



**RIO RANCHO PUBLIC SCHOOLS
PURCHASING DEPARTMENT
599 LASER RD. NE
RIO RANCHO, NEW MEXICO 87124**

Request For Proposals Number: RFP#2017-008-IT

TITLE: Full Service Copier Fleet Management Program

Submittal Due Date & Time: February 24, 2017 Time: 2:00 PM

Rio Rancho Public Schools (“RRPS”) wishes to enter into a three (3) or four (4) year full service Copier Operating Lease to address the District’s printing/copying/scanning and faxing needs and requirements as identified and described within this Request for Proposals (“RFP”) scope of work, terms and conditions

All interested service providers are invited to submit a proposal to provide the copier services described and identified within this Request For Proposals (RFP). Please carefully read all instructions, specifications, terms and conditions. Failure to comply with the instructions, specifications, terms and conditions of this RFP may result in your offer submittal being classified as unresponsive and disqualified. New Mexico criminal law prohibits bribes, gratuities and kickbacks §13-1-191 NMSA 1978.

This RFP is issued under, and all proposals submitted in response to this solicitation shall be subject to, the State of New Mexico Procurement Code, Section 13-1-21 through 13-1-199, NMSA 1978.

PROPOSAL SUBMITTALS

Proposal submittals must be submitted to the submittal address identified in ink or typed and corrections must be initialed. Proposal submittals must be in a sealed envelope and must be clearly marked with the RFP Number and Opening Date (see Submittal Due Date above) in the lower left hand corner. Failure to mark the sealed envelope may result in the offer submittal being opened early or being declared non-responsive.

SUBMITTAL LOCATION:

Rio Rancho Public Schools
Purchasing Department, Room 120
500 Laser Road NE
Rio Rancho, New Mexico 87124

CONTACT INFORMATION: Any inquiries or requests regarding this procurement should be submitted to the Chief Procurement Officer in writing. Please be advised that other RRPS employees do not have the authority to respond on behalf of RRPS.

Tom Weeks, Chief Procurement Officer
Rio Rancho Public Schools
500 Laser Road, Rio Rancho, New Mexico 87124
Telephone: 505-962-1143
E-mail: tom.weeks@rrps.net

OTHER INFORMATION

Number of submittals required: One (1) original and three (3) copies

Terms: F.O.B. Destination
Net 30

TERMS AND CONDITIONS

The purchase of any material(s) and/or service(s) awarded under this RFP are subject to the scope of work, specifications, requirements, terms and conditions contained within this Request For Proposals. Offerors may submit alternate terms and conditions; however, RRPS reserves the right to reject any proposed alternate language if the proposed language is determined by RRPS not be in its' best interest.

RRPS cannot obligate funds beyond one (1) fiscal year. The resultant Agreement therefore will be contingent upon the availability of annual appropriated funds to financially support this program from year to year. If total funds are not available annually, the resultant Price Agreement contract shall be terminated partially, or in total, without any penalty to RRPS.

DEADLINE FOR QUESTION SUBMITTALS

Any questions or requests for clarification concerning this RFP solicitation should be submitted in writing, utilizing the format prescribed within Appendix A, by Friday, February 17, **2017** to the Chief Procurement Officer. RRPS's response to the questions that have been timely submitted will be provided in written format and posted as an amendment to this RFP on the website at <http://tinyurl.com/rrps-web-rfp>.

NON-MANDATORY PRE-PROPOSAL CONFERENCE

Pre-Proposal Conference – A non-mandatory pre-proposal conference is scheduled for Tuesday, February 14th at 1:00 pm and will be held in Board Room #1, 500 laser Rd. Rio Rancho, New Mexico. The purpose of a Pre-Proposal meeting is to review the RFP documents, including the Scope of Work, Response Format, Schedule, and Price Proposal requirements. Attendance at the Pre-Proposal meeting is not mandatory, however, it is highly suggested that appropriate Offeror staff attend to better understand the RFP process and the RRPS's expectations.

TABLE OF CONTENTS

- I. INTRODUCTION
 - A. BACKGROUND
 - B. GOALS OF THE SYSTEM & DESCRIPTION OF SERVICES REQUIRED
 - C. SCOPE OF WORK
- II. EXPLANATION OF EVENTS
- III. INSTRUCTIONS TO OFFERORS
- IV. REQUEST FOR PROPOSAL TERMS AND CONDITIONS
- V. RRPS STANDARD TERMS AND CONDITIONS
- VI. RESPONSE FORMAT AND ORGANIZATION
 - A. NUMBER OF COPIES
 - B. PROPOSAL FORMAT
 - C. PROPOSAL ORGANIZATION
- VII. EVALUATION PROCESS & CRITERIA
 - A. EVALUATION PROCESS
 - B. EVALUATION CRITERIA (“EC”)

Exhibit A: RRPS Copier Counts and Location (listing of copier equipment site locations)

Exhibit B: Current copier report and equipment listing (Historical data)

Exhibit C: Conflict of Interest and Debarment/Suspension Certificate Form

Exhibit D: Offer Signatory Form

Exhibit E: Insurance Requirements

Exhibit F: Resident Veterans Preference Certification Form

Exhibit G: Campaign Contribution Disclosure Form

Appendix A: RFP Question Submittal Form

Appendix B: Business Reference Submittal Form

I. INTRODUCTION

A. BACKGROUND

Rio Rancho Public Schools was founded in 1985 and is the third largest school district in New Mexico with 2,700 staff members. The district encompasses 21 site (19 schools, the transportation facility and the district office) and enrollment, as of August of 2016, includes 17,492 students. District enrollment growth is currently flat; the district anticipates opening one additional elementary school in the next five years. The proposed services must be scaled to support the entire system.

B. GOALS OF THE SYSTEM & DESCRIPTION OF SERVICES REQUIRED

Rio Rancho Public Schools (RRPS) is requesting proposals to establish either a three (3) or four (4) year full service Copier Fleet Program operating lease for the District's printing/copying/scanning and faxing needs. The services to be provided shall include, but are not be limited to, complete maintenance and repairs and all operating supplies including staples (excluding paper). RRPS' intent with this RFP is to establish a cost effective and efficient fleet copier program. The Fleet Copier Program is managed by RRPS IT.

RRPS seeks a solution that will yield the following benefits:

- i. Reduce total printing and duplicating costs
- ii. Leverage secure technology capabilities
- iii. Centralize document process flow
- iv. Reduce device quantities, makes and models
- v. Improve asset utilization
- vi. Improve attainment of service level objectives and increase end-user productivity
- vii. Reduce outside spend and marshal resources to reengineer applications, processes, and equipment as appropriate
- viii. Utilize Quality Assurance processes, i.e. Six Sigma or similar metrics, to develop project management measurements.

C. SCOPE OF WORK

Fleet Copier Operating Lease print management solution. The hardware, software and services included in the scope of this RFP include, but may not be limited to, the following:

1. DISTRICT WIDE ASSESSMENT

An annual, reoccurring, no cost print environment assessment of the current state of the district; assessing each school and site - to include the current Total Cost of Ownership including all print, copy, scanner, fax, and multi-functional devices and the supplies and all other costs associated with these devices. This Assessment shall be designed to create recommendations for improvement to achieve the most cost effective and efficient copier fleet program to meet the District's copy, duplicating, scanning, faxing and printing needs.

2. EQUIPMENT

All copiers furnished under this contract will be new, state of the art, plain bond capable, currently manufactured and able to produce copies consistent with the manufacturer's monthly volumes. Consoles or stands will be furnished as needed for desk type models or if necessary for any copier offered. If the model supplied ceases to be manufactured during the life of this contract, the Vendor and RRPS will mutually agree on a suitable and equitable replacement.

All devices shall at the minimum have the following abilities:

- Proposed equipment must have a common user-friendly interface
- Vendor must outline which devices have a customer replaceable unit (Turnkey, no tools required to include drums, fuser units, toner cartridge, feed rollers.)
- Require no additional PC workstation to facilitate any scan or e-mail functionality.
- Ability to scan new jobs while the device is network printing or copying without network interruption
- Scan to desktop, email, network repository, workflow applications
- Ability to assign codes for printing that will track user and usage. This must have the ability to be centrally managed from a console to all machines. RRPS must have the ability to utilize the codes to properly assign charges for printing to the various schools/departments
- Base Requirements: Digital Fax (no analog fax line required), scan, copy, staple, sort, 2-sided
- Vendor's proposal must address how equipment would be installed to allow for modularity additions/removals/upgrades/downgrades.
- Asset management and control services including online device management software, utilization tracking and physical inventories
- Digital fax software that will allow users to send and receive faxes from any Windows 8.1 or higher machine. Please indicate if this software is included in pricing or a separate charge
- Print Management software. RRPS must be able to track printing usage by machine and by code. This reporting must have intuitive and useful reporting. Additionally, the ability to track and manage printing from network and USB connected printers is required. This software must have the ability to restrict user printing for a single print job and a maximum print limit over a specified period of time.
- The copier fleet shall be enterprise network capable with the capabilities to connect via Ethernet cable (RJ45). It is preferred, but not required to have wireless capability

3. SUSTAINABILITY

- The Vendor shall provide copiers that earn the ENERGY STAR® specifications for energy efficiency. The Vendor is encouraged to visit <http://www.energystar.gov/> for complete product specifications and updated lists of qualifying products.
- The Vendor will certify that any components of returned equipment not reused are processed to remove and recycle any lead bearing circuit boards and any selenium drums. In addition, the vendor shall provide devices that use returnable, recyclable or remanufactured toner cartridges.
- The Vendor should provide devices and supplies that minimize or eliminate some or all of the following toxic/hazardous constituents: CFC or HCFC compounds, chlorinated solvents, cadmium, mercury, selenium, toxins in flame retardant material, and lead. Devices should also not emit ozone at a concentration in excess of 0.02 mg/m³.
- The Vendor shall provide devices that are able to use paper with a minimum of 30% postconsumer material without degradation of the quality of print and without increase in service.

4. MOVE/ADD/CHANGE/DISPOSAL PROCESSES

- Document output management service operations including vendor neutral management of ongoing operations including full break-fix/service delivery, preventative maintenance, timely replenishment of supplies and end-user training.
- Program management and document output management services support to include reporting on SLA compliance, device tracking, device utilization, uptime, location, etc.
- A simplified process to add, upgrade and remove copier fleet equipment utilizing an add/change/remove worksheet process to be proposed by vendor for the Copier Management Program.
- Network shared access/mapping.
- A standard procedure for problem resolution to include resolution of sales, service, lease and billing issues.
- All equipment is to be identified by brand, model number, manufacturer's recommended monthly volume, and all the special features.
- For the intent of standardization, provide pricing for one model from each volume category: low, mid and high volume equipment. Basic ranges are described below, but are not definite:

5. STANDARD EQUIPMENT MINIMUM REQUIREMENTS (Reference Exhibit A)

Pages Per Minute

Low-Volume Monochrome (LVM) 50-60 ppm

Low-Volume Color (LVC) 50-60 ppm

Mid-Volume Monochrome (MV) 75-85 ppm

Mid-Volume Color (MVC) 75-85 ppm

High-Volume Monochrome (HV) 110+ ppm

The Vendor(s) shall provide all operating instructions, manufacturers and any other associated manuals for each model of the proposed copier fleet.

6. PRICING

Pricing is to be structured on firm fixed price cost per copy operating lease basis.

All price information must be complete and include all costs relative to the operation of the equipment. To include, but is not limited to:

- all consumable supplies such as, but not limited to, toner, developer, drums, fuser oil, lubricants, cartridges, staples etc., necessary to operate the copier
- all service call costs, to include but not limited to, labor, travel time, parts, all costs related to service, etc.
- all costs associated with the manufacturer recommended maintenance of the equipment.
- all costs associated with security software, to include but not limited to, password protection, data encryption, hard disk/image overwrite, all data security software/hardware related to or required for full data protection.

7. BILLING

- For billing, provide Electronic access or files prepared by the Vendor(s) that can be used to view/download monthly billing information with comprehensive device listing and consecutive meters per billing period for Print Management Solution(s). A valid bill must be provided to the RRPS IT Department by the 15th of each month. This is utilized for a monthly review of information submitted.
- Billing: Invoices. Vendor will provide an electronic copy of a monthly invoice. It will be presented in a summary billing type format and will bill the current month's base charges, and the copy reads one month in arrears. Payment will be processed within 30 days.
- Billing will be broken down by school, site or department as specified
- Billing cycles will go from the 1st day of each month to the last day of each month
- Electronic files prepared by the Vendor(s) that will provide monthly and year-to-date billing history and copier usage for each copier
- Schools/sites/departments may have the need for more than one copier, and the need for a total volume overall may be needed instead of by each copy. Copiers for each department must be monitored monthly for volume increases and decreases to ensure proper volumes are set accordingly. Copiers that are rated less than set volumes must be credited by the Vendor until volumes are corrected. The Vendor will offer as part of the contract the ability to upgrade and downgrade copiers as deemed necessary to fulfill department needs at no penalty to RRPS.
- Vendor will provide a tracking system with monthly reports to support administrative tracking cost by RRPS account numbers, employee PIN, total copies and school/site/department breakdowns. Reports and invoices should agree with one another to the sum of monthly meter reading for all individual copiers. Reports are to be provided by the Vendor on a monthly basis, within 10 days after the first of the month for prior month activity.

8. SERVICE LEVEL AGREEMENT (SLA) RESPONSE

- Minimum Response Time. Vendor must respond to calls for service via phone within one (1) hour and BE ON SITE to perform repairs within four (4) business hours. If repair or parts are necessary to make the equipment fully functional and the time to complete repairs or installation of parts will be greater than 8 hours, the Vendor must provide replacement equipment of comparable or better capability until said repairs or installation of parts can be completed and the equipment can be usable by RRPS, unless a waiver is granted by the RRPS IT Department. Backup copiers are to be provided by the contractor without any charge other than the contracted per copy charge within 4 business hours if the repairs are determined to take more than 8 hours to complete. Any service, supplies or parts needed for backup units are to be included.
- Response Time is defined as the time from the point the call is placed until the technician responds to RRPS IT with the problem description, resolution or resolution plan with

expected completion date. The response time only applies to working hours, defined as 8 AM to 5PM, Monday through Friday except holidays where the RRPS District is closed.

- Machine Down Time is defined as the inability to produce a useable and readable copy or the inability to utilize all of the features of the copier (e.g. automatic document feeder, sorter, duplexer, and stapler). The copier is therefore unable to function and to meet the needs of RRPS. Further, where, under the terms, an additional time is allowed for completion of any work, the new time limit fixed by such extension shall be allowed to the Vendor in writing by RRPS IT without charge or any excess cost when the delay in completion of work is due to an unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, or of the public enemy, acts of The University, fires, floods, epidemics, quarantine restrictions, strikes, freight and embargoes.
- Inadequate Performance Equipment Replacement Program. The Vendor shall respond to a like-for-like request when it has been noted that there are service calls to equipment that are higher than ten (10) service calls during a three (3) month period. Additionally, the Vendor shall respond when it has been evidenced that the Vendor cannot keep machine fully operational as the result of the same or similarly repeated problem. The decision to replace a like-for-like machine is at the reasonable discretion of the RRPS IT Department.
- RRPS will receive credit for bad impressions as a result of malfunctioning devices and for copies/prints made by maintenance personnel. If the vendor wishes to inspect these copies, the school or department will retain them for thirty (30) days in a receptacle furnished by the vendor.

9. MAINTENANCE

- Upgrade/downgrade/addition/removal Program. If a copier is not meeting the needs of a RRPS School or site/department the Copier Management Program will require an option to upgrade or downgrade by adding, subtracting, exchanging or upgrading to a copier with additional features or enhanced technology or downgrading to a copier that meets reduced needs. The cost per copy shall remain the same as the rest of the copier fleet and the contract term shall not be extended..
- Preventative Maintenance. RRPS requires that Vendor perform preventative maintenance as recommended by the equipment manufacturer. The Vendor shall provide all preventative maintenance and service calls at no additional charge. Routine cleaning and maintenance of equipment should be performed at a minimum on a quarterly basis at no additional charge.
- Communications and Periodic Vendor Meetings. On a by request basis, the Vendor must be available to meet with RRPS representatives of the Print Management /Copier Management Program to outline current status of contract and provide a forum for communicating issues relative to performance under the agreement.
- The vendor shall follow all applicable RRPS policies including background checks and vendor onboarding to allow technicians and other vendor personnel to access RRPS sites
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- Service Monitoring. The Vendor will prepare a report that documents service call history on either a monthly basis for each piece of equipment.
- Downtime and lack of functionality has a real teaching and operational cost to the RRPS District. If the vendor doesn't fulfill the required response times and services necessary as outlined in this proposal, the vendor shall provide a credit of five (5) times the amount of cost for the time beyond the agreed service/repair/loaner/replacement times.

10. SECURITY

- Vendor must work with the RRPS IT Team to provide network security for devices and must use industry standard protocols and network security practices. For hosted/cloud services the Vendor is liable and responsible to provide strong security for their systems and RRPS systems.
- All equipment must contain, as part of the equipment cost, hard disk password protection, data encryption, hard disk/image overwrite, and/or the latest security and data protection software and equipment available.
- Vendor must provide a process for hard disk removal on all devices that contain a hard drive for machines that are removed from RRPS. The hard disk must remain with the department.
- Minimize susceptibility to copier and printing vulnerabilities
- Allow for the opportunity for network integrity and security via password protection or network login restrictions access to the devices as well as authentication on the network.
- Each device must have its own permanent record of maintenance. The vendor's technicians, when on campus, will be required to check-in and check-out with the department designated key operator.

11. INSTALLATION

- The successful offeror will be required to deliver, install and setup copier equipment at each of the locations identified within **Exhibit A**. The successful Offeror will assume the full responsibility for loss or damage while the equipment is installed on RRPS premises. However, any damage as a result of departmental negligence or neglect shall be brought to the attention of the RRPS IT Department. If misuse or negligence is documented and/or obvious, repairs shall be made by the Vendor under a separate purchase order at a negotiated price.
- Normal installation and site preparations will be completed by the contractor(s) at no additional cost to RRPS. Most sites will require no additional preparation since a copier may already be onsite but modifications may be necessary depending upon the equipment requirements. These modification costs should be anticipated and included in the vendor's total package, taking care to clearly communicate these charges to the receiving department. All electrical materials shall be UL approved and certified as being in compliance with the rules of the National Electric Code and meeting or exceeding standards of the Underwriter's Laboratories, Inc. Voltage of all equipment shall be 110 V -

60HZ. No electrical modifications will be made to the wiring systems in place without prior approval from the RRPS IT and Facilities departments.

- Upon award, all participating schools/sites/departments will be notified. The Vendor will then be notified and given authority to proceed with the replacement or new placement of equipment.
- It is important that the Vendor coordinate the initial installation schedule of copiers with the RRPS IT Department. When the initial installation is completed, the Vendor will provide the RRPS IT Department with a master copier listing showing the school/site/departments, location (building and room numbers), date of installation, copier identification number, make, model, serial number and meter reading. This listing will be updated by the Vendor as requested by RRPS or whenever any changes are made. The same information will be provided to the RRPS IT Department for each machine within a week of installation.
- Initial installations will be made within 15 working days of Worksheet order submission. Removal of terminated copiers will be performed within 15 working days of notification to the contractor.
- All contractor's personnel or technicians on RRPS premises will be required to complete a background check, wear appropriate photo identification badges bearing the name of the individual and the company's name and carry identification which contains the company and employee's name. Contractor's maintenance personnel shall thoroughly clean up the work area and properly dispose of any residue after each maintenance action.
- Vendor shall attend project meetings with RRPS to provide coordination of installation and to anticipate conflicts.
- Non-compliance, as deemed by the RRPS IT Department, shall be cause for rejection of work. Necessary rework and/or replacement shall be the responsibility of the Vendor and shall be provided at no added cost.
- Installation of copiers and printers shall be performed only by knowledgeable, certified, and experienced installers.
- All equipment and materials shall be installed in accordance with all applicable standards and warranties.
- All materials and labor shall be furnished, whether specifically mentioned or not, to form complete and fully operational systems.
- The Vendor shall be responsible for the complete and unconditional implementation of the Fleet Copier Program even though Vendor may have subcontracted a portion of the installation or had certain manufacturers install their own equipment.
- Any proposed products and services offered must be compatible with RRPS' current IT infrastructure. Additionally, it is the Vendor's responsibility to make sure that all products and services offered are adequately described.

- The Vendor also guarantees that all applicable laws have been complied with in relation to construction, packaging, labeling and registration.
- Vendor shall have an extensive knowledge of copier deployment, maintenance, and upgrading paths for their product line as well as ancillary products.
- Vendors must have the ability to work within the security, regulatory and internal policy requirement needs of various RRPS schools/sites/departments.
- Vendors must be authorized to sell/resell the products and services being proposed. The products and services must be available for warranty without any required re-certification from another party. Vendors may be asked to provide certificates of authorization or verifications of such facts.
- Vendor shall guarantee that the products and services offered will meet or exceed specifications identified in this RFP. All items shall be newly manufactured, in first class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the RFP.
- Vendor hereby guarantees that everything furnished hereunder will be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which it was furnished. Vendor further guarantees that if the items furnished hereunder are to be installed by the Vendor, such items will function properly with installation.
- The Vendor shall designate one person to be the point of contact for daily operations that include but are not limited to meeting RRPS' order demands, coordinating and responding to issues, and assure follow-up actions are identified and completed throughout the term of the agreement upon award notification.
- Vendor must coordinate exact location and installation of equipment, with RRPS.

12. TRAINING

The Vendor will provide at its expense all training required on-site, for the operation of all equipment to the various departments on an on-going basis as needed. RRPS schools/sites/departments may require training for more than one "key operator(s)". If a designated "key operator" leaves, the replacement will be retrained by the contractor(s), if so requested in a timely manner. An instruction manual for each copier will be provided at each copier site. Additional annual training may be required due to employee turnover or difficulties in utilizing various functions of any piece of equipment, to be provided upon request. The contractor will provide at its expense.

13. WARRANTY AND SERVICE

Vendor shall warrant equipment to be free of defects in materials and workmanship for the term of the lease/contract. Defects occurring in labor or materials within contract term shall be rectified by replacement or repair. Within the contract term, provide answers to service calls and requests for information within the SLA and repair or replace any faulty item within the SLA without charge, including parts and labor.

Vendor to provide Owner with the name and telephone number of the person to call for service. This information is to be part of the Project Record.

II. EXPLANATION OF EVENTS

1. **Submission of Proposal:** All offeror Proposals must be received for review and evaluation by the Chief Procurement Officer or his/her designee no later than the established due date and time. RRPS will record the date and time each submittal was received. Proposals must be addressed and mailed or delivered to the Chief Procurement Officer. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Request for Proposal. **Proposals received after this deadline, or submitted by facsimile, will not be accepted.**

2. **Any questions or requests for clarification** concerning this RFP solicitation should be submitted in writing, utilizing the format prescribed within Appendix A, by Friday, February 17, 2017 to the Chief Procurement Officer. RRPS's response to the questions that have been timely submitted will be provided in written format and posted as an amendment to this RFP on the website at <http://tinyurl.com/rrps-web-rfp>.

3. **Proposal Evaluation:** An Evaluation Committee, appointed by the Chief Procurement Officer, will perform the evaluation of Proposals. During this time, the Chief Procurement Officer may at his/her option initiate discussions with offerors who submit responsive or potentially responsive Proposals for the purpose of clarifying aspects of the Proposal, but Proposals may be accepted and evaluated without such discussion.

4. **Contract Award:** After review and evaluation of the offers received the Procurement Department shall submit a recommendation for award to the RRPS Board formally requesting authorization to the award of the contract. The contract shall be awarded to the offeror whose Proposal is most advantageous to RRPS, taking into consideration the evaluation factors set forth in the RFP.

5. **Protest Deadline:** Any protest by an offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable RRPS Procurement regulations. The fifteen (15) calendar-day protest period regarding the solicitation documents shall begin on the day following the posting of legal notice. The fifteen (15) calendar-day protest period regarding contract award shall begin on the date the notice of award has been posted to the RRPS Procurement website and end at the close of business on the 15th day following the posting. 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 grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Chief Procurement Officer. Protests received after the above stated deadlines will not be accepted.

III. INSTRUCTIONS TO OFFERORS

1. **ACKNOWLEDGEMENT OF ADDENDA.** Offerors shall acknowledge receipt of any addenda to this Request For Proposals by identifying the addenda number and date in the space provided on the RFP Offer Signatory Form (Exhibit D).

2. **AWARD INFORMATION.** Award information will be posted on the Purchasing Department Home Page.

3. CANCELLATION. The District reserves the right to cancel without penalty, this request for proposals, any resultant purchase order or any portion thereof for unsatisfactory performance or unavailability of funds.
4. CLARIFICATIONS. Any requests for clarification of instructions, terms and conditions, insurance, bonds, or offer preparation shall be made only by the Purchasing representative shown on the cover sheet of this Invitation. Note, RRPS will publish and distribute all clarifications in the form of written addenda. Offerors are advised that only published written addenda are to be considered and relied upon as part of this Invitation.
5. LATE SUBMISSIONS. Late submissions of request for proposals will not be considered unless it is determined by the District that the late receipt was due solely to mishandling by the District or the RFP is the only RFP received. All other late submissions will be returned unopened.
6. MODIFICATIONS. Only modifications received prior to the date and time specified for the RFP closing will be accepted. No modifications will be accepted following the opening. Technical clarifications of the RFP submittal may be requested by the Buyer following the opening.
7. NUMBER FOR RFP CLARIFICATION. The Offeror should include a local or toll-free number for RFP clarifications. Failure to do so may result in the offer being classified as non-responsive.
8. NUMBER OF COPIES. Please submit the number of copies of your offer and all supporting documents stated on the cover sheet. Failure to submit the required number of copies may result in your offer being considered non-responsive.
9. PERIOD FOR OFFER ACCEPTANCE. The Offeror agrees, if his RFP is accepted within 120 calendar days of the closing date, to furnish any and all item(s) and/or services at the prices set forth in his/her RFP, delivered to the designated point(s) within the specified time in the delivery schedule. An additional time period may be requested elsewhere in this Request For Proposals.
10. REJECTION OF REQUEST FOR PROPOSALS. The District reserves the right to award this request for proposals based on price and any other evaluation criteria contained herein, to reject any and all proposal submittals or any part thereof, and to accept the offer that is in the best interest of the District.
11. SUBMISSIONS OF DRAWINGS/LITERATURE. All submissions shall be made at no expense to the District. Returns shall only be made at the Offerors request and expense.
12. TELEGRAPHIC/ELECTRONIC SUBMITTAL. Telegraphic/Electronic submittals **will not be considered** unless specifically authorized by the Buyer listed on the cover sheet. However, offers that have been submitted may be modified by telegraphic notice, provided that the notice is received by the DUE DATE AND TIME specified for the closing.
13. WITHDRAWAL OF REQUEST FOR PROPOSALS. Proposal submittals may be withdrawn by written notice, telegram or in person by an offeror or an authorized

representative any time prior to the award. Request for proposals requiring RFP security will result in forfeiture of the security if the offer is withdrawn following the opening.

14. **RIGHT TO WAIVE MINOR IRREGULARITIES.** RRPS reserves the right to waive minor irregularities. RRPS also reserves the right to waive mandatory requirements provided that all of the otherwise responsive request for proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right shall be exercised at the sole discretion of RRPS Chief Procurement Officer.
15. **RESIDENT BUSINESS AND RESIDENT CONTRACTOR PREFERENCE CERTIFICATION.** To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor preference pursuant to 13-4-2 NMSA 1978, a business or contractor is required to submit with its RFP or proposal a copy of a valid resident contractor certificate issued by the taxation and revenue department.
16. **RESIDENT VETERAN PREFERENCE.** *In addition, the attached “Resident Veteran Preference Certification” form (Exhibit D) must filled out, signed and accompany any RFP submittal from any business wishing to receive consideration for resident veteran’s preference.*
17. **OFFEROR DEFINED.** Reference to the terms offeror, seller, service provider, offeror, contractor are to be defined, viewed and interpreted to be interchangeable and to have the same meaning as one another, as referenced in this solicitation.

IV. REQUEST FOR PROPOSAL (RFP) TERMS AND CONDITIONS

The General Terms and Conditions on the reverse side of RRPS’s purchase order are an equal and integral part of this Request For Proposals (RFP) and are identified within Section II (D) The terms, conditions and specifications contained in this RFP shall be incorporated into all purchase orders issued as a result of this RFP, including any addenda. RRPS reserves the right to negotiate with a successful Offeror (Contractor) provisions in addition to those stipulated in this RFP. The contents of the successful Offeror’s RFP submittal may be incorporated into an award agreement.

Should an Offeror object to any of the RRPS Terms and Conditions contained within this solicitation, that Offeror must propose specific alternative language for RRPS’s review and consideration. General references to the Offeror’s terms and conditions or attempts at complete substitutions are not acceptable to RRPS and may result in disqualification of the Offeror’s RFP submittal. Offerors must provide a brief statement of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording. Any proposed changes to the terms and conditions incorporated and/or attached to this RFP, must be stated in Offeror’s RFP submittal in a Section marked “PROPOSED ALTERNATIVE TERMS AND CONDITIONS.” Offerors are cautioned that any changes to the terms and conditions that are NOT stated in the RFP response will not be entertained by RRPS at a later date. Any provisions in any RFP submittal, quotation, acknowledgment or other forms or contract documents applicable to the services that are inconsistent, or in conflict, with any provisions of this RFP or the resultant contract, will be ineffective and inapplicable.

RRPS reserves the right to reject a RFP submittal on the basis that the proposed compromising language cannot be accepted by RRPS. Any additional terms and conditions which may be the subject of negotiation will be discussed only between RRPS and the successful Offeror and shall not be deemed an opportunity to amend the Offeror's RFP submittal.

NOTE: An Awardee of a Price Agreement established with RRPS has the opportunity to market a resultant Price Agreement to other New Mexico local public bodies and state agencies under the State of New Mexico Public Purchases and Property Act, NMSA 1978, Article 1, Procurement, Section 13-1-129, "Procurement under existing contracts."

1. ADDRESSES FOR NOTICES. Any notice required to be given or which may be given under this RFP or a resultant contract shall be in writing and delivered in person or via first class mail.

Address if notice delivered by first class mail:

Rio Rancho Public Schools
Purchasing Department
500 Laser Road NE
Rio Rancho, New Mexico 87124

2. CANCELLATION. The District reserves the right to cancel, without penalty, this RFP, any resultant contract or any portion thereof for unsatisfactory performance, convenience, cancellation of the project or unavailability of funds.

4. DEBARMENT AND SUSPENSION CERTIFICATION FORM. Offeror is required to sign the attached SUPPLIER DEBARMENT AND SUSPENSION CERTIFICATION FORM. Failure to provide the District with a completed Conflict of Interest Form may result in the RFP submittal being considered non-responsive.

5. COST ANALYSIS/BREAKDOWN. A cost analysis or breakdown of your offer may be required. If required, the cost analysis information may be marked as confidential information if it includes information considered to be proprietary to your operation. The total RFP cost will not be considered confidential.

6. DAMAGE AND SECURITY OF RRPS PROPERTY: The Offeror shall be responsible for all damage to persons or property that occurs as a result of offeror's fault or negligence, or that of any of his employees, agents and/or subcontractors. The offeror shall save and keep harmless RRPS against any and all loss, cost, damage, claims, expense or liability in connection with the performance of any contract awarded in response to this solicitation. Any equipment or facilities damaged by the offeror's operations shall be repaired and/or restored to their original condition at the offeror's expense, including but not limited to cleaning and painting.

7. DISRUPTION OF NORMAL ACTIVITY. All work shall be performed so as not to interfere with normal District activities. When it is necessary to disrupt normal activities, the schedule of work, and the areas to be affected must be approved by RRPS's authorized representative prior to commencement of the work.

8. **DISCLOSURE OF RFP SUBMITTAL CONTENTS:** The RFP submittals will be kept confidential until after a contract award has been made. At that time, all RFP submittals and documents pertaining to the proposal submittals will be open to the public, except for the material that is proprietary or confidential. The District will not disclose or make public any pages of a proposal submittal on which the Seller has stamped or imprinted “proprietary” or “confidential” subject to the following requirements. Proprietary or confidential data shall be readily separable from the RFP submittal in order to facilitate eventual public inspection of the non-confidential portion of the RFP submittal. Confidential data is normally restricted to confidential financial information concerning the Seller’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 RFP 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 a Seller has made a written request for confidentiality, the District shall examine the Seller’s request and make a written determination that specifies which portions of the RFP submittal should be disclosed. Unless the Seller takes legal action to prevent the disclosure, the RFP submittal will be disclosed. The RFP submittal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. **ELIGIBILITY FOR PARTICIPATION IN GOVERNMENT PROGRAMS.** Each party represents that neither it nor any of its management or any other employees or independent contractors who will have any involvement in the services or products supplied under this solicitation or any resultant agreement, have been excluded or debarred from participation in any government program. Further, each party represents that it is not aware of any such pending action(s) (including criminal actions) against each party or its employees or independent contractors. Each party shall notify the other immediately upon becoming aware of any pending or final action in any of these areas.

10. **EMPLOYEE CERTIFICATION:** The Seller and all Seller’s employees utilized on the work to be performed under this RFP must have the proper certification(s) and license(s) to comply with State and Local requirements in regard to the work to be performed under this RFP. The Seller shall use only fully qualified and approved service technicians to perform inspections, service and/or repairs covered under this RFP.

11. **FOREIGN PAYMENTS.** Payment for services performed by a foreign individual or a foreign corporation while in the US may be subject to 30% tax withholding per IRS Publication 515.

12. **FINANCIAL STATEMENT.** All Offerors may be required to submit with their RFP submittal an audited Financial Statement from the end of their most recent fiscal year.

13. **INSURANCE REQUIREMENTS.** The Seller is required to carry insurance that meets the requirements in the Exhibit labeled “INSURANCE REQUIREMENTS” or as noted in the specifications. Seller must submit the Certificate of Insurance to the appropriate Buyer prior to commencing work under an Agreement. Insurance shall remain in effect for the entire term of the Agreement and must be extended to coincide with any future contract extensions. This RFP Number must appear on the Certificate of Insurance.

14. **OSHA REGULATIONS.** The Seller shall abide by Federal Occupational Safety and Health Administration (OSHA) regulations, the State of New Mexico Environmental Improvement Board’s Occupational Health and Safety Regulations that apply to the work performed under this

RFP. The Seller shall defend, indemnify, and hold RRPS free and harmless against any and all claims, loss, liability and expense resulting from any alleged violation(s) of said regulation(s) including but not limited to, fines or penalties, judgments, court costs and attorney's fees.

15. PROTECTION OF CONFIDENTIAL DATA. Service Provider agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (34 CFR § 99.33 (a)(2) and with the terms set forth below. 34 CFR 99.33 (a)(2) states that the officers, employees and agents of a party that receives education record information from the Institution may use the information, but only for the purposes for which the disclosure was made.

Definition: Covered data and information (CDI) includes paper and electronic student education record information supplied by Institution, as well as any data provided by Institution's students to the Service Provider.

Acknowledgment of Access to CDI: Service Provider acknowledges that the Purchase Order/Agreement allows the Service Provider access to CDI.

Prohibition on Unauthorized Use or Disclosure of CDI: Service Provider agrees to hold CDI in strict confidence. Service Provider shall not use or disclose CDI received from or on behalf of Institution (or its students) except as permitted or required by the Purchase Order/Agreement, as required by law, or as otherwise authorized in writing by Institution. Service Provider agrees not to use CDI for any purpose other than the purpose for which the disclosure was made. If the Family Policy Compliance Office of the U.S. Department of Education determines that the Service Provider improperly disclosed personally identifiable information obtained from Institution's education records, Institution may not allow the Service Provider access to education records for at least five years.

Return or Destruction of CDI: upon termination, cancellation, expiration or other conclusion of the Purchase Order/Agreement. Service Provider shall return all CDI to Institution or, if return is not feasible, destroy any and all CDI. If the Service Provider destroys the information, the Service Provider shall provide Institution with a certificate confirming the date of destruction of the data.

Maintenance of the Security of Electronic Information: Service Provider shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of Institution or its students. These measures will be extended by contract to all sub-contractors used by Service Provider.

Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information: Service Provider shall, within one day of discovery, report to Institution any use or disclosure of CDI not authorized by this Purchase Order/Agreement or in writing by Institution. Service Provider's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what

Service Provider has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Service Provider has taken or shall take to prevent future similar unauthorized use or disclosure. Service Provider shall provide such other information, including a written report, as reasonably requested by Institution.

Indemnity: Service Provider shall defend and hold Institution harmless from all claims, liabilities, damages, or judgments involving a third party, including Institution's costs and attorney fees, which arise as a result of Service Provider's failure to meet any of its obligations under this Purchase Order/Agreement.

Note: Inclusion of data by students into the terms of the contract will depend upon the contract and may not be needed."

16. REFERENCES. The Offeror may be required to furnish a listing of references of organizations and/or businesses that Offeror has provided with similar goods and/or services. The organization's name, a contact, a telephone number and a brief description of the goods and/or services provided are required for each reference (*See Appendix B*). Failure to submit the information may result in the Offeror's RFP submittal being considered as non-responsive. RRPS may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The RRPS Purchasing Department will reject the RFP submittal of any Offeror who is not a responsible Offeror or fails to submit a responsive RFP submittal as defined in Section 13-1-83, and Section 13-1-85 NMSA 1978.

17. RELEASE RRPS GOVERNING BOARD. The Contractor shall, upon final payment of the amount due under a resultant Purchase order/Agreement, release the Governing Board of Rio Rancho Public Schools, their officers and employees, and the State of New Mexico from liabilities, claims and obligations whatsoever arising from the Purchase Order/Agreement. The Contractor agrees not to purport to bind Rio Rancho Public Schools or the State of New Mexico to any obligation not assumed in the Purchase Order/Agreement by the Regents of Rio Rancho Public Schools or the State of New Mexico unless the Contractor has express, written authority to do so, and then, only within the strict limits of that authority.

18. RETENTION OF RECORDS. Contractor will maintain detailed records indicating the date, time and nature of goods and/or services provided under the Agreement for a period of at least five years after termination of the Agreement, and will allow access for inspection by Rio Rancho Public Schools, the Secretary for Health and Human Services, the Comptroller General and the Inspector General to such records for the purpose of verifying costs associated with provisions of services under the Agreement.

19. REIMBURSABLE TRAVEL AND LIVING EXPENSES. Any pre-negotiated travel and living expenses that Offeror may incur in providing RRPS goods and/or services pursuant to an Agreement, are limited to reimbursement for the actual cost of commercial "coach" airline travel; per diem meal reimbursement limited to the rate established by the Internal Revenue Services (per diem reimbursement includes the cost of food, beverages, and gratuities); lodging at a hotel, and car rental as established with selected rental agencies as per RRPS's web site: <http://www.RRPS.edu/~purch/priceagree.html> . RRPS will not reimburse for any other travel and/or living expenses.

20. **RIGHT TO PROTEST.** This solicitation or the award of an RFP may be protested as per RRPS Purchasing Department Protest Procedures.

21. **SCHEDULE DELAYS.** If after the award, the Seller becomes aware of possible problems that could result in delay in completion of the work on the agreed-to schedule, the Seller must immediately notify the Buyer or the designated representative. The initial notification of the delay may be verbal with a written confirmation, giving the probable cause and effect, with recommendations for alternate action. Nothing in this paragraph will be interpreted as relieving the Seller of its contractual obligations; however, failure to notify the District promptly will be a basis for determining the Seller responsibility in an otherwise excusable delay.

22. **SELLER'S EMPLOYEES AND AGENTS.** Seller shall have complete charge and responsibility for persons employed by Seller and engaged in the performance of the specified work. The Seller, its agents and employees state that they are independent contractors and not employees of the District. Seller, its agents and employees shall not accrue leave, retirement, insurance, bonding or any other benefit afforded to employees of the District as a result of this Purchase Order.

23. **SITE INSPECTION.** The site(s) referenced in this RFP are available for inspection. Arrangements may be made by contacting the individual listed on the cover sheet.

24. **SITE FAMILIARITY.** The Seller shall be responsible for thoroughly inspecting the site and work to be done prior to submission of an offer. The Seller warrants by this submission that the site has been thoroughly inspected and the work to be done and that the offer includes all costs required to complete the work. The failure of the Seller to be fully informed regarding the requirements of this solicitation will not constitute grounds or any claim, demand for adjustment or the withdrawal of an offer after the opening.

25. **STATE AND LOCAL ORDINANCES:** The Seller shall perform work under the resultant contract in strict accordance with the latest adopted version of all State and local codes, ordinances, and regulations governing the work involved. All materials and labor necessary to comply with the rules, regulations and ordinances shall be provided by the Seller. Where the drawings and/or specifications indicate materials or construction in excess of the code requirements, the drawings and/or specifications shall govern. The Seller shall be responsible for the final execution of the work to meet these requirements. In the event of a conflict between various codes and standards, the more stringent shall apply.

26. **WAIVER.** Any resultant Purchase Order/Agreement shall herein contain a provision that states that no waiver of any breach of the Contract or any terms or conditions thereof shall be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid, alleged or binding unless the same shall be in writing and signed by the party to have granted the waiver.

27. **WORKERS COMPENSATION.** No worker's compensation insurance has been or will be obtained by RRPS on account of Seller or its employees or agents. Seller shall comply with the worker's compensation laws with respect to Seller and Seller's employees and agents.

V. RIO RANCHO PUBLIC SCHOOLS (RRPS) STANDARD TERMS AND CONDITIONS

1. ACCEPTANCE AND REJECTION.

If prior to final acceptance, any goods or services are found to be defective or not as specified, or if RRPS is entitled to revoke acceptance of them RRPS may reject or revoke acceptance, require Seller to correct without charge within a reasonable time, or require delivery at an equitable reduction in price, at RRPS's option. Seller shall reimburse RRPS for all incidental and consequential costs related to unaccepted goods or services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud, or such gross mistakes as amount to fraud. Acceptance of goods or services shall not waive the right to claim damages for breach of contract.

2. AGREEMENT

This Purchase Order is the sole and entire Agreement between the parties; any documents incorporated into this Agreement are listed explicitly on the front side of this Purchase Order, or are incorporated by implication by the terms of this Purchase Order. Any terms inconsistent with or in addition to this Purchase Order proposed by Seller are deemed rejected unless agreed to in writing by an appropriate RRPS official.

3. ASSIGNMENT

This Purchase Order is assignable by RRPS. Except as to any payment due hereunder, this Purchase Order is not assignable by Seller without written approval from RRPS.

4. CHANGES

RRPS may make changes within the general scope of this Purchase Order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of this Purchase Order, an appropriate equitable adjustment shall be made. No change by Seller shall be recognized without written approval of RRPS. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change. Nothing in this Paragraph shall excuse Seller from proceeding with the performance of the Purchase Order as changed hereunder.

5. CONFLICT OF INTEREST

Seller shall disclose to RRPS Finance Department the name(s) of any RRPS employee or member of the Governing Board who has a direct or indirect financial interest in the Seller or in the proposed transaction. An RRPS employee or member of the Governing Board that has a direct or indirect financial interest in the Seller or in the proposed transaction if presently or in the preceding twelve (12) months the employee/member of the Governing Board or a close relative has an ownership interest in the Seller (other than as owner of less than 1% of the stock of a publicly traded corporation); works for the Seller, is a partner, officer, director, trustee or consultant to the Seller, has received grant, travel, honoraria or other similar support from the Seller, or has a right to receive royalties from the Seller. Seller shall file a Conflict of interest Disclosure form with RRPS Finance Department.

6. DISCOUNTS

If prompt payment discounts apply to this Purchase Order any discount time will not begin until the materials, supplies, or services have been received and accepted and a correct invoice received by RRPS's Accounts Payable Department. In the event testing is required prior to acceptance, the discount time shall begin upon completion of the tests and acceptance.

7. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

In performing the services required under this Purchase Order, each party shall be an equal opportunity employer and shall conform to all affirmative action and other applicable requirements; accordingly, each party shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the basis of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap or medical condition, sexual preference, prior military involvement or any other manner prohibited by law.

8. F.O.B

Unless stated otherwise, the price for goods is F.O.B. the place of destination, and the place of destination is RRPS's designated campus address.

9. INDEMNIFICATION AND INSURANCE

Seller assumes the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any actual or alleged personal injury (including death) and/or damage or destruction to property sustained or alleged to have been sustained in connection with or arising out of the goods delivered by Seller or the performance of the work by Seller its agents, employees, subcontractors or consultants, except to the extent of liability arising out of the negligent performance of the work by or willful misconduct of RRPS. Seller shall indemnify, defend and hold harmless RRPS, its officers, agents, and employees from any and all liability for such losses, expenses, damages, demands, and claims and shall defend any suit or action brought against any or all of them based on any actual or alleged personal injury or damages and shall pay any damage costs and expenses including attorneys' fees, in connection with or resulting from such suit or action. Seller will also indemnify, defend and hold harmless RRPS against any joint and several liabilities imposed against RRPS with respect to strict products liability claims attributable to the fault of the Seller.

Seller agrees that it and its subcontractors will maintain general liability, product liability and property damage insurance in reasonable amounts (at least equal to the New Mexico Tort Claims Act limits) covering the above obligation and will maintain workers' compensation coverage covering all employees performing under this Purchase Order on premises occupied by or under the control of RRPS. The liability of RRPS will be subject is all cases to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1 et seq. NMSA 1978, as amended.

10. INDEPENDENT BUSINESS

Neither Seller nor any of its agents shall be treated as an employee of RRPS for any purpose whatsoever. Seller declares that Seller is engaged in an independent business and has complied with all federal, state and local laws regarding business permits and licenses of any kind that may be required to carry out the said business and the tasks to be performed under this Purchase Order. Seller further declares that it is engaged in the same or similar activities for other clients and that RRPS is not Seller's sole or only client or customer.

11. INSPECTION

RRPS may inspect, at any reasonable time, any part of Seller's plant or place of business, which is related to performance of this Purchase Order. Final Inspection will be made at the destination upon completion of delivery of goods and services. Acceptance of delivery shall not be considered acceptance of the goods and/or services furnished. Final inspection shall include any testing or Inspection procedures required by the Specifications.

12. INSTRUMENTALITIES

Seller shall supply all equipment, tools, materials and supplies to accomplish the designated tasks except as set forth in this purchase order or its attachments.

13. OTHER APPLICABLE LAWS

Any provision required to be included in a purchase order of this type by any applicable and valid executive order, federal, state or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

14. OWNERSHIP

Ownership of Documents - All documents which are prepared by the Vendor/Contractor or any member of the consulting team that form a part of its services under this Agreement are the sole property of RRPS of and such works may not be reproduced nor distributed without the express written consent of RRPS and shall be delivered to RRPS upon termination and or completion of this Agreement if RRPS so requests. The Vendor/Contractor shall be responsible for the protection and/or replacement of any original documents in its possession. RRPS shall receive all original drawings and the Vendor/Contractor shall retain a reproducible copy.

15. PATENT AND COPYRIGHT INDEMNITY

Seller shall indemnify, defend and hold harmless RRPS against all losses, liabilities, lawsuits, claims, expenses (including attorneys' fees), costs, and judgments incurred through third party claims of infringement of any copyright, patent, trademark or other intellectual property rights.

16. PAYMENT TERMS

Upon written request from Seller for payment, RRPS shall, within 30 days, issue a written certification of complete or partial acceptance or rejection, with payment to follow within 30 days after certificate of acceptance. Late payment charges shall be ½ of 1% per month.

17. PAYROLL OR EMPLOYMENT TAXES

No federal, state, or local income, payroll or employment taxes of any kind shall be withheld or paid by RRPS with respect to payments to Seller or on behalf of Seller its agents or employees. Seller shall withhold and pay any such taxes on behalf of its employees as required by law. The payroll or employment taxes that are the subject to this paragraph include but are not limited to FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax.

18. PENALTIES

The Procurement Code Section 13-1-28 at seq. NMSA 1978, as amended imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose criminal penalties for bribes, gratuities and kickbacks.

19. SELLER'S EMPLOYEES AND AGENTS

Seller shall have complete charge and responsibility for persons employed by Seller and engaged in the performance of the specified work. The Seller, its agents and employees state that they are independent contractors and not employees of RRPS. Seller, its agents and employees shall not accrue leave, retirement, insurance, bonding or any other benefit afforded to employees of RRPS as a result of this Purchase Order.

20. TERMINATION AND DELAYS

RRPS may by written notice stating the extent and effective date, terminate this Purchase Order for convenience in whole or in part, at any time. RRPS shall pay Seller as full compensation for performance until such termination: the unit or pro rata order price for the delivered and accepted portion: and (2) incidental damages, not otherwise recoverable from other sources by Seller, as approved by RRPS, with respect to the undelivered or unaccepted portion of this Purchase Order provided compensation hereunder shall in no event exceed the total Purchase Order price. Such amount will be limited to Seller's actual cost, and may not include anticipated profits. RRPS shall not be liable for consequential damages.

RRPS may by written notice terminate this Purchase Order in whole or in part for Seller's default if Seller refuses or fails to comply with the provisions of this Purchase Order or fails to make progress so as to endanger performance and does not cure such failure within a reasonable period of time. In such event, RRPS may otherwise secure the materials, supplies or services ordered, and Seller shall be liable for damages suffered by RRPS thereby, including incidental and consequential damages. If after notice of termination, RRPS determines Seller was not in default, or if Seller's default is due to failure of RRPS, termination shall be deemed for the convenience of RRPS. The rights and remedies of RRPS provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Purchase Order as used in this paragraph, the word "Seller" includes Seller and Seller's sub-suppliers at any tier.

21. TITLE AND DELIVERY

Title to the materials and supplies passed hereunder shall pass to RRPS upon acceptance at the FOB point specified, subject to the right of RRPS to reject. For any exception to the delivery date specified, Seller shall give prior notification and obtain approval thereto from RRPS's Finance Department. Time is of the essence and the purchase order is subject to termination for failure to deliver on time.

22. WARRANTIES

Seller warrants the goods and/or services furnished to be exactly as specified in this Purchase Order, free from defects in Seller's design, labor, materials and manufacture, and to be in compliance with any drawings or specifications incorporated herein and with any samples furnished by Seller. All applicable UCC warranties express and implied are incorporated herein.

23. WORKERS COMPENSATION

No workers compensation insurance has been or will be obtained by RRPS on account of Seller or its employees or agents. Seller shall comply with the workers compensation laws with respect to Seller and Seller's employees and agents.

24. CAMPAIGN DISCLOSURE

- a) The Seller will disclose all campaign contributions given by the Seller or a family member or representative of the Seller to any RRPS Governing Board member two years prior to the issuance of this purchase order, if the aggregate total of contributions given by the Seller or a family member or representative of the Seller to the RRPS Governing Board Member exceeds \$250 over the two-year period. The disclosure will indicate the date, amount, nature and purpose of the contribution. The disclosure statement will be on a form developed and made available electronically by RRPS's Purchasing Department (*See Exhibit G*).
- b) A Seller submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official will make a statement that no contribution was made.

- c) A Seller or a family member or representative of the Seller will not give a campaign contribution or other thing of value to an applicable public official during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

VI. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES:

Offerors shall submit one (1) original Proposal and three (3) additional copies to the location specified on the cover page, on or before the closing date and time for receipt of Proposals.

B. PROPOSAL FORMAT:

All Proposals must be typewritten on standard 8½ x 11 paper (larger paper is permissible for spreadsheets) and placed within a binder with tabs delineating each section. Proposal submittals shall not exceed 40 single sided pages of a font no smaller than 12pt.

C. PROPOSAL ORGANIZATION:

Offerors are to address the evaluation criteria items in the order in which they are presented and appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the Proposal. Offerors may attach other materials, which they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

The proposal (original and copies) must be organized in binders with indexed tab dividers in the following format and *must* contain, as a minimum, all listed items in the sequence indicated.

Note, any proposal that does not adhere to these general requirements, format and organization may be deemed non-responsive and rejected on that basis.

- *Executive Summary (Tab 1)*
- *Evaluation Criteria 1 through 5 -See section B below (Tabs 2 through 6)*
- *Exhibit C: RRPS Supplier Conflict of Interest and Debarment/Suspension Cert. Form (Tab 7)*
- *Exhibit D: Offer Signatory Form (Tab 8)*
- *Exhibit F: Resident Veteran Preference Certification (Note, qualified offerors will be entitled to in-state Vendor/Veteran preference as provided for pursuant to Section 13-1-21, NMSA 178.) (Tab 9)*
- *Exhibit G: Campaign Contribution Disclosure Form (Tab 10)*

VII. EVALUATION PROCESS & CRITERIA

A. EVALUATION PROCESS:

1. All offeror Proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. Responsive Proposals will be evaluated based upon the stated evaluation factors identified within this Section, which have been assigned a point value. The responsible offerors with the highest scores may be selected as finalist offerors based upon their Proposal submittal.

Finalist offerors who are asked to submit revised Proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly. The responsible offeror whose Proposal is most advantageous to RRPS, taking into consideration the evaluation factors, will be recommended for contract award.

3. Any questions concerning the evaluation process for this RFP should be submitted in writing to the RRPS Chief Procurement Officer. All responses will be in writing and posted as amendments on the website at <http://tinyurl.com/rrps-web-rfp>. For any questions concerning the project process or scheduling during the selection process, or for project management information, please contact the Chief Procurement Officer.

B. EVALUATION CRITERIA (“EC”):

Tab 1. Executive Summary:

The executive summary should discuss, at a very high level, the vendor’s understanding of Rio Rancho Public School’s needs and provide a brief overview as to why vendor’s services and equipment offer is the best solution to further Rio Rancho Public School’s goals. The vendor does not need to explain in detail how specific features of the vendor’s solution will work. Rio Rancho Public Schools expects the vendor’s narrative and other materials in the ensuing sections of the vendor’s response to go into the appropriate detail. In addition, the summary is to provide the following:

- The name, title, address, telephone number, and electronic mail address of the person authorized to bind the Vendor to the contract, who will receive all official notices concerning this RFP.
- The Vendor’s Federal Tax Identification Number or Social Security Number.
- A statement that the proposal is a firm and irrevocable offer for a period of one hundred twenty (120) days.
- Vendor must confirm they understand the RFP requirements and commit to meeting these requirements. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section II, Paragraph C.1
- Any exceptions the Vendor may have to any of the requirements of the solicitation.
- Acknowledge receipt of any and all amendments to this RFP
- Be signed by the person authorized to contractually obligate the organization Letter must be signed by person authorized to bind the Vendor

The following is a summary of evaluation criteria with point values assigned to each. These weighted criteria will be used in the evaluation of individual proposal offers.

EVALUATION CRITERIA: The following is a summary of evaluation criteria with point values assigned to each. These weighted criteria will be used in the evaluation of individual proposal offers.

<u>Evaluation Criteria</u>	<u>Points Available</u>
EC-1: Vendor Capability Requirements (Tab 2)	5
EC-2: Service/support Requirements (Tab 3)	10
EC-3: Product Requirements (Tab 4)	10
EC-4: References (Tab 5)	5
EC-5: Price Proposal (Tab 6)	70
Total	<u>100 Max points</u>

EC-1: VENDOR CAPABILITY REQUIREMENTS**5 Pts.**

1. Provide a brief narrative of your firm identifying number of years in business, number of employees, organizational structure, location of business, location of staff, type of ownership and regional distribution center closest to New Mexico.
2. Has the firm ever filed bankruptcy, been in loan default, or are there any pending liens, claims or lawsuits against the firm. If so, please explain in detail.
3. Has your firm ever been under investigation for non-compliance with any state, federal, local procurement rules, regulations or laws? If so, please explain.
4. What is your employee turnover rate for the last three years?
5. Proposed Staff and their relevant experience (include a description of proposed Project Manager dedicated to RRPS)

EC-2: SERVICE/SUPPORT REQUIREMENTS**10 Pts.**

1. Address on a point by point basis how your company meets the general and specific requirements as defined SECTION I, "INTRODUCTION" (sub-sections 8 through 12 – pages 7 to 10).
2. Specify your company's ability to provide the range of services as outlined in the RFP.
3. Describe your auditing practices with regards to reconciling billing statements against the contracted rate (purchase) schedule.
4. Submit a plan with your proposal clearly identifying the standard turnaround times for proposed items. For example, equipment will be shipped in x days, larger orders will ship in x days. This plan must include a list of all standard /stocked products, services, and equipment at a minimum. Include description of how your company will work with RRPS to provide these products, services and equipment.
5. Describe the type and size of parts and supplies inventory to be carried locally and earmarked for RRPS account in support of the proposed equipment and services being offered.
6. Comment on the company's product roadmap, understanding of industry best services, equipment and practices.
7. Describe in detail the local and remote support structure solution your company is offering to include but not limited to maintenance support, access to specialized and technical expertise for each of the RRPS campuses in order to ensure prompt and quality service. Indicate the number of local employees servicing each campus and general levels of experience.
8. What is your company's problem resolution process for warranty repairs?
9. Tell us about your company's availability of direct access and support channel benefits for

on-site support and anticipated response time to RRPS staff.

10. Describe in detail any unique copier fleet and miscellaneous technology capabilities and/or applications your company can provide to RRPS.
11. Explain restocking process for damage goods and return policies for credit as well as processing of credit memos and how they will be administered.
12. State the experience and any other pertinent information that indicates the qualifications of your company to provide the goods and perform the services.
13. Describe your customer service training program(s) for customer contact and customer facing employees.
14. Do you perform drug testing, background checks and reference checks on all of your employees before they are hired? If only certain segments, please indicate.
15. Tell us about your ability to provide consistently high quality services and support to all RRPS schools/sites/departments.
16. Vendor must indicate how support will be provided (phone, on-site, etc.).
17. Vendor must permit software to be installed on a development server to ensure updates and changes work correctly before being implemented.

EC-3: PRODUCT REQUIREMENTS

10 Pts.

The Vendor shall submit a complete list of the standard equipment configuration for the equipment being offered, including manufacturer and model, to be provided under this contract (including critical components such as drums, fusers, rollers, transfer assemblies, toner cartridges, laser scanners, paper trays, Scanners, Printers, Copiers, Faxes, etc).

EC-4: REFERENCES

5 Pts.

The Proposer must be able to demonstrate a successful track record of past performance providing products/services closely related to those specified in this RFP.

Provide no less than five (5) references of customers you have provided similar services to within the last three (3) years who can verify the quality of service your company provides (Reference Appendix A). All references are to be similar in size to RRPS and scope of work as called for in this RFP. Reference information should include:

- Organization name, address, contact person and title, phone,
- Information on contract start/end dates as well as a scope of services performed for the reference district
- Indicate if the agreement(s) are still active and if not, why not?

Vendors should expect Rio Rancho Public Schools to ask extensive questions from these references. Rio Rancho Public Schools reserves the right to make on-site visits to these references for demonstrations of the proposed products.

EC-5: PRICE PROPOSAL

70 Pts.

Full service operating lease for 3 year and 4 year term options:

Provide a firm fixed price proposal based upon a cost per copy basis. Pricing is to include all accessories such as consoles, accounting copy controllers, document/paper feeders, scanners, fax sorters, maintenance and repair service, drums, fuser units, toner cartridge, feed rollers, staples, etc.

All prices/discounts shall be F.O.B. destination and shall include all parts, labor, materials, software, supplies, freight, administrative costs, etc., to fulfill the terms, conditions, and scope of work as called for in this RFP.

NOTE: Reimbursable Expenses shall be at cost supported by receipts with no mark-up or fee. No expenses for which the Proposer is entitled to reimbursement shall be incurred by the Proposer without the prior written approval of the District.

NOTE: RRPS is exempt from Federal Excise Taxes and from New Mexico Gross Receipts Taxes on materials and tangible goods. Services are not exempt. Taxes on services should be included as a separate line item and not included in the base price offer. Applicable taxes will be excluded from the RFP evaluation.

TOTAL POINTS:

100 points

EXHIBIT C

**RIO RANCHO PUBLIC SCHOOLS SUPPLIER CONFLICT OF INTEREST AND
DEBARMENT/SUSPENSION CERTIFICATION FORM**

**THE FOLLOWING MUST BE CERTIFIED IF ANY RESULTANT PURCHASE
ORDER/AGREEMENT IS \$20,000 OR GREATER
CONFLICT OF INTEREST**

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

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

DEBARMENT/SUSPENSION STATUS:

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice or proposed debarment from any Agency. The vendor agrees to provide immediate notice to Rio Rancho Public Schools Purchasing Department Buyer in the event of being suspended, debarred or declared ineligible by any department or federal agency, or upon receipt of a notice of proposed debarment that is received after the submission of the RFP or offer but prior to the award of the /Purchase Order/Agreement or contract.

CERTIFICATION

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

Signature: _____

Title: _____ Date: _____

Name Typed: _____

Company Name: _____

Address: _____ City/State/zip: _____

EXHIBIT D - OFFER SIGNATORY FORM

THE FOLLOWING RFPDER INFORMATION MUST BE COMPLETED AND RETURNED WITH THE RFP.

ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addenda No. ____ Dated _____ Addenda No. ____ Dated _____

Addenda No. ____ Dated _____ Addenda No. ____ Dated _____

RESIDENT BUSINESS, RESIDENT CONTRACTOR AND RESIDENT VETERAN PREFERENCE CERTIFICATION

To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor preference pursuant to 13-4-2 NMSA 1978, a business or contractor is required to submit with its RFP or proposal a copy of a valid resident contractor certificate issued by the taxation and revenue department. *In addition, the attached "Resident Veteran Preference Certification" form (Exhibit F) must filled out, signed and accompany any RFP from any business wishing to receive a resident veteran's preference.*

RESIDENT PRFERENCE NUMBER: _____

RESIDENT VETERAN PRFERENCE NUMBER: _____

The undersigned, as an authorized representative for the Company named below, acknowledges that the Offeror has examined this RFP with its related documents and is familiar with all of the conditions surrounding the described materials, labor and/or services. Offeror hereby agrees to furnish all labor, materials and supplies necessary to comply with the specifications in accordance with the Terms and Conditions set forth in this RFP and at the prices stated within the RFP.

The undersigned further states that the company submitting this RFP is not in violation of any applicable Conflict of Interest laws or regulations or any other related clauses included in this RFP.

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

NEW MEXICO GROSS RECEIPTS TAX NO _____

FEDERAL EMPLOYER ID NUMBER (FEIN) _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____

PRINTED OR TYPED NAME _____

TITLE _____ **DATE** _____

EXHIBIT E

INSURANCE REQUIREMENTS

CERTIFICATES OF INSURANCE:

The Contractor shall furnish the Owner one copy each of Certificates of insurance herein required for each copy of the Purchase Order/Agreement showing coverage, limits of liability, covered operations, effective dates of expiration of policies of insurance carried by the Contractor. The Contractor shall furnish to the Owner copies of limits. The Certificate of Insurance shall be in the form of AIA Document G-705 or similar format acceptable to the Owner. Such certificates shall be filed with the Owner and shall also contain the following statements:

1. "The Regents of Rio Rancho Public Schools, Rio Rancho Public Schools, its agents, servants and employee are held as additional insured."
2. "The insurance coverage certified herein shall not be canceled or materially changed except after forty-five (45) days written notice has been provided to the owner."

COMPENSATION INSURANCE:

The Contractor shall procure and shall maintain during the life of this contract Worker's Compensation as required by applicable State law for all Contractor's employees to be engaged at the site of the project under this project and in case of any such work sublet the Contractor shall require the subcontractor or sub subcontractor similarly to provide Worker's Compensation Insurance for all the subcontractor's or sub subcontractor's Workers which are covered under the Contractor's Worker's Compensation Insurance. In case any class of employee engaged in work on the project under this contract is not protected under a Worker's Compensation Status, the Contractor shall provide and shall cause each subcontractor or sub subcontractor to provide Employer's insurance in any amount of not less than \$500,000.

CONTRACTOR'S PUBLIC LIABILITY INSURANCE

The contractor shall procure and shall maintain during the life of this contract Public Liability Insurance as required by applicable State law. In case of any work being sublet, the Contractor shall require the subcontractor or sub-subcontractor similarly to provide Public Liability Insurance for all the subcontractor's or sub-subcontractor work being performed under this Purchase Order/Agreement. In any case, whereby the Contractor's sub-contractor or sub-subcontractor services are not covered under separate policy, the Contractor shall provide and shall cause each subcontractor or Sub-subcontractor to be covered under the contractor's policy. The insurance must remain in force for the life of the contract including all contract extensions or renewals. The limits effective June 8, 2012 are:

\$1,000,000 per occurrence; \$2,000,000 annual aggregate.

CONTRACTOR'S VEHICLE LIABILITY INSURANCE:

The Contractor shall procure and shall maintain during the life of this contract Vehicle Liability Insurance coverage "equal to the maximum liability amounts set forth in the New Mexico Tort Claims Act Section 41-4-1 et.seq. NMSA 1978." The insurance must remain in force for the life of the contract including all contract extensions or renewals. The limits effective July 1, 1992 are:

Bodily Injury	\$750,000 Each Occurrence
Property Damage	\$100,000 Each Occurrence

SUBCONTRACTOR'S AND SUB CONTRACTOR'S PUBLIC AND VEHICLE LIABILITY INSURANCE:

The Contractor shall either:

1. Require each subcontractor or sub-contractor to procure and maintain during the life of the subcontract or sub subcontract public Liability Insurance of the types and amounts specified above or,
2. Insure the activities of the subcontractors of sub subcontractors in the Contractor's Policy as required under this Article.

GENERAL:

All Insurance policies are to be issued by companies authorized to do business under the laws of the state in which work is to be done and acceptable to owner.

The Contractor shall not violate, permit to be violated, any conditions of any said policies, and shall at all times satisfy the requirements for the insurance companies writing said policies.

EXHIBIT F
RESIDENT VETERANS PREFERENCE CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check the boxes below only if you are declaring Veteran Preference status.

__ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$3M 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 agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference /Resident Veteran Contractor Preference under section 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veteran's 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 Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the Business that is subject to protest and may result in denial of an award or cancellation of the procurement involved if the statements are proven incorrect.

EXHIBIT G CAMPAIGN CONTRIBUTION DISCLOSURE

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 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)

Company

—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)

Company

APPENDIX A

RFP Question Submittal Form
RFP#2017-008-IT

All written questions must be addressed to the Buyer for this RFP. Offerors are to submit written questions using the format below. Written responses to the questions received will be distributed by RRPS's Purchasing Department as an Amendment/Addenda to this RFP solicitation.

Question #	Reference Page/Paragraph/Sec	Question

**APPENDIX B
RIO RANCHO PUBLIC SCHOOL DISTRICT**

BUSINESS REFERENCES

OFFERORS SHALL PROVIDE REFERENCES ONLY ON THIS FORM. REFERENCES CANNOT BE RIO RANCHO PUBLIC SCHOOL DISTRICT.

1. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMMENTS: _____

2. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMMENTS: _____

3. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMMENTS: _____

4. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMMENTS: _____

5. FIRM NAME: _____
CONTACT PERSON: _____
TITLE OF CONTACT: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
COMMENTS: _____

