New Mexico Department of Workforce Solutions
And
The New Mexico Commission for Community Volunteerism

Amendment #1

Program year 2015-2016
AmeriCorps State of New Mexico

RFP#
15-631-8001-00049

Date Issued: December 4, 2014
1. **Page 41; Section IV Specifications; B Evaluation Factors; 13 Universal Identifier**

   **Current:**

   We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to [www.bpn.gov/CCR](http://www.bpn.gov/CCR)

   **Amended:**

   We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to [www.sam.gov](http://www.sam.gov).

2. **Page 42; Section IV Specifications; B Evaluation Factors; 18 Form PE10-249 or PE-250**

   **Current:**

   Offeror must complete and sign the Form PE10-249 (or) PE250 located within the New Mexico State Purchasing Division Website which includes links to New Mexico Pay Equity Initiative information and current forms at: [http://www.generalservices.state.nm.us/spd/pay_e.html](http://www.generalservices.state.nm.us/spd/pay_e.html). This signed unaltered form must be submitted with your proposal.

   **Amended:**

   Offeror must complete and sign the Form PE10-249 (or) PE250 located within the New Mexico State Purchasing Division Website which includes links to New Mexico Pay Equity Initiative information and current forms at: [http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx](http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx). This signed unaltered form must be submitted with your proposal.
3. Page 31 and 32; Section III Response Format and Organization; C Proposal Format; 1. Proposal Content and Organization

Current:

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) Copy of Application as submitted through eGrants
d) Response to Specifications
e) Response to Contract Terms and Conditions
f) Offeror’s Additional Terms and Conditions
g) Signed Campaign Contribution Form
h) Signed Employee Health Coverage Form
i) Signed Affidavit pursuant to Governmental Conduct Act (If applicable)
j) Resident Vendor or Resident Veteran Certificate (If applicable)
k) Resident Veterans Preference Certification (If applicable)
l) Conflict of Interest Affidavit (If applicable)
m) Pay Equity Reporting
n) Signed In-Kind Contribution and Donation Form
o) Signed Statement of Assurance

Amended:

Will remove l as i is the same requirement. Attached required form.

Technical Proposal (Binder 1):

a) Signed Letter of Transmittal
b) Table of Contents
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m) Signed In-Kind Contribution and Donation Form
n) Signed Statement of Assurance
AFFIDAVIT

STATE OF NEW MEXICO  )
COUNTY OF SANTA FE    ) ss.

I, ________________________________ (name), being first duly sworn upon my oath, depose and state the following:

1. I am a former employee of the _________________________ (name of Department/Agency), having separated/retired from state employment as of   ______________________ (date).

2. I am a current employee of the _________________________ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Professional Services Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Professional Services Agreement has NOT been awarded via the sole source or small purchase procurement methods.

3. The Department/Agency and I have entered into a professional services agreement in the amount of $_____________.

4. Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Professional Services Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

5. To the best of my knowledge, this Professional Services Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

______________________________
name

Subscribed and sworn to before me by ________________________________ (name of former employee) this _____day of ________, 2005.

___________________________
NOTARY PUBLIC

My Commission Expires: