

NEW MEXICO ENVIRONMENT DEPARTMENT

REQUEST FOR PROPOSALS (RFP)

**New Mexico Ozone Attainment Initiative
Photochemical Modeling Project**



RFP#

20 667 4040 0001

Release Date: December 2, 2019

Due Date: January 20, 2019

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of photochemical grid modeling services, using a 4-kilometer grid pattern over the state of New Mexico and surrounding borders for the Ozone Attainment Initiative (OAI).

B. BACKGROUND INFORMATION

In 2015, the U.S. Environmental Protection Agency (EPA) revised the 8-hour ozone (O₃) standard from 75 parts per billion (ppb) to 70 ppb. The New Mexico Environment Department (NMED) Air Quality Bureau (AQB) operates O₃ monitors that recorded elevated O₃ levels in several counties within the state that are within 95% of the National Ambient Air Quality Standard (NAAQS) for O₃. The New Mexico Air Quality Control Act (NMAQCA) requires NMED to develop a plan to address elevated levels of O₃ when air quality is within or above 95% of the O₃ NAAQS (74-3-5.3, NMSA 1978). The affected areas that require a plan to control O₃ precursors are: Eddy, Lea, Doña Ana, Rio Arriba, Sandoval, Valencia, and San Juan counties.

C. SCOPE OF PROCUREMENT

The NMED AQB is seeking technical assistance to develop emission inventories and to perform photochemical grid modeling. This modeling is to be conducted using the most current guidance(s) provided by the EPA. Modeling should be performed using the modeling platform developed for the Western Air Quality Study (WAQS), which is available through the Intermountain West Data Warehouse (IWDW). This platform will be optimized and updated for the OAI.

D. PROCUREMENT MANAGER

1. The NMED AQB has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Kerwin Singleton, Procurement Manager
Address: 525 Camino de los Marquez, Ste. 1,
Santa Fe, NM 87505
Telephone: (505) 476-4350
Fax: (505) 476-4375
Email: kerwin.singleton@state.nm.us

2. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact ONLY the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the NMED. **Protests of the solicitation or award must be delivered by mail to the Protest Manager.** As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

E. 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.

“Authorized Purchaser” means an individual authorized by a Participating Entity to place orders against this contract.

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

“Business Hours” means 8:00 AM thru 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“Close of Business” means 5:00 PM Mountain Standard or Daylight Time, whichever is in use at that time.

“Confidential” means confidential financial information concerning offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act NMSA 1978 57-3-A-1 to 57-3A-7. See NMAC 1.4.1.45. As one example, no information that could be obtained from a source outside this request for proposals can be considered confidential information.

“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.

“Determination” means the written documentation of a decision of a procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“Desirable” the terms "may", "can", "should", "preferably", or "prefers" identify a desirable or discretionary item or factor.

“Electronic Version/Copy” means a digital form consisting of text, images or both readable on computers or other electronic devices that includes all content that the Original and Hard Copy proposals contain. The digital form may be submitted using a compact disc (cd) or USB flash drive. The electronic version/copy can NOT be emailed.

“Evaluation Committee” means a body appointed to perform the evaluation of Offerors’ proposals.

“Evaluation Committee Report” means a report prepared by the Procurement Manager and the Evaluation Committee for contract award. It will contain written determinations resulting from the procurement.

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

“Hourly Rate” means the proposed fully loaded maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate.

“Mandatory” – the terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

“Minor Technical Irregularities” means anything in the proposal that does not affect the price quality and quantity or any other mandatory requirement.

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

“Procurement Manager” means any person or designee authorized by a state agency or local public body to enter into or administer contracts and make written determinations with respect thereto.

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

“Project” means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the project scope is achieved and project acceptance is given by the project executive sponsor.

“Redacted” means a version/copy of the proposal with the information considered confidential as defined by NMAC 1.4.1.45 and defined herein and outlined in Section II.C.8 of this RFP blacked out BUT NOT omitted or removed.

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

“Responsible Offeror” means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, or items of tangible personal property described in the proposal.

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

“Sealed” means, in terms of a non-electronic submission, that the proposal is enclosed in a package which is completely fastened in such a way that nothing can be added or removed. Open packages submitted will not be accepted except for packages that may have been damaged by the delivery service itself. The State reserves the right, however, to accept or reject packages where there may have been damage done by the delivery service itself. Whether a package has been damaged by the delivery service or left unfastened and should or should not be accepted is a determination to be made by the Procurement Manager. By submitting a proposal, the Offeror agrees to and concurs with this process and accepts the determination of the Procurement Manager in such cases.

“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.

“State Agency” means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state. “State agency” includes the purchasing division of the general services department and the state purchasing agent but does not include local public bodies.

“Statement of Concurrence” means an affirmative statement from the Offeror to the required specification agreeing to comply and concur with the stated requirement(s). This statement shall be included in Offerors proposal. (E.g., “We concur”, “Understands and Complies”, “Comply”, “Will Comply if Applicable” etc.)

“Unredacted” means a version/copy of the proposal containing all complete information including any that the Offeror would otherwise consider confidential, such copy for use only for the purposes of evaluation.

“Written” means typewritten on standard 8 ½ x 11-inch paper. Larger paper is permissible for charts, spreadsheets, etc.

F. PROCUREMENT LIBRARY

A procurement library has been established. Offerors are encouraged to review the material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection or by contacting the Procurement Manager and scheduling an appointment. The library contains information listed below:

Procurement Regulations and Request for Proposal – RFP instructions:

<https://www.generalservices.state.nm.us/statepurchasing/active-procurements.aspx>.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

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

Action	Responsible Party	Time Frames
1. Issue RFP	NMED	12/02/2019
2. Distribution List	Agency	12/16/2019
3. Deadline to submit Questions	Potential Offerors	12/18/2019
4. Response to Written Questions	Procurement Manager	12/26/2019
5. Submission of Proposal	Potential Offerors	01/20/2020
6. Proposal Evaluation	Evaluation Committee	01/21-24/2020
7. Selection of Finalists	Evaluation Committee	01/27/2020
8. Finalize Contractual Agreements	Procurement Manager	02/03/2020
9. Contract Awards	Contracts Review Bureau	02/17/2020
10. Protest Deadline	NMED	03/03/2020

B. EXPLANATION OF EVENTS

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

1. Issuance of RFP

This RFP is being issued on behalf of the New Mexico State Environment Department on December 02, 2019

2. Acknowledgement of Receipt

Potential Offerors should hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the

organization, dated and returned to the Procurement Manager by 3:00 pm MST or MDT on December 16, 2019.

The procurement distribution list will be used for the distribution of written responses to questions. Failure to return the Acknowledgement of Receipt form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

3. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until 5:00 PM Mountain Standard Time as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

4. Response to Written Questions

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose organization name appears on the procurement distribution list. An e-mail copy will be sent to all Offeror's that provide Acknowledgement of Receipt Forms described in II.B.2 before the deadline. Additional copies will be posted to: <https://www.env.nm.gov/requests-for-proposals/>.

5. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME ON January 20, 2020. Proposals received after this deadline **will not** be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the New Mexico Ozone Attainment Initiative Photochemical Modeling Project, 20 667 4040 0001. Proposals submitted by facsimile, or other electronic means will not be accepted.

A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

6. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

7. Selection of Finalists

The Evaluation Committee will select and the Procurement Manager will notify the finalist Offerors as per schedule Section II. A., Sequence of Events or as soon as possible.

8. Finalize Contractual Agreements

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events, or as soon thereafter as possible. This date is subject to change at the discretion of the relevant Agency Procurement office. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the State reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

9. Contract Awards

After review of the Evaluation Committee Report and the signed contractual agreement, the Agency Procurement office will award as per the schedule in Section II. A., Sequence of Events, or as soon as possible thereafter. This date is subject to change at the discretion of the State Purchasing Division or relevant Agency Procurement office.

The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to the State of New Mexico and NMED, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Department and State approval.

10. Protest Deadline

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to

have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 - calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Joseph Lovato
Protest Manager
Chief Procurement Officer, NMED
P.O. Box 5469
Santa Fe, NM 87502-5469
505-476-3718
JosephM.Lovato@state.nm.us

Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with a state agency which may derive from this RFP. The state agency entering into a contractual agreement with a vendor will make payments to only the prime contractor.

4. Subcontractors/Consent

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

5. Amended Proposals

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

6. Offeror's Rights to Withdraw Proposal

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

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred eighty (180) days after the due date for receipt of proposals or one hundred twenty (120) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

8. Disclosure of Proposal Contents

- A. Proposals will be kept confidential until negotiations and the award are completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
 1. confidential financial information concerning the Offeror's organization;
 2. and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.

3. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

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

9. No Obligation

This RFP in no manner obligates the State of New Mexico or any of its Agencies to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

10. Termination

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

11. Sufficient Appropriation

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

12. Legal Review

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

13. Governing Law

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

14. Basis for Proposal

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

15. Contract Terms and Conditions

The contract between an agency and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Sample Contract - Appendix C. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant contract.

The Agency discourages exceptions from the contract terms and conditions as set forth in the RFP Sample Contract. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the Agency (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

Should an Offeror object to any of the terms and conditions as set forth in the RFP Sample Contract (APPENDIX C) strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose **specific** alternative language. The Agency may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions of the Sample Contract are not acceptable to the Agency and will result in disqualification of the Offeror's proposal.

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

If an Offeror fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror), no proposed alternate terms and conditions will be considered later during the negotiation process. Failure to propose alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror) is an **explicit agreement** by the Offeror that the contractual terms and conditions contained herein are **accepted** by the Offeror.

16. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency. Please see Section II.C.15 for requirements.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Offeror), will be discussed only between the Agency and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.

18. Offeror Qualifications

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

19. Right to Waive Minor Irregularities

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

20. Change in Contractor Representatives

The Agency reserves the right to require a change in contractor representatives if the assigned representative(s) is (are) not, in the opinion of the Agency, adequately meeting the needs of the Agency.

21. Notice of Penalties

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

22. Agency Rights

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

23. Right to Publish

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

24. Ownership of Proposals

All documents submitted in response to the RFP shall become property of the State of New Mexico.

25. Confidentiality

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

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

26. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence. (See also Section II.B.5, Response to Written Questions).

27. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the agency, the Offeror acknowledges that the version maintained by the agency shall govern. Please refer to: <https://www.env.nm.gov/requests-for-proposals/>.

28. New Mexico Employees Health Coverage

- A. If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the

expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

- B. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
- C. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <https://www.bewellnm.com>.
- D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

29. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form, APPENDIX B, as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification.

30. Letter of Transmittal

Offeror's proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX E which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal MUST:

1. Identify the submitting business entity.
2. Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
5. Identify sub-contractors (if any) anticipated to be utilized in the performance of any resultant contract award.
6. Describe the relationship with any other entity which will be used in the performance of this awarded contract.
7. Identify the following with a check mark and signature where required:

- a. **Explicitly** indicate acceptance of the Conditions Governing the Procurement stated in Section II. C.1;
 - b. **Explicitly** indicate acceptance of Section V of this RFP; and
 - c. Acknowledge receipt of any and all amendments to this RFP.
8. Be signed by the person identified in paragraph 2 above.

31. Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
 2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
 - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
 - b. violation of Federal or state antitrust statutes related to the submission of offers; or
 - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
 3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure; or
 4. has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply:
 - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
 - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
 - c. Have within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.

- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Purchasing Agent or other party to this Agreement. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

32. New Mexico Preferences

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

A. New Mexico Business Preference

A copy of the certification must accompany your proposal.

B. New Mexico Resident Veterans Business Preference

A copy of the certification must accompany your proposal.

An agency shall not award a business both a resident business preference and a resident veteran business preference.

The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

B. NUMBER OF COPIES

1. Hard Copy Responses

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

1. Technical Proposals – One (1) ORIGINAL, one (1) HARD COPY, and one (1) electronic copy of the proposal containing ONLY the Technical Proposal; ORIGINAL and COPY shall be in separate labeled binders. **The electronic version/copy can NOT be emailed.**

- Proposals containing confidential information **must** be submitted as two separate binders:
 - **Unredacted** version for evaluation purposes
 - **Redacted** version (information blacked out and not omitted or removed) for the public file

2. Cost Proposals – One (1) ORIGINAL, one (1) HARD COPY, and one (1) electronic copy of the proposal containing ONLY the Cost Proposal; ORIGINAL and COPY of Cost Proposal shall be in separate labeled binders from the Technical Proposals. **The electronic copy can NOT be emailed.**

The electronic version/copy of the proposal **must** mirror the physical binders submitted (i.e., one (1) **unredacted cd/usb**, one (1) **redacted cd/usb**). **The electronic version can NOT be emailed.**

The original, hard copy and electronic copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization** may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Hard copies must be typewritten on standard 8 ½ x 11 - inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

Organization of folders/envelopes for hard copy proposals and electronic copy proposals:

1. Proposal Content and Organization

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

Technical Proposal (Binder 1):

- A. Signed Letter of Transmittal
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
- F. Response to Specifications (**except cost information which shall be included in Cost Proposal/Binder 2 only**)
 1. Organizational Experience
 2. Organizational References
 3. Mandatory Specification
 4. Financial Stability - Financial information considered confidential should be placed in the **Confidential Information** binder.
 5. Performance Surety Bond
 6. Signed Campaign Contribution Form
 7. New Mexico Preferences (If applicable)
- G. Other Supporting Material (If applicable)

Cost Proposal (Binder 2):

1. Completed Cost Response Form

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses must occur only in Binder #2 on the cost response form.

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

IV. SPECIFICATIONS

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.

A. DETAILED SCOPE OF WORK

Photochemical Modeling for the New Mexico Ozone Attainment Initiative

1. Background:

The New Mexico OAI aims to maintain ozone (O₃) attainment in areas of the state nearing the NAAQS. As the lead air quality planning agency for the State of New Mexico, except for Tribal Lands and Bernalillo County, the NMEDAQB is responsible for planning efforts, including State Implementation Plan (SIP) development and modeling, to demonstrate attainment of the NAAQS mandated by the Clean Air Act (CAA). The NMAQCA requires NMED to develop a plan to address elevated levels of O₃ when air quality is within 95% of the NAAQS (74-3-5.3, NMSA 1975).

In 2015, the EPA revised the 8-hour O₃ NAAQS from 75 ppb to 70 ppb. The NMED AQB operates O₃ monitors throughout the state that recorded elevated O₃ levels within 95% of the O₃ NAAQS based on monitoring data from 2016-2018. The affected areas requiring a control plan under the AQB's jurisdiction include: Eddy, Lea, Doña Ana, Rio Arriba, Sandoval, Valencia, and San Juan counties.

The NMAQCA requires that NMED develop a plan to control the emissions of sources pursuant to attainment and maintenance of the standard in areas with measured concentrations approaching the O₃ NAAQS. Photochemical air quality modeling is required to identify sources of O₃ precursors that contribute to high O₃ concentrations and evaluate emission control strategies that will ensure continued attainment of the NAAQS in these counties. The photochemical air quality modeling will identify factors contributing to high O₃ in the affected counties and investigate future emissions control strategies that will ensure continued attainment of air quality standards in New Mexico.

NMED is seeking technical assistance to develop emission inventories and to perform photochemical grid modeling. This modeling is to be conducted using the most current guidance(s) provided by the EPA. Modeling should be based on the modeling platform developed for the WAQS, which is available through the IWDW. This platform will be optimized and updated for the OAI.

2. Goals:

- Establish base year (2014) modeling for O₃ analyses.
- Conduct modeling of future year (2025) emissions scenarios.
- Evaluate contributions of source groups and areas in New Mexico and other jurisdictions to high O₃ concentrations in the affected counties.
- Evaluate control strategies of O₃ precursors to maintain NAAQS attainment in the affected counties.

3. Tasks:

Costs should be included separately for tasks marked as optional. Whether tasks need to be completed will be decided by NMED based on results of previous task(s).

Task 1: Formal Modeling Protocol / Quality Assurance Project Plan and Work Plan

Prepare a hybrid modeling protocol / Quality Assurance Project Plan (QAPP) describing:

- The recommended modeling platform to be used - Comprehensive Air quality Model with Extensions (CAMx), or Community Multi-scale Air Quality Model (CMAQ).
- The recommended modeling domain should be 4 km for the state of New Mexico and necessary surrounding areas, including the Permian basin in Texas and the San Juan Basin in the Four Corners area. The modeling domain may include necessary nesting.
 - The recommended source of boundary conditions;
 - Recommended sources of data,
 - A project management plan,
 - Quality objectives and criteria,
 - Quality Assurance and Quality Control procedures for each task, including quality assurance processes for modeling, and
 - Assessment and Oversight.
- The document should consider EPA technical guidance on the implementation of the 2015 ozone NAAQS.
- The document should either include a work plan for completing tasks 2-7, or a separate work plan should be submitted.

Deliverable: Written Hybrid Modeling Protocol / Quality Assurance Project Plan, work plan.

Task 2: Base Year Meteorological Modeling

Task 2.1 Evaluate Existing Meteorological Modeling

- Evaluate existing base year (2014) existing 36/12/4 km WRF model results from the WAQS (available from IWDW) for model performance.

Task 2.2 Additional Meteorological Modeling

- Optional: As needed use the current version of WRF to conduct one additional meteorological model run to include a 4 km grid for the entire state.

Task 2.3 Prepare Meteorological modeling

- Convert WRF output for input to selected photochemical model and Sparse Matrix Operator Kernel Emissions (SMOKE).
- Prepare documentation and model performance information.

Deliverable: PowerPoint Presentation of WRF Application/Evaluation Report.

Task 3: Boundary Conditions

Task 3.1 Evaluate Existing Boundary Conditions

- Evaluate and process existing modeling (WAQS) or global chemical transport climate model (GTM) for use as boundary conditions.

Task 3.2 Additional Boundary Conditions

- Optional: If existing modeling is not sufficient for use as boundary conditions prepare boundary conditions by running GEOS-Chem (or another GTMs / ensemble of GTMs as needed).

Deliverable: PowerPoint Presentation on Model Boundary Conditions.

Task 4: Base Year (2014) and Future Year (2025) Emissions Inventories

- Collect and prepare emission inventories for base (2014) and future (2025) years as needed for photochemical modeling, including subtasks 4.1 – 4.6 below.
- Develop deficient inventory components, as needed.
- Collect and process ancillary emissions data (spatial surrogates, temporal profile, chemical speciation), as needed.

Deliverable: PowerPoint Presentation(s) on Emissions Inventories, Technical Memo for 2014 Base Year Modeling, Technical Memo for 2025 Future Year Emissions Modeling.

Task 4.1: Emissions Inventory of Sources in Counties of Interest

- Develop or update emissions inventories for the following source categories:
 - Permian Basin oil and gas (coordinate with BLM NMSO regarding study being performed under WRAP / WAQS),
 - San Juan Basin oil and gas emissions,
 - Major point sources (using NEI data), and
 - Other industry sources.

Deliverable: PowerPoint Presentation on Emissions, and Tile Plots of NO_x Sources.

Task 4.2: Mobile Source Inventories

- Evaluate existing mobile source emission inventories, including NEI and WAQS, for use in photochemical modeling.
- Prepare a report or presentation on mobile source results, including a detailed inventory of mobile emissions in tons per day.

Task 4.2.2 Additional MOVES Modeling

- Optional: As needed, use EPA's most current version of MOVES to develop base (2014) and future year (2025) on-road mobile emission factors and emissions inventory to supplement existing data.

Deliverable: Report / Presentation on MOVES Model Results.

Task 4.3: Border Inventories

- Coordinate with EPA, WESTAR, other states (Texas, Colorado, Utah, Arizona), Bernalillo County, and the NMED as needed to gather the best-available current and future year inventories for areas bordering the counties of concern, including:
 - Northern Mexico,
 - Western Texas,
 - Southwest Colorado,
 - Southeast Utah,
 - Northeast Arizona, and
 - Bernalillo County, NM.

Task 4.4 Biogenic Emissions

- Evaluate existing emission inventories, including NEI and WAQS, for use in photochemical modeling.
- As needed, run the most recent version of Model of Emissions of Gases and Aerosols from Nature (MEGAN) to estimate biogenic emissions.
- Gather and process natural emissions such as lightning NO_x, and wildfire emissions for the study modeling domains.

Task 4.5: Prepare Emissions with SMOKE

- Combine the WAQS year 2014 version B (WAQS 2014b) emission platform (models, inventories, and ancillary data) with emissions inventories from Task 4 to create a multi-county emissions modeling platform for both base year (2014) and future year (2025).

Task 4.6: Prepare Future Year (2025) Emissions Inventory

- Collect and combine future year inventories from EPA, WAQS to create a future year emission inventory estimate.
- Create alternate future emission inventory estimate(s) based on various control strategies.

Deliverable: Summary Tables and Tile Plots of NO_x and VOCs Emissions for Source Categories.

Task 5: Base Year (2014) Air Quality Modeling

- Set up and run the base case photochemical modeling using the current version of the photochemical model selected in Task 1.

- The model configuration will be based directly on WAQS 2014b modeling, unless directed otherwise by NMED.
- Include Plume in Grid (PiG) algorithm for sources in the 4km grid with a NO_x threshold to be determined in consultation with NMED.
- Provide a model performance evaluation (MPE).
- Gather any aerometric data for the counties of concern from EPA AQS, other Federal air quality monitoring systems, and NMED.
- Conduct a model performance evaluation for O₃, NO₂, CO, and VOCs.
- Conduct short-time period emissions and/or other sensitivity modeling simulations to address any performance issues in the base year MPE as needed.
- Rerun base case with revised configuration and update MPE (if needed).
- Provide a report describing the photochemical modeling base case results, including a full description of all sensitivity / diagnostic analysis that were performed.
- Provide a presentation of base case modeling results.
- Prepare source code, input data, output data, intermediate data, and scripts for Task 7.

Deliverable: Written Report on Base Case Modeling Results, PowerPoint Presentation on Base Year Air Quality Modeling, including Model Performance Evaluation.

Task 6: Future Year (2025) Air Quality Modeling

Task 6.1: Future Year (2025) Modeling

- Use the photochemical modeling configuration from Task 5 to simulate year 2025 air quality.
- The model configuration for this task will differ from base year modeling in:
 - the emissions modeling platform, and
 - boundary conditions, if needed. The boundary conditions will be decided in consultation with the WAQS.

Deliverable: PowerPoint Presentation on Future Year Air Quality Modeling.

Task 6.2: Modeled Attainment Test

- Prepare the base and future year model results for input into the EPA Modeled Attainment Test Software (MATS).
- Use the current version of MATS to estimate future design values and relative response factors (RRFs) at monitors in the study modeling domains.
- Perform MATS unmonitored area analysis (UAA) for the region.

Deliverable: PowerPoint Presentation on Future Year Ozone Projections.

Task 6.3: Future Year Source Apportionment Modeling

- Perform future year O₃ source apportionment modeling of source region and source category contributions to O₃ concentrations and O₃ design values for each of the affected

counties. This may include up to 7 source regions and 7 source categories for each of the northwest, north-central, southeast, and south-central areas of the state.

- Post-process source apportionment modeling results and develop interactive spreadsheets for analysis results.

Deliverable: PowerPoint Presentation and Excel Spreadsheet(s) on Future Year Ozone Source Apportionment Modeling.

Task 6.4: Future Year Emissions Sensitivity/Control Modeling

- Conduct future year emissions sensitivities to evaluate the impacts of emissions reductions on attainment of the O₃ NAAQS. Coordinate with NMED to implement current and future emissions control programs in the model.
- Use MATS to estimate future year design values and RRFs for the emissions sensitivity simulations.

Deliverable: PowerPoint presentation and Excel spreadsheet(s) on future year emissions sensitivity modeling.

Task 7: Technical Support Document and Technology Transfer

- Prepare draft Technical Support Document (TSD) documenting Tasks 2-6.
- Submit draft TSD for review, and update draft TSD to reflect comments received and prepare a Response-to-Comments (RtC) document.
- Submit final TSD on the results.
- Prepare source code, input and output files, intermediate data, and scripts for transfer to IWDW for the following:
 - Meteorological data and modeling;
 - Emissions inventories;
 - Base and Future year modeling;
 - Sensitivity analysis; and
 - Source apportionment modeling.

Deliverable: Draft TSD, Final TSD and RtC document for NMED. Modeling data, RtC document, PowerPoint presentation and Final TSD also Posted on IWDW.

Table of Tasks and Deliverables

Task	Deliverable
Task 1: Formal Modeling Protocol	<ul style="list-style-type: none"> • Modeling Protocol.
Task 2: Base Year Meteorological Modeling	<ul style="list-style-type: none"> • Presentation of WRF Application/Evaluation Report.
Task 3: Boundary Conditions	<ul style="list-style-type: none"> • Presentation on model boundary conditions.
Task 4: Base Year (2014) and Future Year (2025) Emissions Inventories	<ul style="list-style-type: none"> • Presentation(s) on emissions inventories . • Report / Presentation on MOVES model results. • Technical memo for 2014 base year base case emissions modeling. • Technical memo for 2025 future year emissions modeling.
Task 5: Base Year (2014) Air Quality Modeling	<ul style="list-style-type: none"> • Written report on base year results. • PowerPoint presentation on base year air quality modeling, including model performance.
Task 6: Future Year (2014) Air Quality Modeling	<ul style="list-style-type: none"> • PowerPoint presentation on future year air quality modeling / future year ozone projections. • PowerPoint presentation and Excel spreadsheet(s) on future year ozone source apportionment modeling. • PowerPoint presentation and Excel spreadsheet(s) on future year emissions sensitivity modeling.
Task 7: Technical Support Document and Technology Transfer	<ul style="list-style-type: none"> • Draft TSD. • Final TSD and RtC. • PowerPoint presentation on TSD. • Modeling data.

B. TECHNICAL SPECIFICATIONS

1. Organizational Experience

Offerors **must**:

- a) provide a description of relevant corporate experience with state government and private sector. The experience of all proposed subcontractors must be described. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as

- a provider of ozone photochemical modeling. All ozone photochemical modeling provided to private sector will also be considered;
- b) indicate how many ozone photochemical modeling projects have been conducted in the last two years and what percentage of business revenue is derived from ozone photochemical modeling engagements;
 - c) describe at least two project successes and failures of an ozone photochemical modeling engagement. Include how each experience improved the Offeror's services.

2. Organizational References

Offerors MUST provide a minimum of three (3) references from similar projects performed for private, state or large local government clients within the last three years. **Offerors are required to submit APPENDIX F, Organization Reference Questionnaire, to the business references they list. The business references must submit the Reference Form directly to the designee described in Sec I Paragraph D.** It is the Offeror's responsibility to ensure the completed forms are received on or before December 20, 2019 for inclusion in the evaluation process.

Organizational References that are not received or are not complete, may adversely affect the vendor's score in the evaluation process. The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it (outside of the Business Reference information required herein), in its evaluation of Offeror responsibility per Section II, Para C.18.

Offerors shall submit the following Business Reference information as part of Offer:

- a) Client name;
- b) Project description;
- c) Project dates (starting and ending);
- d) Technical environment (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware);
- e) Staff assigned to reference engagement that will be designated for work per this RFP; and
- f) Client project manager name, telephone number, fax number and e-mail address.

3. Schedule

Offerors MUST provide a proposed schedule for project completion, including time frames for completing each task listed in section IV.A.3 of this RFP.

4. Mandatory Specifications

The NMED is responsible for air quality management activities as provided in state and federal statutes. Our regulatory authority comes from New Mexico's Environmental Improvement Act, Air Quality Control Act, and EPA approved SIP. The services sought through this RFP will enable the NMED AQB to determine contributing factors and control strategies to reduce ozone levels and improve air quality in the state.

Past work conducted by the offeror should have focused on western states technical analysis that serves as the basis for developing strategies to meet the NAAQS and requirements of the CAA. Therefore, offeror shall provide evidence that demonstrates:

- a) Mastery of EPA guidance and protocols regarding emissions inventory development and modeling.
- b) Use of the specified modeling platform for western states to address air quality analysis and support regulatory development.
- c) Successful development of base case and future year emissions inventories, using the data sets provided through the IWDW, and processing of emissions in oil and gas basins and international border regions.
- d) Experience in meteorological modeling and sensitivity analyses in areas with complex terrain.
- e) Proficiency using source apportionment tools and calculation of future year design values, accounting for multiple future year emissions scenarios.

C. BUSINESS SPECIFICATIONS

1. Financial Stability

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10K, as well as financial statements for the preceding three years, if they exist. The submission must include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

3. Performance Surety Bond

RESERVED.

4. Letter of Transmittal Form

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX E. The form **must** be completed and must be signed by the person authorized to obligate the company.

5. Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

6. Cost

Offerors must complete the Cost Response Form in APPENDIX D. Cost will be measured by completion of deliverables. All charges listed on APPENDIX D must be justified and evidence of need documented in the proposal.

7. Resident Business or Resident Veterans Preference

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate in this section.

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 proposals by sub-category.

Table 1: Evaluation Point Summary

Factors – correspond to section IV.B and IV C	Points Available
B. Technical Specifications	
B.1. Organizational Experience	100 pts.
B.2. Organizational References	Pass/Fail.
B.3. Schedule	100 pts.
B.4. Mandatory Specification	
B.4.a Mastery of EPA Guidance and Protocols	120 pts.
B.4.b Use of Modeling Platform	120 pts.
B.4.c Development of Emissions Inventories	120 pts.
B.4.d Meteorological Modeling and Sensitivity Analyses Experience	120 pts.
B.4.e Source Apportionment and Future Year Air Quality Modeling and Analysis Experience	120 pts.
C. Business Specifications	
C.1. Financial Stability	Pass/Fail
C.3. Letter of Transmittal	Pass/Fail
C.4. Signed Campaign Contribution Disclosure Form	Pass/Fail
C.5. Cost	200 pts.
TOTAL	1,000 points
C.6. New Mexico Preference - Resident Vendor Points per Section IV C. 6	
C.6. New Mexico Preference - Resident Veterans Points per Section IV C.6	

B. EVALUATION FACTORS

1. B.1 Organizational Experience (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

2. B.2 Organizational References (See Table 1)

Points will be awarded based upon an evaluation of the responses to a series of questions as per Appendix F. Points will be awarded for each individual response up to 1/3 of the total points for this category. Lack of a response will be awarded zero (0) points.

3. B.3 Schedule

Points will be based on the applicant's ability to adhere to the time constraints for this RFP.

4. B.4 Mandatory Specifications

Points will be based on the applicant's ability to address and adhere to the mandatory specifications set forth in this RFP

5. B.5 Completeness and clarity of the proposal

Points will be awarded based on whether the respondent has proved a proposal that is clear, concise and complete.

6. B.6. Personnel qualifications

Points will be awarded on the summary the respondent provides on the qualifications of the staff assigned to the project.

7. B.7. Ability to provide sound technical support

Points will be awarded on the applicant's ability to provide technical support after final deliverable.

8. B.8. Availability and support of management

Points will be based on the availability and the support of management on the project.

9. C.1 Financial Stability (See Table 1)

Pass/Fail only. No points assigned.

10.C.2 Performance Bond (See Table 1)

RESERVED.

11.C.3 Letter of Transmittal (See Table 1)

Pass/Fail only. No points assigned.

12. C.4 Campaign Contribution Disclosure Form (See Table 1)

Pass/Fail only. No points assigned.

13.C.5 Cost (See Table 1)

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

$$\frac{\text{Lowest Responsive Offer Bid}}{\text{This Offeror's Bid}} \times \text{Available Award Points}$$

14.C.6. New Mexico Preferences

Percentages will be determined based upon the point-based system outlined in NMSA 1978, § 13-1-21 (as amended).

A. New Mexico Business Preference

If the Offeror has provided a copy of their Preference Certificate the Preference Points for a New Mexico Business is 5%.

B. New Mexico Resident Veterans Business Preference

If the Offeror has provided a copy of their Preference Certificate the Preference Point is 10%.

C. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II. B.7.
3. The Evaluation Committee may use other sources of to perform the evaluation as specified in Section II. C.18.
4. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the State taking into consideration the evaluation factors in Section IV will be recommended for award (as specified in Section II. B.8). Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

APPENDIX A

REQUEST FOR PROPOSAL

New Mexico Ozone Attainment Initiative Photochemical Modeling Project
20 667 4040 0001

ACKNOWLEDGEMENT OF RECEIPT FORM

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

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than 5:00 PM on December 16, 2019. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

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

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

Kerwin Singleton, Procurement Manager
New Mexico Ozone Attainment Initiative Photochemical Modeling Project
20 667 4040 0001

New Mexico Environment Department Air Quality Bureau
525 Camino de los Marquez, Ste. 1
Santa Fe, NM 87505
E-mail: kerwin.singleton@state.nm.us

APPENDIX B

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 proposals and ending with the award of the contract or the cancellation of the request for proposals.

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

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

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

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

—OR—

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

Signature

Date

Title (Position)

APPENDIX C
SAMPLE CONTRACT

STATE OF NEW MEXICO

(NAME OF AGENCY)

PROFESSIONAL SERVICES CONTRACT # _____

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **NAME OF AGENCY**, hereinafter referred to as the "Agency," and **NAME OF CONTRACTOR**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the General Services Department/State Purchasing Division (GSD/SPD Contracts Review Bureau).

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work

The Contractor shall perform the following work:

The NMED is seeking technical assistance to develop emission inventories and to perform photochemical grid modeling. This modeling is to be conducted using the most current guidance(s) provided by the EPA. Modeling should be based on the modeling platform developed for the Western Air Quality Study (WAQS), which is available through the Intermountain West Data Warehouse (IWDW). This platform will be optimized and updated for the OAI.

2. Goals

- Establish base year (2014) modeling for O₃ analyses.
- Conduct modeling of future year (2025) emissions scenarios.
- Evaluate contributions of source groups and areas in New Mexico and other jurisdictions to high O₃ concentrations in the affected counties.
- Evaluate control strategies of O₃ precursors to maintain NAAQS attainment in the affected counties.

3. Tasks

Costs should be included separately for tasks marked as optional. Whether tasks need to be completed will be decided by NMED based on results of previous task(s).

Task 1: Formal Modeling Protocol / Quality Assurance Project Plan and Work Plan

- Prepare a hybrid modeling protocol / Quality Assurance Project Plan (QAPP) describing:
 - The recommended modeling platform to be used - Comprehensive Air quality Model with Extensions (CAMx), or Community Multi-scale Air Quality Model (CMAQ).

- The recommended modeling domain - modeling domain should be 4 km for the state of New Mexico and necessary surrounding areas, including the Permian basin in Texas. The modeling domain may include necessary nesting.
 - The recommended source of boundary conditions;
 - Recommended sources of data;
 - A project management plan;
 - Quality objectives and criteria;
 - Quality Assurance and Quality Control procedures for each task, including quality assurance processes for modeling; and
 - Assessment and Oversight.
- The document should consider EPA technical guidance on the 2015 ozone NAAQS.
- The document should either include a work plan for completing tasks 2-7, or a separate work plan should be submitted.

Deliverable: Written Hybrid Modeling Protocol / Quality Assurance Project Plan, work plan.

Task 2: Base Year Meteorological Modeling

Task 2.1 Evaluate Existing Meteorological Modeling

- Evaluate existing base year (2014) existing 36/12/4 km WRF model results from the WAQS (available from IWDW) for model performance.

Task 2.2 Additional Meteorological Modeling

- Optional: As needed use the current version of WRF to conduct one additional meteorological model run to include a 4 km grid for the entire state.

Task 2.3 Prepare Meteorological modeling

- Convert WRF output for input to selected photochemical model and Sparse Matrix Operator Kernel Emissions (SMOKE).
- Prepare documentation and model performance information.

Deliverable: PowerPoint Presentation of WRF Application/Evaluation Report

Task 3: Boundary Conditions

Task 3.1 Evaluate Existing Boundary Conditions

- Evaluate and process existing modeling (WAQS) or global chemical transport climate model (GTM) for use as boundary conditions (base and future the same or different?).

Task 3.2 Additional Boundary Conditions

- Optional: If existing modeling is not sufficient for use as boundary conditions prepare boundary conditions by running GEOS-Chem (or another GTMs / ensemble of GTMs as needed).

Deliverable: PowerPoint Presentation on Model Boundary Conditions

Task 4: Base Year (2014) and Future Year (2025) Emissions Inventories

- Collect and prepare emission inventories for base (2014) and future (2025) years as needed for photochemical modeling, including subtasks 4.1 – 4.6 below.
- Develop deficient inventory components, as needed.
- Collect and process ancillary emissions data (spatial surrogates, temporal profile, chemical speciation), as needed.

Deliverable: PowerPoint Presentation(s) on Emissions Inventories, Technical Memo for 2014 Base Year Modeling, Technical Memo for 2025 Future Year Emissions Modeling.

Task 4.1: Emissions Inventory of Sources in Counties of Interest

- Develop or update emissions inventories for the following source categories:
 - Permian Basin oil and gas (coordinate with BLM NMSO regarding study being performed under WRAP / WAQS);
 - San Juan Basin oil and gas emissions;
 - Major point sources (using NEI data); and
 - Other industry sources.

Deliverable: PowerPoint Presentation on Emissions, and Tile Plots of NO_x Sources.

Task 4.2: Mobile Source Inventories

- Evaluate existing mobile source emission inventories, including NEI and WAQS, for use in photochemical modeling.
- Prepare a report or presentation on mobile source results, including a detailed inventory of mobile emissions in tons per day.

Task 4.2.2 Additional MOVES Modeling

- Optional: As needed, use EPA's most current version of MOVES to develop base (2014) and future year (2025) on-road mobile emission factors and emissions inventory to supplement existing data.

Deliverable: Report / Presentation on MOVES Model Results.

Task 4.3: Border Inventories

- Coordinate with EPA, WESTAR, other states (Texas, Colorado, Utah, Arizona), Bernalillo County, and the NMED as needed to gather the best-available current and future year inventories for areas bordering the counties of concern, including:
 - Northern Mexico;
 - Western Texas;
 - Southwest Colorado;
 - Southeast Utah;
 - Northeast Arizona; and

- Bernalillo County, NM.

Task 4.4 Biogenic Emissions

- Evaluate existing emission inventories, including NEI and WAQS, for use in photochemical modeling.
- As needed, run the most recent version of Model of Emissions of Gases and Aerosols from Nature (MEGAN) to estimate biogenic emissions.
- Gather and process natural emissions such as lightning NO_x, and wildfire emissions for the study modeling domains.

Task 4.5: Prepare Emissions with SMOKE

- Combine the WAQS year 2014 version B (WAQS 2014b) emission platform (models, inventories, and ancillary data) with emissions inventories from Task 4 to create a multi-county emissions modeling platform for both base year (2014) and future year (2025).

Task 4.6: Prepare Future Year (2025) Emissions Inventory

- Collect and combine future year inventories from EPA, WAQS to create a future year emission inventory estimate.
- Create alternate future emission inventory estimate(s) based on various control strategies.

Deliverable: Summary Tables and Tile Plots of NO_x and VOCs Emissions for Source Categories.

Task 5: Base Year (2014) Air Quality Modeling

- Set up and run the base case photochemical modeling using the current version of the photochemical model selected in Task 1.
- The model configuration will be based directly on WAQS 2014b modeling, unless directed otherwise by NMED.
- Include Plume in Grid (PiG) algorithm for sources in the 4km grid with a NO_x threshold to be determined in consultation with NMED.
- Provide a model performance evaluation (MPE).
- Gather any aerometric data for the counties of concern from EPA AQS, other Federal air quality monitoring systems, and NMED.
- Conduct a model performance evaluation for O₃, NO₂, CO, and VOCs.
- Conduct short-time period emissions and/or other sensitivity modeling simulations to address any performance issues in the base year MPE as needed.
- Rerun base case with revised configuration and update MPE (if needed).
- Provide a report describing the photochemical modeling base case results, including a full description of all sensitivity / diagnostic analysis that were performed.
- Provide a presentation of base case modeling results.
- Prepare source code, input data, output data, intermediate data, and scripts for Task 7.

Deliverable: Written Report on Base Case Modeling Results, PowerPoint Presentation on Base Year Air Quality Modeling, Including Model Performance Evaluation.

Task 6: Future Year (2025) Air Quality Modeling

Task 6.1: Future Year (2025) Modeling

- Use the photochemical modeling configuration from Task 5 to simulate year 2025 air quality.
- The model configuration for this task will differ from base year modeling in:
 - the emissions modeling platform, and
 - boundary conditions, if needed. The boundary conditions will be decided in consultation with the WAQS.

Deliverable: PowerPoint Presentation on Future Year Air Quality Modeling.

Task 6.2: Modeled Attainment Test

- Prepare the base and future year model results for input the EPA Modeled Attainment Test Software (MATS).
- Use the current version of MATS to estimate future design values and relative response factors (RRFs) at monitors in the study modeling domains.
- Perform MATS unmonitored area analysis (UAA) for the region.

Deliverable: PowerPoint Presentation on Future Year Ozone Projections.

Task 6.3: Future Year Source Apportionment Modeling

- Perform future year O₃ source apportionment modeling of source region and source category contributions to O₃ concentrations and O₃ design values for each of the affected counties. This may include up to 7 source regions and 7 source categories for each of the northwest, north-central, southeast, and south-central areas of the state.
- Post-process source apportionment modeling results and develop interactive spreadsheets for analysis results.

Deliverable: PowerPoint Presentation and Excel Spreadsheet(s) on Future Year Ozone Source Apportionment Modeling.

Task 6.4: Future Year Emissions Sensitivity/Control Modeling

- Conduct future year emissions sensitivities to evaluate the impacts of emissions reductions on attainment of the O₃ NAAQS. Coordinate with NMED to implement current and future emissions control programs in the model.
- Use MATS to estimate future year design values and RRFs for the emissions sensitivity simulations.

Deliverable: PowerPoint presentation and Excel spreadsheet(s) on future year emissions sensitivity modeling.

Task 7: Technical Support Document and Technology Transfer

- Prepare draft Technical Support Document (TSD) documenting Tasks 2-6.
- Submit draft TSD for review, and update draft TSD to reflect comments received and prepare a Response-to-Comments (RtC) document.
- Submit final TSD on the results.
- Prepare source code, input and output files, intermediate data, and scripts for transfer to IWDW for the following:
 - Meteorological data and modeling;
 - Emissions inventories;
 - Base and Future year modeling;
 - Sensitivity analysis; and
 - Source apportionment modeling.

Deliverable: Draft TSD, Final TSD and RtC document for NMED. Modeling data, RtC document, PowerPoint and Final TSD also Posted on IWDW.

Table of Tasks and Deliverables

Task	Deliverable
Task 1: Formal Modeling Protocol	<ul style="list-style-type: none"> • Modeling Protocol.
Task 2: Base Year Meteorological Modeling	<ul style="list-style-type: none"> • Presentation of WRF Application/Evaluation Report.
Task 3: Boundary Conditions	<ul style="list-style-type: none"> • Presentation on model boundary conditions.
Task 4: Base Year (2014) and Future Year (2025) Emissions Inventories	<ul style="list-style-type: none"> • Presentation(s) on emissions inventories. • Report / Presentation on MOVES model results. • Technical memo for 2014 base year base case emissions modeling. • Technical memo for 2025 future year emissions modeling.
Task 5: Base Year (2014) Air Quality Modeling	<ul style="list-style-type: none"> • Written report on base year results. • PowerPoint presentation on base year air quality modeling, including model performance.
Task 6: Future Year (2014) Air Quality Modeling	<ul style="list-style-type: none"> • PowerPoint presentation on future year air quality modeling / future year ozone projections. • PowerPoint presentation and Excel spreadsheet(s) on future year ozone source apportionment modeling. • PowerPoint presentation and Excel spreadsheet(s) on future year emissions sensitivity modeling.
Task 7: Technical Support Document and Technology Transfer	<ul style="list-style-type: none"> • Draft TSD. • Final TSD and RtC. • PowerPoint Presentation on TSD. • Modeling data.

4. Compensation.

A. The Agency shall pay to the Contractor in full payment for services satisfactorily performed at the rate of _____ dollars (\$_____) per hour (OR BASED UPON DELIVERABLES, MILESTONES, BUDGET, ETC.), such compensation not to exceed (AMOUNT), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling (AMOUNT) shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the**

amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the GSD/SPD. All invoices MUST BE received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

(—OR—)

(CHOICE – MULTI-YEAR)

A. The Agency shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work at the rate of _____ dollars (\$_____) in FYXX (USE FISCAL YEAR NUMBER TO DESCRIBE YEAR; DO NOT USE FY1, FY2, ETC.). The New Mexico gross receipts tax levied on the amounts payable under this Agreement in FYXX totaling (AMOUNT) shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT) in FYXX.**

(REPEAT LANGUAGE FOR EACH FISCAL YEAR COVERED BY THE AGREEMENT -- USE FISCAL YEAR NUMBER TO DESCRIBE EACH YEAR; DO NOT USE FY1, FY2, ETC.).

B. Payment in FYXX, FYXX, FYXX, and FYXX is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the GSD/SPD. All invoices MUST BE received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is

postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. Term.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE GSD/SPD Contracts Review Bureau. This Agreement shall terminate on **(DATE)** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

4. Termination.

A. Grounds. The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the

Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

5. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind 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.

7. Assignment.

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

8. Subcontracting.

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Procuring Agency.

9. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. Confidentiality.

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

11. Product of Service -- Copyright.

All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the Agency no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. Conflict of Interest; Governmental Conduct Act.

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this Agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

13. Amendment.

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. Merger.

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior

Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

15. Penalties for violation of law.

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

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. Workers Compensation.

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

19. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the General Services Department/State Purchasing Division and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments

20. Indemnification.

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Agency and the Risk Management Division of the New Mexico General Services Department by certified mail.

21. New Mexico Employees Health Coverage.

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage.

22. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

23. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

24. Notices.

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Agency:

[insert name, address and email].

To the Contractor:

[insert name, address and email].

25. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the GSD/SPD Contracts Review Bureau below.

By: _____
Agency

Date: _____

By: _____
Agency's Legal Counsel – Certifying legal sufficiency

Date: _____

By: _____
Agency's Chief Financial Officer

Date: _____

By: _____
Contractor

Date: _____

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: 00-000000-00-0

By: _____
Taxation and Revenue Department

Date: _____

This Agreement has been approved by the GSD/SPD Contracts Review Bureau:

By: _____
GSD/SPD Contracts Review Bureau

Date: _____

APPENDIX D

COST RESPONSE FORM

Sample Below

(Buyers note: Ensure statutory requirements of NMSA 1978, § 13-1-150 regarding Multi Term Contracts limits are complied with when establishing Pricing/Term periods or extension pricing)

Description	Type	Quantity	Cost per Item
Ozone photochemical modeling		1	
Task 1: Formal Modeling Protocol			
Task 2: Base Year Meteorological Modeling			
Task 3: Boundary Conditions			
Task 4: Base Year (2014) and Future Year (2025) Emissions Inventories			
Task 5: Base Year (2014) Air Quality Modeling			
Task 6: Future Year (2014) Air Quality Modeling			
Task 7: Technical Support Document and Technology Transfer			

Example Format: Base Period: (xx/xx/xxxx thru xx/xx/xxxx) Price: \$
(includes all labor, materials, equipment, transportation, fees and taxes to provide the Services described in Section IV, (as amended by any current RFP amendments for the period specified above)
Option Year 1: (xx/xx/xxxx thru xx/xx/xxxx) Price: \$_____

(includes all labor, materials, equipment, transportation, configuration, installation, training, taxes and profit to provide the Services described in Section IV, (as amended by any current RFP amendments for the period specified above)

APPENDIX E

LETTER OF TRANSMITTAL FORM

APPENDIX E
Letter of Transmittal Form

RFP#:20 667 4040 0001_____

Offeror Name: _____ FED ID# _____

Items #1 to #7 EACH MUST BE COMPLETED IN FULL Failure to respond to all seven items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. **Identity (Name) and Mailing Address** of the submitting organization:

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

5. Use of Sub-Contractors (Select one)

___ No sub-contractors will be used in the performance of any resultant contract OR

___ The following sub-contractors will be used in the performance of any resultant contract:

(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

(Attach extra sheets, as needed)

7. ___ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section II. C.1.

___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

___ I acknowledge receipt of any and all amendments to this RFP.

_____, 2019

Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

APPENDIX F

ORGANIZATIONAL REFERENCE QUESTIONNAIRE

The State of New Mexico, as a part of the RFP process, requires Offerors to submit a **minimum** of three (3) business references as required within this document. The purpose of these references is to document Offeror's experience relevant to the scope of work in an effort to establish Offeror's responsibility.

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to: Kerwin Singleton, 525 Camino de los Marquez, Ste. 1, 505-476-4350, kerwin.singleton@state.nm.us by **January 16, 2020** for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

RFP # 20 667 4040 0001
ORGANIZATIONAL REFERENCE QUESTIONNAIRE
FOR:

(Name of Offeror)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, Environment Department via facsimile or e-mail at:

Name: New Mexico Environment Department
Kerwin Singleton, Procurement Manager
Address: 525 Camino de los Marquez, Ste. 1
Santa Fe, NM 87505
Telephone: 505-476-4350
Fax: 505-476-4375
Email: kerwin.singleton@state.nm.us

no later than **January 16, 2020** and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the State of New Mexico Procurement Manager listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

Company providing reference:	
Contact name and title/position	
Contact telephone number	
Contact e-mail address	
Project description;	
Project dates (starting and ending);	
Technical environment for the project you providing a reference (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware);	

COMMENTS:

6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

Name: _____ Rating:

COMMENTS:

7. How satisfied are you with the products developed by the vendor?
_____ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
COMMENTS:

8. With which aspect(s) of this vendor's services are you most satisfied?
COMMENTS:

9. With which aspect(s) of this vendor's services are you least satisfied?
COMMENTS:

10. Would you recommend this vendor's services to your organization again?
COMMENTS: