

STATE PURCHASING DIVISION  
OF THE  
GENERAL SERVICES DEPARTMENT  
AND

**NEW MEXICO  
ENVIRONMENT DEPARTMENT**

**Pollution Prevention Program**



**Request For Quotes (RFQ)**

**Sustainability Management Plan  
Development Support**

**DUE**

**February 20, 2015**

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# **I. INTRODUCTION**

## **A. PURPOSE OF THIS REQUEST FOR QUOTES**

The purpose of the Request for Quotes (RFQ) is to solicit sealed Quotes to establish a contract through competitive negotiations for the procurement of professional services to assist with development of a Sustainability Management Plan (SMP) for the Rio Rancho Public Schools district (District). The District will collaborate with the New Mexico Environment Department's (NMED or Agency) Pollution Prevention (P2) Program for this project. Funding for the project is being provided by a U.S. EPA P2 grant held by NMED.

This project will use data and information collected at the District to develop a dynamic SMP that will guide the District in sustainability initiatives and environmental improvements. The SMP will serve as a model for other school districts in New Mexico.

The purpose of this RFQ is to select a qualified consultant to assist the District and NMED with preliminary site analysis, data collection, stakeholder input, setting goals and objectives, and with Plan development. The Agency will work with the District and the contractor to develop a workplan for the project that will span the project's full scope from initial investigation to the final document.

This RFQ must be responded to as a unit; no part can be responded to individually.

## **B. BACKGROUND INFORMATION**

The mission of the NMED P2 Program is to provide assistance and technical guidance to businesses, organizations, and other entities in New Mexico in regards to waste and resource use reduction. As defined by the federal Pollution Prevention Act of 1990, P2 targets the processes and practices that generate waste and aims to reduce or eliminate waste at the source.

As a P2 best practice the P2 Program encourages data collection, tracking, and planning in order to achieve environmental goals aligned with the P2 principles. Businesses throughout the world commonly use Environmental Management Systems as a means of meeting this best practice. A school district, when looked at as a single entity, could also benefit from such a system. However, the unique characteristics of a school district are better served by a system somewhat more broad in scope with a component for all the social aspects inherent in such an organization. The principles of sustainability fit well in this case as they encompass social, economic, and environmental aspects. This project will build on the experiences and successes of other sustainability plans produced at school districts around the county.

## **C. SCOPE OF PROCUREMENT**

The contract shall begin as close as possible to the timeframe provided in the Schedule of Events and continue up to 2 (years) from the date of the contract award. In no case will the contract exceed a total of two (2) years.

The cost of the project shall not exceed \$15,000 during the two (2) year term of the project.

Quotes should include the qualifications of all personnel to be used in the project, and should define the role of each person in satisfying the scope of work for the proposed contract.

## **D. DEFINITION OF TERMINOLOGY**

This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations:

“Agency” means the State Purchasing Division of the General Services Department or that State Agency sponsoring the Procurement action.

“Award” means the final execution of the contract document.

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

“Contractor” means any business having a contract with a state agency or local public body.

“District” refers to the Rio Rancho Public School District in Rio Rancho, New Mexico.

“NMED” or “Department” means the New Mexico Environment Department.

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

“P2” means Pollution Prevention.

“Procuring Agency” means all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law to entertain procurements.

“SMP” means Sustainability Management Plan.

“SPD” means State Purchasing Division of the New Mexico State General Services Department.

“Staff” means any individual who is a full-time, part-time, or an independently contracted employee with the Offerors’ company.

“State (the State)” means the State of New Mexico.

## II. CONDITIONS GOVERNING THE PROCUREMENT

### A. SEQUENCE OF EVENTS

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

Action	Responsible Party	Due Dates
1. Issue RFQ	NMED	Jan 20, 2015
2. Deadline to submit Questions	Offerors	Jan 30, 2015
3. Response to Written Questions	NMED	Feb 6, 2015
<b>4. Submission of Proposal</b>	<b>Offerors</b>	<b>February 20, 2015</b>
5. Quote Evaluation	Evaluation Committee	Feb 23-27, 2015
6. Selection of Finalists	Evaluation Committee	Feb 27, 2015
7. Finalize Contractual Agreements	Agency/Finalist Offerors	Mar 2-6, 2015
8. Contract Awards	Agency/ Finalist Offerors	Mar 13, 2015

#### Project & RFQ Contact:

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505-222-9548

### B. EXPLANATION OF EVENTS

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

#### Submission of Quotes

Offerors may submit any questions regarding the RFQ to the Project Contact by January 30, 2015. The P2 Program will prepare a response to any questions received and will post the responses to the P2 Program website for review by all offerors before the final submission of quotes is due.

One hardcopy original, one electronic copy, and three hardcopies of the quote must be received by the Project & RFQ Contact **by 4:30 PM, MDT on February 12, 2015. Electronically mailed quotes and hardcopy quotes received after this deadline will not be accepted.**

Pursuant to Section 13-1-116, New Mexico Statutes Annotated (“NMSA”) 1978 of the Procurement Code, the contents of any quotes shall not be disclosed so as to be available to competing offerors during the negotiation process.

## **Quote Evaluation**

Each quote will be evaluated by the Department. All quotes will be reviewed for compliance with the requirements stipulated in this RFQ. Quotes found not to be in compliance will be eliminated from further consideration. If necessary, offerors submitting quotes may be provided an opportunity for discussion and revision of quotes after submission to the Department and prior to award, for the purpose of obtaining the best offer.

## **Contract Award**

**The Department reserves the right to reject any or all quotes when it is in the best interest of the State to do so.**

Any contract resulting from this RFQ process will follow the format specified by the New Mexico Environment Department and the New Mexico Department of Finance and Administration (“DFA”). The Department reserves the right to negotiate contract provisions with the selected organization, in addition to those stipulated in this RFQ. All contracts are subject to the review and approval of the DFA pursuant to 13-1-118, NMSA of the Procurement Code and DFA Rule 87-1, "Governing the Approval of Contracts for the Purchase of Professional Services."

The Procurement Code, Section 13-1-28 through 13-1 199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

## **IV. QUOTE CONTENT SPECIFICATIONS**

### **A. SCOPE OF WORK**

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

Please describe a suggested approach to the following Scope of Work tasks and cite any significant relevant experience that shapes the approach ideas:

The scope of work will consist of:

- 1) Working with NMED and the District to identify key stakeholders that will need to be involved in the process of developing a SMP.
- 2) Facilitating meetings with NMED, the District, and other stakeholders to create a vision for the SMP, set goals, outline strategies for implementation and outreach.
- 3) Assessing existing baseline data for gaps and providing suggestions for additional metrics necessary.
- 4) Assisting NMED and the District with creating the final SMP document.

The final Plan should include:

- 1) Background information on purpose of SMP and existing baseline metrics.
- 2) Policy for district-wide sustainability.
- 3) SMP vision and goals (long-term and short-term).
- 4) Strategies for reaching goals and method of prioritization.
- 5) A plan for continual assessment and evaluation of the SMP.

## **B. TECHNICAL SPECIFICATIONS**

Please confirm and provide supporting documentation of capability and experience to successfully achieve the following tasks:

- 1) Collaborative development sustainability plans with an emphasis on environmental planning;
- 2) Facilitating planning meetings with a wide group of stakeholders;
- 3) Assisting with identification and prioritization of sustainability goals;
- 4) Guiding appropriate behavioral change necessary to achieve sustainability goals;
- 5) Assessing existing/baseline data and metrics tracking processes necessary to set and achieve environmental goals; and
- 6) Assisting state government and public educational institutions with sustainability planning.

Organizational Experience.

Offerors **must**:

- 7) Provide a description of relevant contract experience with private or public sectors. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of sustainability consultation services;
- 8) Indicate how many similar consulting contracts have been installed in the last two years and what percentage of business revenue is derived from similar consulting contract engagements;
- 9) Describe project successes and failures of at least two consulting engagements. Include and how each experience improved the Offeror's services; and
- 10) Provide a minimum of three (3) organizational references from similar projects performed for private, state or large local government clients within the last three years. Offerors shall submit the following Business Reference information as part of Offer:
  - a) Client name
  - b) Project description and outcome

- c) Project dates (starting and ending)
- d) Project Location
- e) Client project manager name, telephone number, fax number and e-mail address

**11) PROJECT COST:** Cost will be measured by amount compared to other Offeror proposals and services to be provided. Quote should include a breakdown of cost estimates expected to complete scope of work and proposed project approach.

## **C. BUSINESS SPECIFICATIONS**

### **1) Campaign Contribution Disclosure Form**

Offerors shall submit a completed Campaign Contribution Disclosure Form. The form is provided in Appendix A

### **2) Resident Business or Resident Veterans Preference**

To ensure adequate consideration and application of 13-1-21 NMSA (as amended), Offerors must include a copy of their preference certificate in this section. In addition, for resident Veterans Preference, the attached certification Form (Appendix B) must accompany any Offer and any business wishing to receive the preference must complete and sign the form.

### **3) Women or Minority Owned Preference**

Offerors wishing to receive preference must submit qualifying documentation as defined in 40 CFR Part 33 (Participation by Disadvantaged Business Enterprises in United States Environmental Protection Agency Programs)(WBE / MBE).

## **D. QUOTE SUBMISSION FORMAT**

- 1) One (1) hardcopy original
- 2) One (1) Electronic copy
- 3) Three (3) hardcopy duplicates

## **V. EVALUATION**

### **A. EVALUATION POINT SUMMARY**

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror Quotes by sub-category.

**Table 1: Evaluation Point Summary**

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<b>Evaluation Factors – correspond to section IV.A,B and C</b>	<b>Points Available</b>
<b>A. Scope of Work – suggested approach</b>	
A.1. Identification of stakeholders	50
A.2. Stakeholder meeting facilitation	50
A.3. Assessing sustainability data needs	50
A.4. Development of sustainability planning documents	50
<b>B. Technical Specifications – experience &amp; capability</b>	
B.1. Collaborative SMP (or equivalent) development	75
B.2. Facilitation of planning meetings	75
B.3 Identifying and prioritizing goals	75
B.4. Guiding behavioral change	75
B.5. Assessing baseline data	75
B.6. Working with state government and public entities	75
B.7. Description of relevant contract experience	75
B.8. Number of similar contracts	50
B.9. Project successes and failures	50
B.10. Organizational References Minimum of three (3)	75
B.11 Project Cost	100
<b>C. Business Specifications</b>	
D.1. Campaign Contribution Disclosure Form	pass / fail
D.3. Women or Minority Owned Business Preference	yes / no
D.6. Resident Business or Resident Veterans Preference	yes / no
<b>TOTAL POSSIBLE</b>	<b>1,000 points</b>

## **B. EVALUATION FACTORS (See Table 1)**

### **A. Scope of Work – suggested approach (200)**

Up to a total of 200 points will be awarded for Section A. based on the suitability of the suggested approach, demonstrated understanding of the project, and clarity and effectiveness of the information provided.

### **B. Technical Specifications – experience & capability (800)**

Up to a total of 625 points will be awarded for Section B. based on demonstrated expertise and experience necessary to successfully complete the Scope of Work.

Up to 75 points will be awarded for references quality and ability to show relevance to the Scope of Work. Evaluation will be based on the thoroughness and clarity of the response, the breadth and depth of the engagements cited and the perceived validity of the response.

### **D. Business Specifications (preference yes / no)**

D.2. Resident Business or Resident Veterans Preference (yes / no)

Percent of preference will be determine by Offerors that submit the correct documentation. Once RFQ is scored the proper percent of preference will apply to qualifying Offerors .

- a) Resident Business preference = total Offeror score + 5% of total Offeror score.
- b) Resident Veterans Preference = total Offeror score + 8% of total Offeror score.

D.3. Women or Minority Owned Business Preference (yes / no)

Percent of preference will be determine by Offerors that submit the correct documentation. Once RFQ is totally scored the proper percent of preference will apply to those Offerors that qualify.

- a) Women or Minority Owned Business Preference = total Offeror score + 8% of total Offeror score.

# **APPENDIX A**

## **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

## **Campaign Contribution Disclosure Form**

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

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

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

The following definitions apply:

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

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

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

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

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

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

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

**DISCLOSURE OF CONTRIBUTIONS:**

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

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

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

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

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

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

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

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

—OR—

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

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Signature

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Date

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Title (Position)

**APPENDIX B**  
**RESIDENT VETERANS CERTIFICATION**

# 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 one box only**

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference 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 Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

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

\_\_\_\_\_  
(Signature of 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 termination of award of the procurement involved if the statements are proven to be incorrect.