

**Carlsbad Soil and Water Conservation District  
Project: Hazardous Fuels Reduction Activities  
RFP # CSWCD 26-02 Technical Proposal Form**

**Additional pages may be attached to this form. Attachments must be titled according to the section they are pertaining to and attached directly behind the portion they pertain to in the proposal. Please be sure to mark yes or no if attachments area added under each applicable section.**

**THIS FORM IS TO BE SUBMITTED ALONG WITH ALL ATTACHMENTS IN A SEPARATE BINDER/FOLDER/FILE(if electronically submitted) LABELED TECHNICAL PROPOSAL SEPARATE FROM THE COST PROPOSAL FORM**

**Letter of Transmittal Form**  
**Organization Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EIN \_\_\_\_\_  
Federal Tax ID #

NMBTIN \_\_\_\_\_  
NM Business Tax ID# (formerly CRS#)

Person authorized to obligate, negotiate, and respond on behalf of Organization

Name/Title \_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

**The person listed above will be the authorized contact for this RFP**

Will sub-contractors be used

\_\_\_\_\_ No sub-contractors will be used

\_\_\_\_\_ Sub-contractors will be used. List sub-contractors below, additional pages maybe attached.  
(include name and contact information of sub-contractors)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any relationship with any entity (other than sub-contractors listed above) which will be used in the performance of any resultant contract.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I accept the conditions governing the procurement as required in Sec.II.C.1.

\_\_\_\_\_ I concur that submission of our proposal constitutes acceptance of the evaluation factors contained in Sec.V of this RFP.

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

\_\_\_\_\_  
**Authorized Signature**  
(must be signed by the person listed above)

\_\_\_\_\_  
**Date**

Attachments for this section \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_



## References

List a **minimum** of three (3) references from similar projects performed within the last 3 years.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**The business references** must submit the reference form directly to the procurement manager listed on APPENDIX E. Reference Questionnaires submitted directly by the offeror **WILL BE REJECTED. DO NOT include reference forms here, ONLY a list of reference names. It is the offeror's responsibility to ensure the completed forms are received on or before the proposal submission deadline, May 28th, 2026, by 3:00 pm, for inclusion in the evaluation process.** Organizational references that are not received or are not complete, may adversely affect the offeror's score in the evaluation process. The evaluation committee may contact any or all business references for validation of information submitted.

## CSWCD Contract Terms and Conditions

State whether or not you agree to the CSWCD Contract Terms and Conditions (sample contract APPENDIX B)

List any additional terms and conditions if applicable.

\_\_\_\_\_ I do agree with the CSWCD Contract Terms and Conditions

\_\_\_\_\_ I do not agree with the CSWCD Contract Terms and Conditions

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

\_\_\_\_\_  
**Date**

(must be signed by the person listed on the letter of transmittal form)

List any additional terms or conditions to be considered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Statement of Concurrence

I (offeror), \_\_\_\_\_, with (company) \_\_\_\_\_

will comply with the following required deliverables stated in RFP# CSWCD 26-02, Hazardous Fuels Reduction Activities. Refer to page 21 of RFP for details. **These are**

**REQUIRED failure to submit results in disqualification.**

Insert required deliverables after this page: copies of NM gross receipts, copies of proof of insurances (liability & workers' comp if applicable), list of equipment and personnel, list of subcontractors, and proof of SAM.gov registration w/UEI#.

# Governmental Conduct Act(GCA) - Conflict of Interest Statement

## Governmental Conduct Act, Section 10-16-7, NMSA 1978

Is the Offeror, any employee of the Offeror, any sub-contractor, or any sub-contractor employee family to an officer or employee of Carlsbad Soil and Water Conservation District? The GCA defines "family" as a person's spouse, parents, children or siblings, by blood or marriage. If so, please list details of relationship below.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

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

\_\_\_\_\_  
Date

### Business Specifications

**Financial Stability** - Offerors must submit copies of the most recent years independently audited financial statements, 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 retained earnings, cash flows, and the notes to the financial statements. If independently audited of income, financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report or company P&L) to enable the Evaluation Committee to assess the financial stability of the Offeror.

**Insert proof of financial stability after this page .**

Attachments for this section are required

**Performance Surety Bond** - Offeror(s) must have the ability to secure a Performance Surety Bond in favor of the Agency to insure the Contractor's performance upon any subsequent contract award. Each engagement will be different but the option to require a Performance Surety Bond must be available to CSWCD at time of contract award.

Does the Offeror have the ability to secure a Performance Surety Bond when requested?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

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

\_\_\_\_\_  
Date

## **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 directly after this page if necessary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**OR**

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OF OVER \$250 WERE MADE to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Attachments for this section                      Yes                      No

# NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

1. For all contracts solicited and awarded on or after January 1, 2008: 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:

- a. 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 no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;
- b. 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 no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or
- c. 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 no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

2. 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.

3. 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 <http://insurenwemexico.state.nm.us/>

4. 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, \$500,000 or \$1,000,000.

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Signature of Offeror

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Date

**ANY OTHER INFORMATION/MATERIALS YOU WOULD LIKE TO INCLUDE IN THIS RFP SHOULD BE ATTACHED HERE**

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Attachments for this section

Yes

No

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