

SANTA FE COUNTY
HUMAN RESOURCE DEPARTMENT

REQUEST FOR PROPOSALS (RFP)



EMPLOYEE DRUG AND MEDICAL TESTING

RFP NO. 2025-0171-HR/APS

NM Commodity Code: 94874, 95207, 96130

JANUARY 2025

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**I. ADVERTISEMENT
SANTA FE COUNTY
EMPLOYEE DRUG AND MEDICAL TESTING
RFP NO. 2025-0171-HR/APS**

Santa Fe County is requesting proposals for the purpose of procuring professional licensed registered provider to conduct medical, physical exams, drug and alcohol testing for new and current Santa Fe County employees. This may be a multiple award solicitation. All proposals submitted shall be valid for ninety (90) days subject to action by the County. Santa Fe County reserves the right to reject any and all proposals in part or in whole. A completed proposal shall be submitted in a sealed container indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container. All proposals must be received by **2:00PM on Thursday, January 30, 2025, at the Santa Fe County Purchasing Division, 102 Grant Avenue, (1st Floor), Santa Fe, NM 87501.** The submission of Proposals **may also be submitted electronically** utilizing a DropBox. Please utilize this link to upload your proposal submission <https://www.dropbox.com/request/KELcnHUa1yN969i0RY1S>.

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

A Pre-Proposal Conference will be held at 10:00AM on Monday, January 13, 2025 online via Microsoft Teams using link provided and meeting number: 230 665 913 764, Passcode: 6Fg7Tk7J or by calling (773) 352-2011, meeting number: 805 256 543#. Attendance is not mandatory but highly recommended. <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

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

Request for Proposals will be available by contacting Amanda Patterson-Sanchez, Procurement Planner Analyst, 102 Grant Avenue, (1st Floor) Santa Fe, New Mexico 87501, or by telephone at (505) 992-6753 , or by email at apatterson-sanchez@santafecountynm.gov or on our website at <https://www.santafecountynm.gov/finance/purchasing-division/current-bid-solicitations>.

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.

Santa Fe County
Published: January 5th & 6th, 2025

II. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The Santa Fe County Human Resource Division, the Fire Department and the Purchasing Division requests proposals for the purpose of procuring pre-employment physicals, medical examinations and drug and alcohol testing services for employees, prospective employees, firefighters and volunteer firefighters. In order to harbor both drug and medical testing, the County would like to offer a multiple source award agreement in accordance with NMSA 1978, Section 13-1-153. Firms are not required to provide both drug and medical testing but can provide either service.

Santa Fe County recognizes that a healthy work force can contribute to a more productive and stable employment environment. To reduce on-the-job injuries and lost work time, Santa Fe County has a physical program and a drug and alcohol screening program with the following parameters.

1. Mandatory pre-employment physical and drug and alcohol testing for all prospective employees who are offered a position prior to beginning employment, with the exception of elected officials.
2. The prospective employee shall take a physical examination and a drug and alcohol testing program appropriate for the position offered and must pass the physical examination and testing for essential functions of the position before beginning employment.

B. SCOPE OF SERVICES

Medical and Physical Examinations

The Contractor shall:

- A. Provide a centralized local Santa Fe office for the performance of these services.
- B. Provide physical examinations for new and current employees to include:
 - a) Brief Medical History
 - b) General Appearance
 - c) Height, Weight, Build (Slender, Medium, Heavy or Obese)
 - d) Blood Pressure
 - e) Pulse
 - f) Superficial Lymph Nodes
 - g) Reflexes
 - h) Eyes, Pupils, Ocular Motility
 - i) Ears, Nose, Throat
 - j) Thorax
 - k) Spine
 - l) Heart
 - m) Lungs
 - n) Abdomen
 - o) Hernia
 - p) Muscle, Skeletal System, Strength of Movement

- q) Coordination, Tremor
 - r) Urine Dip Stick on all Candidates
 - s) Audiogram (New Employees-RECC)
 - t) Tuberculosis vaccinations
 - u) Emergency Medical Technician (EMT positions) vaccines to include:
 - i. MMR
 - ii. Titer
 - iii. Tdap
 - iv. TB
 - v. Hepatitis B
 - vi. Varicella
- C. The Contractor shall provide the following on an as needed basis:
- a) Lab Urinalysis – Sugar, Albin, Microscopic
 - b) Extremities
 - c) Neurological
 - d) Respiratory Function
 - e) EKG, 12-lead
 - f) SMAC
 - g) Blood CBC
 - h) TB
 - i) Scology (RPR or equivalent)
 - j) Blood Pressure at Rest – Left and Right
 - k) A Single 1-View Chest X-Ray is required as evidence of Tuberculosis
 - l) Audiogram
 - m) Cancer Screenings
- D. Be available to provide physicals on an as needed basis including after business hours and weekends.
- E. Make presentations, as requested by Department Directors, Board of County Commissioners, and other County staff on the status of the program.
- F. Provide training to the County on prevention of workplace injuries and illnesses.
- G. Provide “Fit for Duty” determinations as requested by the County.
- H. Provide, as requested by the County, the following:
- a) Pre-Employment Physicals
 - b) Office Visits for Return to Work and Follow-up
 - c) Re-Certification Examinations for Maintenance of CDL, Medical Examiner Certificate Cards;
 - d) OSHA requirements and any other state or federal requirements.
- I. Provide services regarding Worker’s Compensation cases.
- J. Provide a system to report the results of physical tests to the Human Resources Division of Santa Fe County or Fire Department representative, by telephone, the work day after the physical, or two working days after the physical, if X-rays were required. The Contractor shall also provide, within one week of conducting a physical, written documentation of the physical or test and written documentation of the physical results. The written documentation shall include specific results on each of the tested items, and recommendation on fitness for duty based on job duties.

- K. Conduct DOT physicals for employees requiring a CDL as requested by the County.
- L. Provide annual influenza vaccination programs for approximately 975 employees.
- M. Provide hepatitis series vaccinations to required departments.
- N. Provide tuberculosis tests to required departments.
- O. Provide tetanus vaccines to required departments.
- P. Meet the following medical requirements:
 - a) Provide general medical support and direction and make recommendations to the County as appropriate.
 - b) Provide licensed, qualified medical health care providers and other medically qualified professional staff, through education, certification, and experience. Such staff must provide in a cost-effective manner, reasonable and comprehensive medical care for the Santa Fe County Human Resources and Fire Department employment requirements, and other areas as identified by the County.
 - c) Possess adequate knowledge of medical screening restrictions and requirements that are applicable to the County, (i.e., the Americans with Disabilities Act (ADA), the U.S. Department of Health and Human Services, Occupational Safety and Health Administration (OSHA), etc.
 - d) Identify, if applicable, current staff and patients that may be County employees or applicants, and establish a procedure approved by the County which reduces or eliminates a potential conflict of interest.
 - e) Provide adequate professional staff to ensure continuous operations and the delivery of medical care during working hours, as agreed by the County and the contractor.
 - f) Schedule appointments so that the waiting time does not exceed thirty (30) minutes.
 - g) The results of the physicals shall be transmitted by the Contractor to the Human Resources or Fire Department electronically via fax within five working days of appointment date.
 - h) Provide primary and secondary Administrators who will be responsible for the County's accounts and services and function as liaison with the County.
 - i) Schedule meetings, as required, at no additional cost to the County, with the Human Resources and Fire Department to resolve problems and address concerns, when necessary and appropriate, allow County Representatives to be present at Contractor's staff meetings to discuss County issues.
 - j) Establish an intake process which identifies all employees and applicants prior to providing medical care; ensure employees have a County authorization form, appropriate identification, or the contractor has received verbal permission from the Human Resources Division staff that is authorized to conduct business on behalf of the County. Include as part of the intake information and documentations:
 - i. Name of patient;
 - ii. Social Security Number;
 - iii. County Department;
 - iv. Supervisor name (except new employees);
 - v. Date of visit; and
 - vi. County authorization form.

- k) Ensure that business and procedures shall comply and shall be conducted utilizing methods that meet all legal federal, state, or local statutes, ordinances, regulations, rules, standards, and professional and ethical principles.
- l) Attend legal proceedings and court hearings for the County as witness; provide testimony and depositions on behalf of the County. Cooperate with the County's Legal Representative or other Department Representatives when requesting information on employment related medical matters.
- m) Maintain strict confidentiality of all medical records and reports and adherence to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The HIPAA Privacy Rule established national standards for the protection of certain health information and HIPAA Security Rule established a national set of security standards for protecting certain health information that is held or transferred in electronic form.
- n) Obtain approval from the Human Resources Division prior to releasing medical information or records.
- o) Meet all applicable medical requirements of Occupational Safety and Health Administration (OSHA).
- p) Obtain prior authorization from the Human Resources Division staff before incurring additional expenses or obligations on behalf of the County, including referrals to outside specialists.
- q) Send to the Human Resources Division and Fire Department, in a timely manner (not to exceed thirty (30) days), the invoices and supporting documentation for:
 - i. Post offer employment;
 - ii. Fitness for duty;
 - iii. Return to work; and
 - iv. Other requested procedures, including test results.
- r) Establish a complete and accurate system to maintain Medical Records. Include as part of the record the following:
 - i. All pertinent intake information;
 - ii. Supporting documentation identifying all completed procedures;
 - iii. Identify attending physicians; and
 - iv. Other pertinent information.
- s) The original medical records shall be the property of the County.
- t) Provide completed copies of all documentation and records to the County.
- u) Allow designated staff from the Human Resources Division and Fire Department reasonable access to review and copy records as required.
- v) Assist in the development and implementation of future programs as approved by the County Manager or Board of County Commissioners and negotiate compensation for these services.
- w) Recommend cost saving proposals to assist the County in cost containment.
- x) Develop, implement and enforce medical protocols and administrative procedures to comply with this Agreement, which meets the needs of the County.
- y) Provide a quality assurance program which includes, but is not limited, to the following:

- i. Review of all charts by the physicians for completeness and accuracy of medical information;
- ii. Establish good rapport with patients.

Drug and Alcohol Testing

The contractor shall:

1. Provide a centralized local Santa Fe office for the performance of these services.
2. Provide on-site services for the County to include:
 - a) Drug and Alcohol Testing for New Employees
 - i. Alcohol Screening
 - ii. Urine Drug Screen
 - iii. Medical Review Officer (MRO)
 - b) Drug and Alcohol Testing for Department Of Transportation (DOT) Employees
 - i. DOT – NIDA, MRO, Breath Alcohol Test (BAT) 5 panel – split specimen
 - ii. Random – NIDA, MRO, BAT Confirmation
3. Provide drug and alcohol collections and testing twenty-four (24) hours a day, seven (7) days a week.
4. Make presentations, as requested by Department Directors, Board of County Commissioners, and other County staff on the status of the drug and alcohol testing program.
5. Provide training on reasonable suspicion, effects of alcohol and drugs, and prescription medication in the workplace.
6. Provide “Fit for Duty” determinations as requested by the County.
7. Provide, as requested by the County, the following:
 - a) Pre-Employment Drug and Alcohol Testing
 - b) Post-Accident Drug and Alcohol Testing
 - c) Reasonable Suspicion Drug and Alcohol Testing
 - d) Random Drug and Alcohol Testing
 - e) Re-Certification Drug and Alcohol Testing for Maintenance of CDL, Medical Examiner Certificate Cards
 - f) Return to work
 - g) Follow-up
8. Generate a list of current County required employee numbers to be used in random testing for drug and alcohol testing for DOT employees in compliance with federal DOT regulations on a monthly basis.
9. Generate a list of current employee numbers to be used for drug and alcohol testing for all County employees.
10. Provide a system to report the results of drug and alcohol tests to the Human Resources Division of Santa Fe County by telephone the workday after a drug and alcohol test is conducted. The contractor shall also provide, within one week of conducting the drug and alcohol tests, written documentation of the drug and alcohol tests and written documentation of the drug and alcohol test results. The written documentation shall include specific results on each tested item.
11. Provide initial and possibly confirmatory testing conducted by the contractor. Industry-standard test controls shall be utilized. Results shall be transmitted by the contractor to the

Human Resources Department electronically via fax within five working days of specimen receipt. Appropriate safeguards shall be used to ensure confidentiality of test records by limiting access to authorized individuals.

12. Meet all applicable provisions of state license requirements for and maintain certification with the Substance Abuse Mental Health Services Administration (SAMHSA) or the College of American Pathologists in Forensic Urine Drug Testing (CAP-FUDT).

LABORATORY REQUIREMENTS

The requirements for the contractor's laboratory are:

1. The laboratory must be in compliance with federal, state, and local laws governing and regulating the operations of clinical laboratories. The County reserves the right to visit and inspect the contractor's laboratory to perform such investigations as may be deemed necessary to ensure that competent personnel and management will be utilized in the performance of these services.
2. The laboratory shall have sufficient and appropriate space, equipment, facilities, and supplies for the performance of the required volume of work with accuracy, precision, efficiency and safety. In addition, the laboratory shall have effective methods for communication to ensure prompt and reliable reporting. There shall be appropriate record storage and retrieval.
3. The laboratory must be a safe working space for the personnel and individuals it serves. It must comply with the safety codes of regulatory authorities. The safe collection and handling of specimens and reagents shall be an integral part of the laboratory safety program. Proper disposal of hazardous waste shall be provided.
4. The laboratory testing must be performed by the laboratory personnel and with the laboratory's own equipment, unless otherwise authorized by the County.
5. The laboratory must abide by the Health Insurance Portability and Accountability Act (HIPAA), 45 CFR Parts 160 to 164, and all other federal and state guidelines concerning confidentiality.
6. Appropriate safeguards shall be used to ensure confidentiality of records by limiting access to all testing records and patient information to authorized individuals.

A specimen initially tested negative need not be retained. Specimens tested positive shall be confirmed. All confirmed positive specimens shall be placed in long-term frozen storage for a period of 365 days. If at the end of this 365-day period, the laboratory has not been notified by the user facility to retain a certain specimen, the laboratory shall dispose of that specimen.

C. INSURANCE REQUIREMENTS

The insurance required by Offeror are listed below.

1. General Conditions. Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.
2. General Liability Insurance, Including Automobile. Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence.

Said policies of insurance shall include coverage for all operations performed for County by Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. County of Santa Fe shall be a named additional insured on the policy.

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

E. DESIGNATED PROCUREMENT SPECIALIST

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

Amanda Patterson-Sanchez, Procurement Planner Analyst
 Santa Fe County Purchasing Division
 102 Grant Avenue, First Floor
 Santa Fe, NM 87501
 Phone: (505) 986-6373
 Email: apatterson-sanchez@santafecountynm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Specialist in writing. **Offerors may ONLY contact the Procurement Specialist listed above regarding the procurement. Other County employees do not have the authority to respond on behalf of the County.**

F. DEFINITION OF TERMINOLOGY

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

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

“BCC” means the Santa Fe County Board of County Commissioners

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

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

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

“County” means Santa Fe County.

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

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

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

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

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

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

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

“Purchasing Division” means the Santa Fe County Purchasing Division, Finance Department.

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

“Responsible Offeror” means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that 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 personal property described in the RFP.

“Responsive Offer” or ***“Responsive Proposal”*** means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

THIS SECTION LEFT INTENTIONALLY BLANK

III. CONDITIONS GOVERNING THE PROCUREMENT

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

A. SEQUENCE OF EVENTS

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

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issuance of RFP	Purchasing Division	January 5 & 6, 2025
2. Pre-Proposal Conference	Owner/Offerors/ Purchasing	January 13, 2025 10:00am
3. Acknowledgement of Receipt Form	Offerors	January 14, 2025
4. Deadline to Submit Additional Questions	Offerors	January 15, 2025
5. Response to Written Questions	Purchasing Division	January 17, 2025
6. Submission of Proposal	Offerors	January 30, 2025 (2:00 PM)
7. Proposal Evaluation Review	Evaluation Committee	February, 2025
8. Selection of Finalists	Evaluation Committee	February, 2025
9. Oral Presentation by Finalists (if applicable)	Offeror	February, 2025
10. Contract Negotiations	County, Offeror	February, 2025
11. Contract Award	Purchasing Division	February, 2025

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

B. EXPLANATION OF EVENTS

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

1. Issuance of RFP

This RFP is being issued by the Santa Fe County Adult Detention Facility and the Purchasing Division.

2. Pre-Proposal Conference

A Pre-Proposal Conference is scheduled to occur on the date indicated in the Sequence of Events at Section III.A. Questions may be submitted at the Pre-Proposal Conference and until the date indicated in the Sequence of Events at Section III.A. **All questions must be in writing and e-mailed to Amanda Patterson-Sanchez, apatterson-sanchez@santafecountynm.gov.** A public log will be kept of the names of potential Offerors who attended the Pre-Proposal Conference.

3. Acknowledgement of Receipt Form

Potential offerors should hand-deliver, return by facsimile or e-mail the Acknowledgement of Receipt Form provided as Appendix A to have its name and firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on ***Tuesday, January 14, 2025***.

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

4. Deadline to Submit Additional Written Questions

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

5. Response to Written Questions

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

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

6. **Submission of Proposal**

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 PM, Thursday January 30, 2025. *Proposals received after this deadline will not be accepted.* The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section II.E. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's Request for Proposals No. 2025-0171-HR/APS. **Proposals may also be submitted electronically via Dropbox at the link provided. <https://www.dropbox.com/request/KELcnHUa1yN969i0RY1S>**

Proposals must be delivered to:

Amanda Patterson-Sanchez, Procurement Planner Analyst
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501

A public log will be kept of the names of all offeror's who submitted proposals. Pursuant to NMSA 1978, Section 13-1-116, the contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

7. **Proposal Evaluation**

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

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

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

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

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

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

Finalist offerors may be required to present their proposals to the Evaluation Committee. The Procurement Specialist will schedule the time for each offeror presentation. All finalist offerors will be contacted to schedule presentations providing a location and instructions for the Oral presentations. Each presentation will be limited to one (1) hour in duration.

11. **Contract Negotiations**

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

12. **Contract Award**

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

The contract shall be awarded to the offeror or offerors whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

13. **Right to Protest**

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

Santa Fe County Procurement Office
P.O. Box 276
Santa Fe, New Mexico 87504

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

C. GENERAL REQUIREMENTS

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

1. Acceptance of Conditions Governing the Procurement

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

2. Incurring Cost

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

3. Prime Contractor Responsibility

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

4. Subcontractors

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

5. Amended Proposals

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

6. Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request signed by the offeror's duly authorized representative addressed to the Procurement Specialist. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

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

8. Disclosure of Proposal Contents

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

An offeror may request in writing non-disclosure of confidential data. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7, NMSA 1978. The price 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, the Santa Fe County Procurement Manger shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

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

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of the County.

11. Sufficient Appropriation

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

12. Legal Review

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

13. Governing Law

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

14. Basis for Proposal

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

15. Contract Terms and Conditions

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

16. Contract Deviations

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

17. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA, 1978, subject to Procurement Manager approval.

18. Right to Waive Minor Irregularities

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

19. Change in Contractor Representatives

The County reserves the right to require a change in contractor representatives if the

assigned representatives are not, in the opinion of the County, meeting the County's needs adequately. Any change in contractor representative must receive prior County approval.

20. Notice

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

21. County Rights

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

22. Right to Publish

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

23. Ownership of Proposals

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

24. Electronic Mail Address Recommended

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). It is recommended that the offeror should have a valid e-mail address to receive e-mail correspondence.

25. Preferences in Procurement by Santa Fe County

a. *New Mexico In-state Preference.*

New Mexico law, Section 13-4-2 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident contractor**”. Application of a resident contractor preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident contractor. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident contractor certificate, 50 total points will be awarded or added to the Offerors score.

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

OR

b. *New Mexico Resident Veteran Preference.*

New Mexico law, Section 13-4-2 NMSA 1978, provides a preference in the award of a public works contract for a “**resident veteran contractor**”. Certification by the department of taxation and revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

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

If an Offeror submits with its proposal a copy of a valid and current veteran resident contractor certificate, 100, total points will be awarded or added to the Offeror's score.

The resident contractor preference is not cumulative with the resident veteran contractor preference.

OR

c. *Native American Preference Certificate*

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

The resident contractor preference is not cumulative with the resident veteran contractor preference or the Native American preference certificate.

AND

d. Santa Fe County Business Preference

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

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 50 total points will be awarded to the Offerors score.

The Resident Business, Resident Veteran Business or Santa Fe County Business preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

26. Double-Sided Documents

All submitted bids/proposal documents shall be double-sided, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2. A. Waste Reduction and Reuse...” all documents are to be double-sided, including those that are generated by outside entities using County funds and by consultants and contractors doing business with the County”.

27. Living Wage

Contractor shall comply with the requirements of Santa Fe County Ordinance No. 2014-1 (Establishing a Living Wage).

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IV. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one response to this RFP.

B. NUMBER OF COPIES

Offerors shall deliver one (1) original and four (4) identical copies of their proposal to the location specified in Section II, Paragraph E on or **before** the closing date and time for receipt of proposals.

If the Offeror prefers to provide the original via DropBox, only one submission of the proposal is necessary. The technical proposal must be a separate document from the cost proposal when uploaded to DropBox.

C. PROPOSAL FORMAT

All proposals shall be limited to twenty-five (25) pages, with exception to professional licenses and certifications, which shall be added as appendices. The document shall be typewritten on standard 8 1/2 x 11 paper, with a font **no smaller than 12 pt. pitch**, with nominal 1” margins and normal line spacing. Proposals shall be bound with tabs delineating each section.

To combat the spread of the recent COVID-19 illness, the submission of Proposals **will be accepted electronically** utilizing a DropBox. Please utilize this link to upload your proposal submission <https://www.dropbox.com/request/KELcnHUa1yN969i0RY1S>.

1. Proposal Organization

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

- a) Letter of Transmittal
- b) Table of Contents
- c) Response to Evaluation Factors
- d) Response to County’s Terms and Conditions
- e) Copy of insurance certificate
- f) Campaign Contribution Disclosure Statement
- g) Cost Proposal (*one in separate sealed envelope with the original proposal submission only, if submitting electrically submit as a separate file*).

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

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

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

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

2. **Letter of Transmittal**

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

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

V. SPECIFICATIONS

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

A. INFORMATION

Time Frame

The contract is scheduled to begin in or around March 2025. Santa Fe County intends on awarding a contract with a maximum term of four (4) years.

B. EVALUATION CRITERIA

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

1. Medical and Physical Examinations

1. Introduction

- Provide an overview of the provider agency particularly highlighting the strengths, effectiveness and operational experience.
- Provide a brief introduction and overview including history, background, philosophy and vision of the firm.
- Provide an overview of current and prior experience in work comparable to the Scope of Work required in this RFP.

2. Professional Competence and Specialized Experience

- Describe any assessments; what tools are used, protocol for recommending programming and so forth.
- Identify licensed, experience health-care providers and other qualified professional staff including primary and secondary account administrators. Include resumes, medical licenses, certifications, years of experience, training, accreditations, and roles of all proposed medical team members. Include copies of licenses and/or permits which may be required by federal, state or local law, statute or regulation to conduct business. Include any relevant affiliations (local, regional and/or national).
- Provide information for any proposed consultants and/or subcontractors as part of the medical team. Include areas of work to be performed by consultants and/or subcontractors.
- Provide an in-depth response to the requested Scope of Work with an itemized description of services to be offered and an indication of capabilities to provide the services. Any services that cannot be provided as required should be noted.

3. Office Operations

- Describe how the office operations define, implements and monitors standards of

performance in quality control and cost-effectiveness of the medical services.

- Describe methods which ensure all personnel are fully trained in screening restrictions and requirements, specifically American with Disabilities (ADA), the U.S. Department of Health and Human Services, Occupational Safety and Health Administration (OSHA), etc. Include information on medical protocols and the administrative procedures in delivering the required services.
- Describe the monitoring process to ensure the validity of test results. Include information on office location and hours of operations; describe the safety and infrastructural quality of the facility. Illustrate ability to respond to priority level employment physicals on a case-by-case basis and to provide exemplary customer service.

4. Past Performance

- Provide descriptions of current contracts with similar services being provided by your organization, including: a) name of individual or company; b) address of individual or company; c) name of contact person; d) telephone number of contact person; and, e) type of services provided and service dates.
- Specify how long you have been in business, the vision or mission of the organization, the target population and any major programmatic changes which have occurred in the last two years.
- Demonstrate through contracts and other agreements with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.
- Explain any difficulties that were encountered and how offeror handled these issues.

2. Drug and Alcohol Testing

1. Introduction

- Provide a brief introduction and overview including history, background, philosophy and vision of firm.
- Provide an overview of current and prior experience in providing medical and physical examinations either for other governmental or private entities.

2. Professional Competence and Specialized Experience

- Describe any assessments; what tools are used, protocol for recommending programming and so forth.
- Identify licensed, experienced health-care providers and other qualified professional staff including primary and secondary account administrators. Include resumes, certifications, years of experience, training, accreditations, and roles of all proposed. Include copies of licenses and/or permits which may be required by federal, state or local law, statute or regulation to conduct business. Include any relevant affiliations (local, regional and/or national).
- Provide information for any proposed consultants and/or subcontractors as part of the medical team. Include areas of work to be performed by consultants and/or subcontractors.

- Provide an in-depth response to the requested Scope of Work with an itemized description of services to be offered and an indication of capabilities to provide the services. Any services that cannot be provided as required should be noted.

3. Laboratory Operations

- Describe how the laboratory facility is in compliance with federal, state and local laws governing and regulating the operations of clinical laboratories.
- Provide a description of laboratory procedures that include quality control, standards of performance and cost effectiveness.
- Describe collection and handling methods of specimens and reagents that demonstrate safety protocols; include procedure to handle hazardous wastes.
- Describe intake processes that incorporate proper authorization, employee documentation and ability to deliver test results electronically and/or by telephone in the time frame required.
- Describe the monitoring process to ensure the validity of test results. Include information on office location and hours of operations; describe the safety and infrastructural quality of the facility.
- Illustrate ability to respond to priority level of employment drug and alcohol testing on a case-by-case basis and include the ability to provide exemplary customer service. Submit with proposal copies of the laboratory's accreditations and certifications.

4. Past Performance

- Provide descriptions of current contracts with similar services being provided by your organization, including: a) name of individual or company; b) address of individual or company; c) name of contact person; d) telephone number of contact person; and, e) type of services provided and service dates.
 - Specify how long you have been in business, the vision or mission of the organization, the target population and any major programmatic changes which have occurred in the last two years.
 - Demonstrate through contracts and other agreements with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.
 - a. Explain any difficulties that were encountered and how offeror handled these issues.
5. Offeror's proposal contains a valid NM State Resident Business Certificate, the preference in accordance with §13-4-2 NMSA 1978, will be applied.
 6. Offeror's proposal contains a valid NM State Resident Veteran Business Certificate, the preference in accordance with §13-4-2 and §13-1-22 NMSA 1978, will be applied.
 7. Offeror's proposal contains a valid Santa Fe County Preference Certificate, the preference in accordance with Santa Fe County Ordinance #2012-4, will be applied.

- C. **Cost Proposal: Appendix D** (provide in a separate sealed envelope with the original proposal **ONLY** (do not include in each of the four additional copies, if submitting electronically, please submit in a separate file in DropBox.)

The Offeror must submit a list of the proposed hourly rates for personnel that provides

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VI. EVALUATION

A. EVALUATION SCORING

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

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

Medical and Physical Examinations

1.	Introduction	50 points
2.	Professional Competence and Specialized Experience	450 points
3.	Office Operations	350 points
4.	Past Performance.....	150 points
TOTAL POINTS		1000 points

Drug and Alcohol Testing

1.	Introduction	50 points
2.	Professional Competence and Specialized Experience	450 points
3.	Laboratory Operations.....	350 points
4.	Past Performance.....	150 points
TOTAL POINTS		1000 points

PREFERENCES

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

- 5. Proposal contains a valid N.M. Resident Business Certificate..... **80 points**

OR

- 6. Proposal contains a valid Resident Veteran/Native American Business Certificate..... **100 points**

AND

- 7. Proposal contains a valid Santa Fe County

Business Certificate.....50 points

B. EVALUATION PROCESS

The evaluation process will follow the steps listed below:

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

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APPENDIX A

**ACKNOWLEDGEMENT OF RECEIPT FORM
NURSING SERVICES FOR ADULT DETENTION SERVICES
RFP NO. 2025-0171-HA/APS**

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

The acknowledgement of receipt should be signed and returned to the Procurement Specialist no later than close of business on *January 14, 2025*. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

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

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

Amanda Patterson-Sanchez, Procurement Planner Analyst
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501
Phone: (505) 992-6753
Email: apatterson-sanchez@santafecountynm.gov

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or 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) _____

(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

**APPENDIX D
COST PROPOSAL**

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

Vendor Name: _____ **Address:** _____

Phone: _____ **Email:** _____

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

APPENDIX E
SAMPLE AGREEMENT
PROFESSIONAL SERVICE AGREEMENT
BETWEEN SANTA FE COUNTY AND

This Agreement is entered into this _____ day of _____ 2025, between Santa Fe County, a political subdivision of the state of New Mexico (the “County”), and _____, [ADDRESS] (the “Contractor”).

Background

WHEREAS, pursuant to [PROCUREMENT DELIVERY METHOD USED PURSUANT TO PROCUREMENT CODE, COUNTY PURCHASING REGULATIONS/POLICIES]; and

WHEREAS, the [BACKGROUND OR DESCRIPTION OF THE COUNTY’S NEEDS AND REQUIREMENTS]; and

WHEREAS, the [BACKGROUND/BRIEF DESCRIPTION OF THE CONTRACTOR’S ABILITIES/QUALIFICATIONS]; and

WHEREAS, [GENERAL PURPOSE OF THIS AGREEMENT]; and

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

NOW, THEREFORE, the parties agree as follows:

Agreement

1. CONTRACTOR’S SERVICES

2. ADDITIONAL SERVICES

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

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

3. COMPENSATION, INVOICING AND SET-OFF

A. The Contractor will be compensated as follows.

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

- 1) The County's representative for certification of acceptance or rejection of contractual items and services is _____, or other individual as may be designated by the County.
- 2) Within 30 days of the issuance of the certification accepting the services, the County will make payment for the services. If the County does not issue payment for accepted services within 30 days of the certification by the County, the County will pay a late payment fee of 1.5% per month until the amount due is paid in full.

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

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

4. EFFECTIVE DATE AND TERM

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

5. TERMINATION

A. Termination for Cause. Either party may terminate this Agreement based upon a breach by the other party. The non-breaching party must give the breaching party written notice of termination stating the specific grounds for the termination. The termination will be effective 30 days from the breaching party's receipt of the notice, during which time the breaching party may cure the breach. If the breach cannot with due diligence be cured within 30 days, the breaching party will have a reasonable time to cure the breach, provided that, within the 30-day period, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

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

6. APPROPRIATIONS AND AUTHORIZATIONS

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

7. INDEPENDENT CONTRACTOR

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

8. ASSIGNMENT AND SUBCONTRACTING BY THE CONTRACTOR

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

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

9. CONTRACTOR'S PERSONNEL

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

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

10. RELEASE

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

11. CONFIDENTIALITY

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

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

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

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

13. CONFLICT OF INTEREST

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

14. AMENDMENT

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

15. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements and understandings between the parties and all agreements and understandings are merged into this Agreement. No prior or contemporaneous agreements or understandings, verbal or otherwise, of the parties will be valid or enforceable unless embodied in this Agreement.

16. NOTICE OF PENALTIES

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

17. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by federal, state, local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. The Contractor

must not discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

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

18. GOVERNING LAW

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

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

19. RECORDS AND INSPECTIONS

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

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

20. INDEMNIFICATION

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

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

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

21. SEVERABILITY

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

22. NOTICE

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

The County:

The Contractor:

23. CONTRACTOR REPRESENTATIONS

The Contractor represents that:

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

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

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

24. FAX OR ELECTRONIC SIGNATURE

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

25. NO THIRD PARTY BENEFICIARIES

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

26. CONTRACTOR'S INSURANCE

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

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

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

27. PERMITS AND FEES

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

28. NEW MEXICO TORT CLAIMS ACT

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

29. CAMPAIGN CONTRIBUTION DISCLOSURE

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

30. CONTRACTOR'S AGENT FOR SERVICE OF PROCESS

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

31. SURVIVAL

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

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

SANTA FE COUNTY

Gregory S. Shaffer
Santa Fe County Manager

Date

Approved as to form:

Jeff Young
Santa Fe County Attorney

Date

CONTRACTOR -

Signature

Date

Print name and title