclosed. Proposals contents will not be read aloud. The evaluation committee will make a recommendation for award to the Grant County Commissioners based on the highest ranking offer as measured by specific criteria outlined in this request for proposal. Grant County reserves the right to accept or reject any proposal or any part thereof, to defer action on the request for proposals, to reject all proposals, to waive any informalities and solicitation process and to accept the proposal which, in its judgment, is the most advantageous to the county.

Advertised:

Friday, December 01, 2017

II. PROJECT OVERVIEW

Grant County retained an advisor, Juniper Advisory LLC to assist the Board of County Commissioners in considering its situation, the feasibility of remaining independent and available strategic alternatives as it relates to its County owned hospital, Gila Regional Medical Center.

III. SCOPE OF WORK

Strategic Communications – Responsible for providing strategic communications support to the Board of County Commissioners associated with the development of the strategic plan relating to Gila Regional Medical Center.

IV. TERM

The Contract will be for one (1) year. The Term shall commence on the date of execution of the Agreement and will terminate on one (1) year from the execution of the Agreement.

V. GENERAL INFORMATION

A. PROCUREMENT CORRESPONDENCE

PROPOSALS MUST BE RECEIVED AT THE OFFICE OF THE GRANT COUNTY MANAGER ON OR BEFORE TUESDAY, DECEMBER 12, 2017 AT 3:00 PM. MST TO THE FOLLOWING ADDRESS:

Name: Grant County Manager's Office
Address: 1400 Highway 180 E
Silver City, New Mexico 88601
Telephone: 575-574-0008
Reference: RFP-18-01

B. SEQUENCE OF EVENTS

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

Action	Due Dates (Subject to Change)
1. Issue RFP	December 01, 2017
2. Pre-proposal tour (Non-Mandatory)	N/A
3. Deadline to submit Questions	December 06, 2017 by 2:00 PM MST
4. Response to Written Questions	December 06, 2017 by 5:00 PM MST
5. Submission of Proposal	December 12, 2017 by 3:00 PM MST
6. Contract Award	Tentatively: December 21,2017
7. Protest Deadline	15 Calendar Days from Award

C. EXPLANATION OF EVENTS

1. Issuance of RFP

This RFP is being issued on behalf of Grant County, New Mexico.

2. Preproposal Tour

N/A

3. Deadline to submit written questions

Potential Offerors may submit written questions to the Manager's Office as to the intent or clarity of this RFP by the time and date specified in the Sequence of Events for this RFP. All written questions must be addressed to the Grant County Procurement Officer.

4. Response to written questions

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose organization name appears on the procurement distribution list. An e-mail copy will be sent to all Offeror's that provide Acknowledgement of Receipt Forms before the deadline.

5. Submission of proposals

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE MANAGER'S OFFICE OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD DAYLIGHT TIME ON DECEMBER 12, 2017. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Manager's Office at the address listed on page 2 of this RFP. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the **STRATEGIC COMMUNICATIONS AND ENGAGEMENT CONSULTING SERVICES: RFP 18-01**. Proposals submitted by facsimile or other electronic means **will not** be accepted. 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 has been fully executed.

6. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Evaluation Committee may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion.

7. Selection of Finalists

The Evaluation Committee will select and the Manager's Office will notify the finalist Offerors as stated in the Sequence of Events or as soon as possible.

8. Finalized Contracts

The Contract with Grant County will be finalized with the most advantageous Offerors as per the Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of Grant County. In the event that mutually agreeable terms cannot be reached within the time specified, Grant County reserves the right to finalize an Agreement with the next most advantageous Offerors without undertaking a new procurement process.

9. Contract Awards

After review of the Evaluation Committee Report and the signed Contract, Grant County will award the Contract after a Notice of Award is awarded. The contract shall be awarded to the Offeror whose proposal is most advantageous to Grant County, taking into consideration the weighted evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points.

10. 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 15 calendar day protest period shall begin on the day following the award of Contract and will end at 5:00 pm Mountain Standard Time/Daylight Time 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 Grant County. The protest must be delivered to:

**Grant County Manager's Office
1400 Highway 180 E
Silver City, NM 88061**

Protests received after the deadline will not be accepted.

D. INSURANCE REQUIREMENTS

1. General Conditions

The Contractor shall submit in evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

2. General Liability Insurance, Including Automobile

The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the county by the Contractor: coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. Grant County shall be a named additional insured on the policy.

3. Workers' Compensation Insurance

The Contractor shall comply with the provisions of the Workers' Compensation Act.

4. Professional Liability [Malpractice/Errors and Omissions Insurance]

The Contractor shall procure and maintain during the life of this agreement professional liability (errors and omissions) insurance, with policy limits of not less than \$1,000,000.00 per occurrence, \$2,000,000.00 per aggregate.

E. GENERAL REQUIREMENTS

1. Incurring Cost

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.

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.

2. Subcontractors

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the Contract whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the agency hiring from the Contract, before any subcontractor is used during the term of this agreement.

3. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Agency personnel will not merge, collate, or assemble proposal materials.

4. Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Officer and signed by the Offeror's duly authorized representative.

5. Disclosure of Proposal Contents

The proposals will be kept confidential until negotiations are completed by Grant County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Officer will not disclose or make

public any pages of a proposal on which the potential 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 a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

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

6. No Obligation

This procurement in no manner obligates Grant County or any of its Divisions or Departments to the use of Offeror services until a valid written contract is awarded and approved by appropriate authorities.

7. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when a determination is made that such action is in the best interest of Grant County.

8. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

9. Legal Review

The Agency requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought in writing to the attention of the Procurement Officer.

10. Governing Law

This procurement and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

11. Basis for Proposal

Only information supplied, in writing, by the Agency through the Procurement Officer or in this RFP should be used as the basis for the preparation of Offeror proposals.

12. Contract Terms and Conditions

The contract between an agency and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the State of New Mexico Procurement Code. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP with an Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the contract.

Should an Offeror object to any of the terms and conditions, the Offeror must propose specific alternative language. The Agency may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to the Agency and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

13. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency.

14. Contract Deviations

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

15. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer.

16. Right to Waive Minor Irregularities

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

17. Change in Contractor Representatives

The Agency reserve the right to require a change in contractor representatives if the assigned representatives is not, in the opinion of the Agency, meeting its needs adequately.

18. Notice

The Procurement Code, Sections 13-1-196 through 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.

19. Agency Rights

The Agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

20. Right to Publish

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from Grant County and the Procurement Officer written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

21. Ownership of Proposals

All documents submitted in response to the RFP shall become property of Grant County.

22. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of Grant County and the Procurement Officer.

The Contractor(s) agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Grant County and the Procurement Officer's written permission.

23. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

24. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the Grant County Procurement Officer, the version maintained by the Grant County Procurement Officer shall govern.

25. Disclosure Regarding Responsibility

Any prospective Bidder/ Offeror (hereafter Offeror) and/or any of its Principals who seek to enter into a contract greater than twenty thousand dollars (\$20,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agree to disclose whether they, or any principal of their company:

- Are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.
- Have within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes related to the submission of offers; or commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property.
- Are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph B of this disclosure.
- Have preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied.

Taxes are considered delinquent if both of the following criteria apply:

- a) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- b) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
- c) Have within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.
- d) Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

The Offeror shall provide immediate written notice to the Procurement Officer or Buyer if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances.

A disclosure that any of the items in this requirement exist will not necessarily result in withholding an award under this solicitation. However, the disclosure will be considered in the determination of the Offeror's responsibility. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts. If during the performance of the contract, the contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the contractor must provide immediate written notice to the Procurement Officer or Buyer. If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

VI. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Potential Offerors shall submit only one (1) proposal for this RFP.

B. NUMBER OF COPIES

Offerors shall deliver one (1) original and three (3) identical copies (4 total) of their proposal containing both Sections and all Confidential Information separated on the electronic version (must mirror the hard

copy submitted) to the Procurement Officer on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section. Page Limit: 6 pages, not including letter of transmission, table of contents and dividers.

D. Proposal Content and Organization

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

Section 1:

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

Section 2:

- g) Cost Proposal
- h) Financial Stability
- i) Other Supporting Material (Optional)

Within each section of the proposal, Offerors should address the items in the order in which they appear in this RFP. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

Offerors may attach other material they believe may improve the quality of their responses. However, these materials should be included in Section #2.

VII. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise specified. The narratives, including required supporting materials will be evaluated and awarded points accordingly.

A. TECHNICAL SPECIFICATIONS

1. Organizational Experience

Offerors **must** provide a description of relevant corporate experience with county detention facilities. The experience of all proposed subcontractors must be described. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of the services requested.

2. Organizational References

Offerors shall provide a minimum of five (5) references from similar projects performed for healthcare providers involved in potential transactions within the last three years. Business References not received or incomplete may adversely affect the vendor's score in the evaluation process. The Evaluation Committee may contact any or all business references for validation of information submitted.

- a) Client name;
- b) Project description and Project dates (starting and ending);
- c) Staff assigned to reference engagement that will be designated for work per this RFP;
- d) Client project manager name, telephone number, fax number and e-mail address.

B. BUSINESS SPECIFICATIONS

1. Letter of Transmittal

The Offerors proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX G. The form **must** be completed and must be signed by the person authorized to obligate the company. The letter of transmittal **MUST** include:

- a) Identify the submitting organization;
- b) Identify the name, title, telephone, and e-mail address of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification;
- e) Identify if sub-contractors will be used in the performance of the contract award.
- f) Describe any relationship with any entity with which will be used in the performance of this awarded contract.
- g) Identify the following with a check mark and signature where required:
 1. Explicitly indicate acceptance of the Conditions Governing the Procurement;
 2. Acceptance of the evaluation criteria of this RFP
 3. Acknowledge receipt of any and all amendments to this RFP.
 4. Be signed by the person authorized to contractually obligate the organization;

VIII. EVALUATION

Factor	Points Possible
Experience: Firms will be evaluated according to their current and past experience, primarily with health care providers and related transactions	20 Points
Qualifications of Staff Assigned: The professional qualifications and time availability of the staff assigned to manage and conduct the project will be evaluated	25 Points
Approach: The proposal will be reviewed for completeness, organization and soundness	40 Points
Project Management: The approach to the scope of the project as well as the firm's experience and reliability in performing and managing similar work with past clients	15 Points
Letter Of Transmittal	Pass/Fail
TOTAL POINTS:	
TOTAL	100 points*

BID FORM

IX. APPENDIX A: ACKNOWLEDGEMENT OF RECEIPT FORM

REQUEST FOR PROPOSALS # _____

REQUEST FOR PROPOSALS NAME: _____

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

Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

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

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

Please return completed form to:

**Grant County Manager's Office
1400 Highway 180 E
Silver City, NM 88061
Phone: 575-574-0008**

BID FORM

X. APPENDIX B: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective Proposer 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 Proposer must disclose whether they, a family member or a representative of the prospective Proposer 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 Proposer submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the Proposer signs the contract, if the aggregate total of contributions given by the prospective Proposer, a family member or a representative of the prospective Proposer to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective Proposer, a family member of the prospective Proposer, or a representative of the prospective Proposer 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 Proposer fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective Proposer.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE PROPOSER 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 Proposer is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective Proposer, if the prospective Proposer is a natural person; or (b) an owner of a prospective Proposer.

“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.

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

“Representative of a prospective Proposer” 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 Proposer.

Name(s) of Applicable Public Official(s) if any: **Board Of County Commissioners: Gabriel Ramos, Brett Kasten, Ron Hall, Assessor Raul Turrieta; Clerk Robert Zamarripa; Probate Judge Velia Miranda; Treasurer Steve Armendariz; Sheriff Raul Villanueva**

(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE PROPOSER:

Contribution Made By: _____

Relation to Prospective Proposer: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date

Title (position)

--OR--

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

Signature Date

Title (Position)

BID FORM

XI. APPENDIX C: RELATED PARTY DISCLOSURE FORM

Related Party Disclosure Form

1. Are you indebted to or have a receivable from any member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, and key management supervisors with the County of Grant?

Yes _____ No _____

2. Are you, or any officer of your company related to any member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, key management supervisors of the County of Grant and have you had any of the following transactions to which Grant County was, is to be, a party?

	Yes	No
Sales, Purchase or leasing of property?	_____	_____
Receiving, furnishing of goods, services or facilities?	_____	_____
Commissions or royalty payments	_____	_____

3. Does any member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Grant, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Grant?

Yes _____ No _____

4. Did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Grant?

Yes _____ No _____

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of County of Grant?

Yes _____ No _____

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President: _____ **Date** _____

(Print Name and Title): _____

BID FORM

XII. APPENDIX D: CERTIFICATION REGARDING DEBARMENT

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters**

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Print Name of Authorized Representative

Title

Signature of Authorized Representative

Date

BID FORM

XIII. APPENDIX E: NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

STATE OF _____)

County OF _____)

_____ (name) being first duly sworn, deposes and says that he/she is
(title) _____ of
(organization) _____

who submits herewith to the County of Grant, a proposal:

That all statements of fact in such proposal are true:

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said Proposer has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the County of Grant, or of any Proposer of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading or proposal, said Proposer:

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said Proposer or anyone else would submit a false or sham proposal, or that anyone Shall refrain from proposing or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, proposal depository or to any member or agent thereof, or to any individual of group of individuals, except that County of Grant, or to any person or persons who have a partnership or other financial interests with said Proposer in his business.

By: _____

Title _____

SUBSCRIBED and sworn to before me this _____ day of _____, 20_____.

Notary Public: _____

My Commission Expires:

BID FORM

XIV. APPENDIX F: RESIDENT VETERANS PREFERENCE FORM

RESIDENT VETERANS PREFERENCE CERTIFICATION FORM

_____ (Name of Contractor) hereby certifies the following in regard to application of the resident veteran's preference to this procurement:

Please check one box only:

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

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

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

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

“In conjunction with this procurement and the requirements of this businesses’ application for a Resident Veteran Business Preference/resident Veteran Contractor’s Preference under Section 13-1-21 or 3-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans’ preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be. I understand that knowingly giving false or misleading information on this report constitutes a crime.”

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

Signature of authorized business representative

Date

The representations make in checking the boxes constitute a material representation by the business that is subject to protest and may result in denial of an award or cancelation of award of the procurement involved if the statements are proven to be incorrect.

BID FORM

XV. APPENDIX G: TRANSMITTAL FORM

Grant County Proposal Transmittal Form

RFP # RFP-18-01 TITLE: Strategic Communications and Engagement Consulting Services

Due Date/Time: 12/12/2017 @3:00 pm Location: 1400 HIGHWAY 180 E, SILVER CITY, NM 88061

Procurement Officer: JACOB ZAMORA Email: jzamora@grantcountynm.com

As applicable, all items below must be completed in full. Failure to complete may be grounds for disqualification.

Legal Name of Submitting Organization _____

Contact Person authorized to negotiate and contractually obligate the Organization:

Name _____ Title _____

Email _____ Phone _____ Cell _____

Street Address _____

City / State / Zip _____

Alternate Contact Information:

Name _____ Title _____

Email _____ Phone _____ Cell _____

NM in State Resident Preference Number (copy must be attached) _____

NM Resident Veteran's Preference Number (copy must be attached) _____

On behalf of the submitting organization above:

- I accept all Terms and Conditions Governing this Procurement as required.
- I acknowledge receipt of any and all amendments to this Bid.
- I have read and concur with the terms and conditions of the County's contract documents, and, if objections, I have provided suggested alternative language in my response.
- I concur, as applicable, that submission of this bid or proposal constitutes acceptance of Evaluation Factors.
- I concur, as applicable, to FOB Point: Destination, Silver City, New Mexico, acknowledge brand names and numbers are for reference only, that equivalents will be considered and that I must be prepared to furnish complete data to prove product(s) meet or exceed specifications.
- Our organization is committed to and will comply and act in accordance with the following:
 1. Federal Executive Orders relating to the enforcement of civil rights;
 2. New Mexico State Statutes and County of Grant Ordinances regarding enforcement of civil rights;
 3. Federal Code, 5 USCA 7201 et. seq., Anti-discrimination in Employment;
 4. Executive Order No. 11246, Equal Opportunity in Federal Employment;
 5. Title 6, Civil Rights Act of 1964; and
 6. Requirements of the Americans with Disabilities Act of 1990 for work performed under this contract.

Authorized Signature

Date

CHECKLIST

GRANTCOUNTY PURCHASING DEPARTMENT

RFP Title: _____

<i>Required For This Procurement</i>	<i>Proposer Check List</i> <i>X</i>	<i>Item to be included in the Proposer Submission Packet</i> <i>ORGANIZE DOCUMENTS IN THE ORDER LISTED</i>
Yes		<i>1 original and 3 copies of proposal / bid packet (4 total copies)</i>
Yes		<i>Completed and signed Proposal / Transmittal Cover Sheet</i>
Yes		<i>Completed Mandatory Response Form</i>
Yes		<i>Narrative per requirements as specified in Part VI Section D Item 1 & 2</i>
Yes		<i>Cost Proposal, Completed</i>
Yes		<i>Executed Contract Forms,</i> <ul style="list-style-type: none"> - <i>Campaign Contributions</i> - <i>Related Party</i> - <i>Debarment</i> - <i>Non-Collusion</i>
Yes		<i>Resumes / Certifications / Licenses of Key Personnel where applicable</i>
Yes		<i>Copy of current annual certificate of business registration</i>
Yes		<i>References (5)</i>
Yes		<i>Acknowledge all Addenda, if applicable</i>
<i>If Applicable</i>		<i>NM Tax and Revenue Resident and/or Veteran's Preference certificates.</i>
<i>If Applicable</i>		<i>Veterans Preference Certification Form</i>
<i>If Applicable</i>		<i>Copy of License / Certifications as applicable to the Job</i>

Remember to clearly mark your proposal with the RFP Title, Number and Opening Date on the front of the envelope or box.