

# County of Curry



## Request for Proposals No. 2015/2016 – 03

### HOSTED VOICE OVER INTERNET PROTOCOL AND PROFESSIONAL SERVICES

Issue Date:  
October 16, 2015

Proposal Due:  
Friday, November 13, 2015  
Time: 2:00 p.m.

Curry County Administration Office  
Curry County Court House  
700 N. Main Street, Suite 10  
Clovis, NM 88101  
Attn: Finance Department/Procurement Office  
575-763-6016

Proposals must be submitted in a sealed envelope  
that is clearly marked  
“RFP No. 2015/16-03 Do Not Open”

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## **Section 1: Introduction**

### ***1.1 Project Purpose and Scope***

Curry County New Mexico (the County) is requesting proposals from qualified service providers to provide to the County, a Hosted VoIP system to replace their current telephony solution. In order to maximize staff effectiveness, this system shall provide all key features of the current system (Automated Attendant, VM, Call Transfer, Etc.) and phone services.

### ***1.2 Project Summary***

The County seeks a system that must provide the following key goals:

- a) Provide Hosted VoIP services
- b) Acquire a system that can be easily configured and installed with no interruption to current operations and systems
- c) Implement a system that is compatible with the County's IT infrastructure
- d) Provide high quality voice with low latency, jitter and delay as determined by acceptable VoIP standards
- e) The system must support Voicemail, Interactive Voice Response (IVR) and Automated Attendant
- f) Well supported and maintained
- g) Support for E911/Emergency call-out
- h) Cost effective
- i) Hosted switch must be redundant

## **Section 2: Overview of Current System**

### ***2.1 Voice System***

The County will have six (6) buildings in Clovis, New Mexico with approximately 100 phone extensions to place in the hosted VoIP environment. This may include the following existing phones; Polycom SoundPoint IP331, Polycom SoundPoint IP550, Polycom SoundStation IP5000, and Polycom SoundStation IP6000. This also includes thirty-seven (37) separate, incoming phone numbers and nine (9) analog fax lines.

### ***2.2 Data Network***

The data network consists of Cisco POE switches and Sonicwall routers/firewalls. All switches have 100Mbps, full duplex and VLAN capabilities.

## ***2.3 Cable Infrastructure and Connectivity***

All facilities include Category 5e or Category 6 cable. The six (6) buildings in Clovis are connected as follows:

- Administration building – (20mb Fiber, Plateau; 3mb Cable, Suddenlink)
- Detention Center – (10mb Fiber, Plateau; 3mb Cable, Suddenlink)
- DWI Program office – (10mb Fiber, Plateau; 3mb Cable, Suddenlink)
- Sheriff's Office – (10mb Fiber, Plateau; 3mb Cable, Suddenlink)
- Road Department – (3mb Fiber, Plateau; 3mb Cable, Suddenlink)
- Grants Department – (10mb Fiber, Plateau)

## **Section 3: Project Requirements**

### ***3.1 Project Requirements Overview***

The County requires a hosted VoIP system provider that leverages existing investments in the current platform and can deliver a phased approach to help ensure a smooth transition to a new platform. To be responsive, any proposed services must meet, at a minimum, the following fifteen (15) specific criteria. In addition, each proposal must set forth and state how the proposed system will be able to provide the following requirements.

- Utilize current telephony equipment, where applicable.
- Acquire a system that can be easily configured and installed with no interruption to current operations and systems
- Implement a system that is compatible with the County's IT infrastructure
- Provide multiple connection points utilizing multiple providers to the hosted platform so that a disruption with any one provider will not disrupt County services
- Support the ability for receptionists to view, answer and transfer calls using a computer or phone
- Support for common phone system capabilities (call presence, call parking, caller ID, conference calling, etc.)
- Support Unified Messaging
- Provide local or web-based software for moves, adds, changes, voicemail and automated attendant
- Provide high quality voice service with low latency, jitter and delay as determined by acceptable VoIP standards
- Provide Quality of Service on egress traffic at the County's edge equipment and at the upstream provider's connected equipment
- Quality of Service within connected networks between the County's edge equipment and the hosted switch is desirable
- Support for E911/Emergency call-out
- Hosted switch must be redundant
- Long term maintenance agreement plan
- Periodic software upgrades

### ***3.2 Voicemail, Call Queues, and Automated Attendant***

The County requires a centralized voicemail and automated attendant solution that is integrated with the VoIP system. The selected system must be able to support automated attendant for multiple departments independently, as well as provide some sort of call queueing for select departments or phone numbers.

### ***3.3 Unified Messaging***

The system must allow voicemail to email capabilities, along with broadcast message delivery to all system users or select subsets of users.

### ***3.4 Power and Redundancy***

System availability is critical. The proposed system shall provide redundancy options and alternatives to insure that critical identified sites remain in service in the event of a disaster or major power failure.

### ***3.5 Optional Features***

The County is interested in additional features and functionality that can improve operations and customer service such as video conferencing, electronic faxing, and mobility solutions. Vendors are encouraged to provide suggested systems and enhancements. Fax to email capability is also desired, but not required.

### ***3.6 Project Management***

The County requires a full service provider that can offer an all-encompassing solution. The implementation process must include project controls and processes that will ensure a smooth transition. Vendors are required to provide specific detailed information on project planning and implementation approach including specific tasks and a project plan with timelines and milestones. Proposals must clearly outline the vendor's methodology and address each of the following specific seven (7) items:

- a) Project planning process
- b) Project risk management and mitigation
- c) Required protocols and standards
- d) Testing and acceptance procedures
- e) Training
- f) Documentation
- g) Implementation support

### ***3.7 Vendor Operating Procedures***

Vendors are required to provide a description of their procedures for doing business including project management and technical support. Examples include:

- What is your proposed plan for managing the County's account, including the support team and its members?
- What are your technical support system, response and problem resolution procedures?
- What sets your company apart from your competitors?
- What additional products or services does your company plan to utilize in the near future?

## **Section 4: Contracting**

### ***4.1 Professional Service Agreement***

The vendor will be required to sign a Professional Service Agreement which identifies the project scope, deliverables, schedule, quality assurance, payments and other legal aspects of the project. The Professional Service Agreement will be negotiated with the award Offeror, and encompass this RFP and responses.

### ***4.2 Timeline and schedule for installation***

The project timeline and schedule for installation will be determined and agreed upon by all parties as part of contract negotiations so that the new system is in-place before the occupation of the new County offices. This is currently projected to be May 1<sup>st</sup>, 2016. The County reserves the right to modify that deadline should the projected completion of the new offices change.

### ***4.3 Notice to Proceed***

As determined by the established timeline, as defined in Section 4.2, the County will issue a notice to proceed once substantial completion of the current construction of new County offices has occurred. The vendor will have the pre-determined amount of time to complete installation of the proposed system.

## **Section 5: RFP Evaluation**

### ***5.1 Evaluation Criteria***

Proposals will be reviewed by the Evaluation Committee for quality and completeness. The proposals will then be scored in each of the following categories using the maximum point values listed below. Proposals will be reviewed and evaluated in private by the review committee to determine whether the respondent has met the experience and staff qualifications described in this RFP. The short list will consist of no more than three (3) Offerors with the highest ranking scores after the initial scores are tabulated.

	<b>Criteria</b>	<b>Weight</b>
1	System availability and reliability	25%
2	Projected cost	20%
3	Support, training, maintenance and documentation	25%
4	References and experience	10%
5	Timeline and schedule for installation	15%
6	Added value and features	5%
	Total	100%

The top ranking three (3) Offerors may be invited to conduct oral interviews or demonstrations. If required, these presentations will be scheduled in advance and limited in time. Presentation will be conducted in Curry County at a location to be determined. Interviews are tentatively scheduled for December 14<sup>th</sup> to December 19<sup>th</sup>, 2015. Curry County reserves the right to change these dates.

Curry County shall be the sole judge of the provider’s ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Curry County reserves the right to act in its best interest in this determination process, to waive all technicalities, and to select the most responsible and responsive bidder. The County reserves the right to award this contract not necessarily to the offeror with the best rates, but that demonstrates the best ability to fulfill all requirements of this request for proposal.

## **5.2 Sequence of Events**

The County will make every effort to adhere to the following schedule:

	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
1.	Issue of RFP	Curry County	10/16/2015
2.	Submission of Proposal	Offeror	11/13/2015
3.	Proposal Evaluation	Evaluation Committee	11/16/2015 through 12/04/2015
4.	Selection of Finalist(s)	Evaluation Committee	12/7/2015
5.	Oral Presentation by Finalist (optional)	Offeror	12/14/2015 through 12/18/2015
7.	Negotiate and Finalize Contract	Curry County, Awarded Offeror	12/21/2015 through 12/31/2015
8.	Approve Contract	County Commission	01/05/2016
9.	Commence Services	Contracted Offeror	TBD

## Section 6: Response Format and Contents

### 6.1 Response Submission

In order to facilitate the analysis of responses, vendors are required to prepare their proposals in accordance to the instructions outlined in this section. Proposals should be prepared in a concise manner and provide sufficient detail of the vendor's capabilities to satisfy the requirements of the RFP. For evaluation consistency, please respond to all of Section 3 in the order presented in the RFP.

One (1) original and five (5) copies of the proposals should be submitted no later than **Friday, November 13<sup>th</sup>, 2015 at 2:00 p.m.** at the Curry County Administration Office, Finance Department located at 700 N. Main Street, Suite 10, Clovis, NM 88101.

**IMPORTANT; SEALED PROPOSAL** along with the RFP number, the offeror's name and address **MUST** appear clearly on the sealed envelope or packaged with all proposals.

If there is any problem regarding the following specifications or conditions that would prevent you from submitting a proposal, contact Curry County Administration Office (County Manager Lance Pyle or County Finance Director Carol Pipes) immediately for clarification and/or consideration of an addendum.

Proposals may be mailed to Curry County Finance Department, 700 N. Main, Suite 10, Clovis, NM 88101 or hand-courier delivered to Curry County Administration Office, 700 N. Main, Suite 10, Curry County Courthouse, Clovis, NM 88101.

**NOTE: WHEN SHIPPING OVERNIGHT DELIVERY, IT IS RECOMMENDED THAT SHIPMENT BE MADE TWO (2) DAYS PRIOR TO THE DEADLINE, IF POSSIBLE TO ENSURE DELIVERY. IT IS ALSO RECOMMENDED TO VERIFY DELIVERY PRIOR TO PROPOSAL DEADLINE.**

### 6.2 Specific Conditions

Proposals **must** be received by Friday, November 13<sup>th</sup>, 2015 at 2:00 p.m. Mountain Standard Time. Any proposals received after the deadline will be kept on file unopened and will be considered **only** in the event that **all** other proposals are deemed non-responsive.

Offeror must submit a certified copy of its current financial report with the proposal. Such information may be marked "**CONFIDENTIAL**" so as not to be disclosed once the file becomes public information.

### 6.3 Proposal Format

Responses to the RFP should include a cover page followed by a table of contents. Proposals should be organized into the following sections and provide enough detail for the County to

make an informed decision and comparison of proposals. Additional information such as marketing brochures and promotional materials may be included.

### **I. Executive Summary**

A brief narrative describing the proposed solution.

### **II. Company Background**

Provide company background information including products and services along with the company history. The following items should be addressed:

- Company history
- Products and Services
- Ownership structure
- Key members of team
- Years in business
- Key partnerships and alliances
- Government contracts
- Vendor offices/locations
- Number of customers
- Financials

### **III. Proposed Solution**

Provide a narrative of the proposed Hosted VoIP system including listing of all hardware and software components. Responses must address all items identified in Section 3: Project Requirements, of this RFP, as well as other optional features recommended by the vendor. The vendor should highlight features and capabilities that the vendor feels are the strength of the proposed solution. The section shall include:

- a) Solution overview
- b) System functionality
- c) Technical specifications
- d) System requirements
- e) Product support

Vendors shall detail any potential upgrades that are required or recommended as part of the solution that is deemed outside of the scope of work such as router, switch, phone, PC, firmware and software upgrades and cabling.

### **IV. Project Plan**

Provide a detailed work plan for implementing the proposed solution. This shall address all key phases including project planning, configuration, testing, rollout and support. A project

plan must address tasks, dependencies, owners, costs and associated hours. Responses shall include a discussion of required resources by County staff including IT personnel and end user training for the implementation as well as skills required to support the new system. Include testing procedures and project risk mitigation to help avoid downtime. Finally, responses shall provide a timeline for implementation that shall begin with the Notice to Proceed and end with complete installation.

## **V. Client References**

The proposal must include a minimum of three (3) references, preferably with a government agency. Include the contact person directly responsible for overseeing the implementation. Be sure to include the name of the client, contact information (name, phone number, and email address) and the dates the services were provided. In addition, references must include any telephony services contracts that were canceled, terminated or not renewed over the last three (3) years. **All such documentation shall be included in the proposal.**

## **VI. Cost Proposal**

The proposal must include the proposed cost, including any and all out-of-pocket costs, broken down by major activity. Vendor should indicate the level and type of support to be provided in detail that relates to their proposed ongoing maintenance and support costs. This should include hours of operation for support and support plans with associated costs. Cost proposals should identify any hardware and software required to implement the system. Cost proposals should include the following:

- One time and recurring
- Hardware and Software
- Implementation services
- Training (including proposed travel costs)
- Support
- Optional items

## **Section 7: Response Format and Contents**

### ***7.1 Completing the Offeror's Response Form***

Each proposal must be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given. The cost for developing the submittal is the sole responsibility of the respondent. The following documents are also required to be included in your proposal packet:

1. Proposal following outline in Section 6.3
2. Proof of Insurance
3. Copy of Business License

4. Execution of Proposal Form
5. Bidder's Reference Form
6. Addenda Acknowledgment Form
7. Offeror's Certification and Non-Collusion Affidavit
8. Vendor Information Form
9. Completed I-9
10. Campaign Disclosure Form

### ***7.2 Effective Period of Proposal***

All proposals shall state the period for which the proposal shall remain in effect. Such period shall not be less than one-hundred and twenty (120) days from the proposal date.

### ***7.3 Confidentiality***

Until a contract is executed, resulting from this Request for Proposal (RFP), no employee, agent or representative of any offeror shall make available or discuss its proposal with any elected or appointed official, officers, member, employee, agent or representative of Curry County, unless for purposes of clarification, evaluation or negotiation. Proposals shall not be opened publicly and shall not be open to public inspection, until after the award of the contract.

### ***7.4 Right of Rejection***

Notwithstanding any other provisions of the RFP, County reserves the right to award the contract for Hosted VoIP to the most responsible, responsive offeror(s), whose proposal is most advantageous to County, taking into consideration the evaluation factors set forth in this RFP. Further, County reserves the right to reject any and all proposals, in whole or in part, when it is deemed to be in the best interest of the County, and with no penalty to the County.

### ***7.5 Award of Contract***

The vendor(s) to which the contract is awarded shall be required to enter into a written contract with Curry County, in a form prepared by legal counsel for County. This RFP, or any part thereof, may be incorporated into and made part of the final contract. County reserves the right to negotiate the terms and conditions of the contract with the selected Offeror(s). County also reserves the right to make multiple awards.

## **Section 8: CONTRACTUAL PROVISIONS**

### ***8.1 Termination***

The contract may be terminated by either of the parties hereto, upon written notice delivered to the other party, at least ninety (90) days prior to the intended date of termination. By such

termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

### ***8.2 Amendment***

This contract shall not be altered, changed or amended, except by instrument in writing by the parties hereto.

### ***8.3 Notice***

The Procurement Code, Sections 13-1-28 through 13-1-99, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

### ***8.4 Equal Opportunity Compliance***

The successful institution agrees to abide by all Federal and State laws, 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 institution agrees to insure that no person in the United States shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, 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 an agreement for the services outlined in this RFP. If the institution is found not to be in compliance with these requirements during the life of the contract, then the institution agrees to take appropriate steps to correct these deficiencies. By signing and submitting a proposal, Offeror agrees to comply with this paragraph.

### ***8.5 Applicable Laws***

The contract shall be governed by the laws of the State of New Mexico.

## **Section 9: Additional Terms**

1. The Board of Commissioners of Curry County reserves the right to reject any and all proposals, to waive informality, technical defect, or clerical error in any proposal and to accept the proposal, which in its judgment is the most suitable and advantageous to the County.
2. If there is any clarification, problem, ambiguity or question regarding this RFP, you must contact the Finance Director or designee prior to **the proposal opening**. Clarifications and ambiguities will not be considered after the proposal opening. Answers provided regarding the specifications or RFP package must be answered by the Finance Director, IT Director, or their designee. Questions answered by any other person or County Official shall be considered completely non-applicable to the legal provision of this proposal. The County is not responsible for any errors or omissions contained in the offeror's proposal.

3. The terms and conditions outlined in this RFP, unless otherwise modified, shall govern the submission of proposals and subsequent contracts. The County reserves the right to reject any proposal which takes exception to these conditions.
4. All information contained in the proposal must be legible. Any and all corrections and/or erasures must be initialed. Changes will not be permitted after the deadline for receipt. Proposals must be signed in ink by an authorized representative of the respondent and the required information must be provided. The contents of the proposals submitted by the offeror of the RFP will become public record upon award and may become part of any contract approved as the result of any solicitation. If there are portions of the proposal desired to be kept confidential, such as company financial information or any data that qualifies as a trade secret in accordance with the Uniform Trade Secret Act 57-3A-1, NMSA 1978, it is necessary to provide a written request for non-disclosure of such information **with the proposal**. It is not acceptable under the New Mexico State Procurement Code to request that either the entire proposal or the proposed cost of services be kept confidential.
5. Addendum: All changes, additions, and/or clarifications in connection with the RFP will be issued by the Curry County Finance Director in the form of a written addendum. The offeror shall acknowledge each addendum on the information form contained with the addendum. Verbal responses and/or representations are **not acceptable**.
6. The offeror will perform all services indicated in the proposal in compliance with the negotiated contract.
7. Proposals received after the date and time indicated will be kept on file and will be opened and considered only in the event that all other proposals are deemed non-responsive.
8. Proposals that do not meet the requirements set forth may be considered non-responsive.
9. The County reserves the right to negotiate any and all elements of this RFP.
10. The County, or any of its agents, reserves the right to refuse to hold harmless or identify any respondent for any liability whatsoever.
11. Non-Collusion: Offerors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affect by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.
12. Curry County reserves the right to reject any proposal from any offeror that has previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the proposal from any offeror who is not in the position to perform such services satisfactory. Such is at the discretion of the County.
13. If an offeror to whom a contract is awarded refuses to accept the reward, or fails to deliver in accordance with the contract terms and conditions, Curry County may, in its discretion, suspend the offeror for a period of time from entering into any contracts with Curry County.
14. This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a proposal, the parties agree that any litigation concerning this request for proposal, or subsequent contract or purchase order must be brought in the 9<sup>th</sup> Judicial

District in and for Curry County, State of New Mexico, and each party shall pay its own cost and Attorney fees.

### ***9.1 Questions and Clarifications***

All technical questions should be directed in writing via email to:

**Aaron Jones**  
**Curry County Information Technology Director**  
**Email: [ajones@currycounty.org](mailto:ajones@currycounty.org)**

Questions regarding the procurement process should be directed in writing via email to:

**Carol Pipes**  
**Curry County Finance Director**  
**Email: [cpipes@currycounty.org](mailto:cpipes@currycounty.org)**

APPENDIX A: EXECUTION OF PROPOSAL  
RFP #2015/16-03 HOSTED VoIP AND PROFESSIONAL SERVICES

DATE: \_\_\_\_\_

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- \_\_\_\_\_ That this proposal was signed by an authorized representative of the Offeror.
- \_\_\_\_\_ That the potential Offeror has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_\_\_ That the potential Offeror agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing Request for Proposals, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name & Title

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

**APPENDIX B: BIDDER REFERENCE FORM**  
**RFP #2015/16-03 HOSTED VoIP AND PROFESSIONAL SERVICES**

All references must be from customers for whom your company has completed work similar to the specifications of this bid. Attach additional page if necessary.

References for: \_\_\_\_\_  
(Company Name)

1. Company \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Contact Person Name \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_  
Describe Scope of Work and dates of project/service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Company \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Contact Person Name \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_  
Describe Scope of Work and dates of project/service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Company \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Contact Person Name \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_  
Describe Scope of Work and dates of project/service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

APPENDIX C: ADDENDA ACKNOWLEDGEMENT  
RFP #2015/16-03 HOSTED VoIP AND PROFESSIONAL SERVICES

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.**

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

APPENDIX D: OFFEROR'S CERTIFICATION AND STATEMENT OF NON-COLLUSION  
RFP #2015/16-03 HOSTED VoIP AND PROFESSIONAL SERVICES

I \_\_\_\_\_ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contract or communication by the offeror or the offeror's associates with any County staff, or elected officials since the date this **RFP #2015/16-03 HOSTED VoIP AND PROFESSIONAL SERVICES** was issued except: 1) through the Purchasing Department 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any offeror violating this provision.**

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

APPENDIX E: VENDOR'S INFORMATION FORM  
RFP #2015/16-03 HOSTED VoIP AND PROFESSIONAL SERVICES

1. Legal Business Name: \_\_\_\_\_
2. Street Address \_\_\_\_\_
3. City, State & Zip \_\_\_\_\_
4. Type of Business: \_\_\_\_\_ State of Registration: \_\_\_\_\_

(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: \_\_\_\_\_
6. Primary Contact \_\_\_\_\_
7. Phone: \_\_\_\_\_ FAX \_\_\_\_\_
8. Email \_\_\_\_\_
9. Company Website \_\_\_\_\_
10. Has your company ever been debarred from doing business with any federal, state or local agency?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please state the agency name, dates and reason for debarment.

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**ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED I-9 FORM**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

#### APPENDIX F: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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.

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**CAMPAIGN CONTRIBUTION DISCLOSURE FORM (CONTINUATION)**

**“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 OF (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“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.

**“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.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

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

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

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

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

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**CAMPAIGN CONTRIBUTION DISCLOSURE FORM (CONTINUATION)**

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)