

B. TECHNICAL SPECIFICATIONS

1. Letter of Transmittal

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.

2. Table of Contents

The table of contents should be all items listed in Section IV and must include page numbers.

3. Response to Specifications

Qualified Offeror's shall provide timely, high quality professional services for permit technical and regulatory support under the Resource Conservation and Recovery Act as stated in the Scope of Work.

Minimum Professional Qualifications and Requirements

The minimum professional qualifications to complete the Scope of Work for this RFP are:

- i. Demonstrate corporate knowledge and work conducting risk assessments and work under the Federal Resource Conservation and Recovery Act: Subtitle C regulations and guidance as outlined in this RFP.
- ii. Demonstrate staff knowledge and experience conducting risk assessments and work under the Federal Resource Conservation and Recovery Act: Subtitle C regulations and guidance as outlined in this RFP.
- iii. Include the qualifications, and define the roles, of all personnel to be used in satisfying the Scope of Work of the Request for Proposal.

a. Mandatory Specifications

Award of the contract shall be made to the Offeror whose proposal is most advantageous to the Agency. Award will be based on the evaluation criteria listed in Section V as set forth by the Agency. Please note, that regardless of the overall score, a serious deficiency in any one criterion may be grounds for rejection.

Failure to respond to Mandatory Specifications will result in the disqualification of the proposal as non-responsive.

Offerors shall respond in a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points according to the rating factors in Section V.

1. Summary of Corporate Experience

REQUEST FOR PROPOSAL

**Professional Services for Permit Technical and Regulatory Support
20 667 3500 002**

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.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than 3:00 pm on June 26, 2020. 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.

Name: Jessica Tapia, Procurement Manager
Address: New Mexico Environment Department
Hazardous Waste Bureau
2905 Rodeo Park Drive East Bldg. 1
Santa Fe, NM 87505-6313
Telephone: (505) 476-3518
Email: Jessica.tapia@state.nm.us