State of New Mexico  
General Services Department  
Purchasing Division  

Statewide Price Agreement Amendment  

Awarded Vendor:  
itsQuest, Inc.  
4505 82nd Street, Suite 3  
Lubbock, TX 79424  
Email: joestack@itsquest.com  
Telephone No.: 505-515-1999  

Price Agreement Number: 00-00000-19-00040  
Price Agreement Amendment No.: One  
Term: November 21, 2019 – November 20, 2023  

Ship To:  
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.  

Procurement Specialist: Yulianti Wulandari  
Telephone No.: (505) 827-0485  
Email: Yulianti.Wulandari@state.nm.us  

Invoice:  
As Requested  

Title: Temporary Administrative and Professional Staffing Services (TAPS)  

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.  

This amendment is issued to reflect the following effective immediately:  

Add the following clause:  
Every state agency, unless exempted from the authority of the State Purchasing Agent pursuant to Section 13-1-99 NMSA 1978, that utilizes this statewide price agreement for professional services over $5,000 must process the professional services agreement template and accompanying documents through GSD’s Contracts Review Bureau.  

NOTE: a determination from GSD/SPD must be obtained for all services being used based on this statewide price agreement.  

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.  

Accepted for the State of New Mexico  

Mark Hayden, New Mexico State Purchasing Agent  

Date: 11/26/19  
Purchasing Division: 1100 St. Francis Drive, Room 206, Santa Fe, 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472
State of New Mexico
General Services Department

Statewide Price Agreement

Awarded Vendor:
0000051320
itsQuest, Inc.
4505 82nd Street, Suite 3
Lubbock, TX 79424

Email: joestack@itsquest.com
Telephone No.: 505-515-1999

Price Agreement Number: 00-00000-19-00040

Payment Terms: See Contract

F.O.B.: See Contract

Delivery: See Contract

Procurement Specialist: Yuliastuti Wulandari

Telephone No.: (505) 827-0485

Email: Yuliastuti.Wulandari@state.nm.us

Ship To:
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Invoice:
As Requested

Title: Temporary Administrative and Professional Staffing Services (TAPS)

Term: November 21, 2019 thru November 20, 2023

This Price Agreement is made subject to the “terms and conditions” shown on subsequent pages, and as indicated in this Price Agreement.

Accepted for the State of New Mexico

Mark Hayden, New Mexico State Purchasing Agent

Date: 11/25/19

Purchasing Division: 1100 St. Francis Drive, Santa Fe, NM 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472
Terms and Conditions
(Unless otherwise specified)

1. General: When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's quote, a binding contract is created.

2. Variation in Quantity: No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.

3. Assignment:
   a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
   b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this contract or procurement are hereby assigned to the State.

4. State Furnished Property: State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.

5. Inspection:
   a. Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with the terms and conditions of the agreement shall be removed at the Vendor's risk and expense, promptly after notice of rejection.
   b. Final inspection and acceptance will be made at the destination. Services rejected for nonconformance with the terms and conditions of the agreement and/or requirements shall be corrected by the Vendor promptly after notice of rejection. Those services not corrected after notice shall not be paid for.

6. Commercial Warranty: The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**

7. Packing, Shipping and Invoicing:
   a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
   b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.
   c. Invoices must be submitted to the using agency and NOT to the State Purchasing Agent.

8. Default: The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by the subcontractor
were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

9. **Non-Collusion**: In accepting these terms and conditions the Vendor certifies that the Vendor has not, either directly or indirectly, entered into action in restraint of free competitive procurement in connection with this offer submitted to the State Purchasing Agent or his/her designee.

10. **Nondiscrimination**: Vendors doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).


12. **Items**: All supplied items are to be NEW and of most current production, unless otherwise specified.

13. **Payment for Purchases**: Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

14. **Workers' Compensation**: The Vendor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Vendor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

15. **Subcontracting**: The Vendor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Vendor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

16. **Records and Audit**: The Vendor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement’s term and effect, and retain them for a period of six (6) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

17. **Subcontracts**: The foregoing requirements shall be inserted into all subcontracts from the prime Vendor to the subcontractor, if such subcontracting has been approved in writing by the Procuring Agency.

**New Mexico Employees Health Coverage**

A. If Vendor 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, Vendor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Vendor and the State exceeds $250,000 dollars.

B. Vendor agrees to maintain a record of the number of its New Mexico 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. Vendor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: http://www.insurenewmexico.state.nm.us/.

D. For purposes of this Paragraph, the following terms have the following meanings:

   (1) “New Mexico Employee” means any resident of the State of New Mexico employed by Vendor who
State of New Mexico  
General Services Department  
Purchasing Division  
Statewide Price Agreement #: 00-00000-19-00040

performs the majority of the employee’s work for Vendor within the State of New Mexico, regardless of 
the location of Vendor’s office or offices; and

(2) “offer” means to make available, without unreasonable restriction, enrollment in one or more health 
coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive 
Order 2007-049. This could include State publicly financed public health coverage programs such as

**Insure New Mexico**!

**Statewide Price Agreement**

**Article I – Statement of Work**
Under the terms and conditions of this Price Agreement and pursuant to the approval of the State Purchasing Agent (as can be 
found on the cover page of this agreement) either a particular entity or all State of New Mexico agencies, commissions, 
institutions, political subdivisions and local public bodies allowed by law may issue orders for items and/or services 
described herein. The terms and conditions of this Price Agreement shall form a part of each order issued hereunder. 

The items and/or services to be ordered shall be as listed herein. All orders issued hereunder will bear both an order number 
and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by the New Mexico State 
Purchasing Agent, his/her designee or the user that any order for any definite quantity will be issued under this Price 
Agreement. The Vendor is required to accept the order and furnish the items and/or services in accordance with the articles 
contained hereunder for the quantity of each order.

**Article II – Term**
The term of this Price Agreement, for issuance of orders, shall be as indicated in the Price Agreement.

**Article III – Conformance With Terms and Conditions**
Items and/or services furnished hereunder shall conform to the requirements, terms and conditions of the agreement and/or 
drawings applicable to items listed herein. Orders issued against this schedule will show the applicable Price Agreement 
item(s), number(s), and price(s); however they may not describe the item(s) fully.

**Article IV – Shipping and Billing Instructions**
Vendor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which 
the user may place with the Vendor during the term; The Vendor shall enclose a packing list with each shipment listing the 
order number, price agreement number and the commercial parts number (if any) for each item; Delivery shall be made as 
indicated on page 1. If vendor is unable to meet stated delivery the State Purchasing Agent or his/her designee must be 
notified.

**Article V – Termination**
The Agency may terminate this Agreement for convenience or cause. The Vendor may only terminate this Agreement based 
upon the Agency’s uncured, material breach of this Agreement. Vendor 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. Vendor’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 Vendor of its intent to cure and begin with due diligence 
to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is 
not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. 
In such instances the contract may be cancelled effective immediately.

**Article VI – Amendment**
This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee 
and the Vendor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any 
outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New 
Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a price 
agreement expiration date are not allowed unless specifically provided for in the bid, request for proposals and/or price 
agreement terms and conditions.

**Article VII – Indemnity Clause**
Vendor shall indemnify and hold harmless the State, its officers and employees, against liability, claims, damages, losses or expenses arising out of bodily injury to persons or damage to properties caused by, or resulting from Vendor's, and/or its employees, own negligent act or omission while Vendor, and/or its employees, perform or fails to perform its obligations and duties under the Terms and Conditions of this agreement. This save harmless and indemnification clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (Section 41-4-1, et seq., N.M.S.A. 1978 comp. and Section 57-7-1 N.M.S.A. 1878 comp. and any amendments thereto.

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of any part of the agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(s) to person(s), damage(s) to property(ies) and/or any other claim(s) whatsoever pursuant to the provisions of this agreement.

Vendor shall provide all insurance necessary to employees on the work site, including but not limited to Worker's Compensation.

**Article VIII – Issuance or Orders**
Only written signed orders are valid under this Price Agreement.

**Article IX – Packing (if applicable)**
Packing shall be in conformance with standard commercial practices.

**Article X – Price Schedule**
Prices as listed in the agreements cannot be exceeded. Vendors and end users may negotiate lower prices where in agreement to do so.
Establish a Price Agreement based on GSA Contract # GS-02F-006CA for **Temporary Administrative and Professional Staffing (TAPS)**.

This Price Agreement may be extended if the GSA Contract is extended, upon approval of all parties. However, this Price Agreement shall not exceed for four (4) years.

Contract orders shall be issued only to vendor(s) shown under this Price Agreement. Prices shall be equal to or less than the price stipulated under the above listed GSA Contract.

Agencies must verify that items being purchased, rented, etc., are listed on the above referenced GSA. Only those items listed may be placed on contract orders under this Price Agreement. A complete copy of the GSA catalog must be retained by the using agency for auditing purposes. Trade-ins are not allowed under this Price Agreement.

Vendors under this Price Agreement are required to furnish a complete copy of the GSA catalog to the using agency upon request. Vendors must certify upon request that only those products, supplies or services accepted by the federal government are included in GSA price list.

State and local government catalogs are not acceptable.

Note: all terms and conditions established in the referenced GSA and by the New Mexico State Purchasing Agent shall prevail.

The Contractor agrees to provide a utilization report to the agreement administrator in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Period End</th>
<th>Report Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>October 31</td>
</tr>
<tr>
<td>December 31</td>
<td>January 31</td>
</tr>
<tr>
<td>March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>June 30</td>
<td>July 31</td>
</tr>
</tbody>
</table>

Sample Reports can be found at: [http://www.generalservices.state.nm.us/statepurchasing/resourcesandinformation.aspx#Vendors](http://www.generalservices.state.nm.us/statepurchasing/resourcesandinformation.aspx#Vendors)

Email completed reports to: GSD.QuarterlyUsageR@state.nm.us

The periodic report shall include the gross total sales for the period subtotaled by procuring agency name. The report shall be accompanied with a check payable to the State Purchasing Division for an amount equal to three quarters of one percent (0.75%) of the total sales for the period.

This agreement is not intended to be used to procure “Open Market” items.

<table>
<thead>
<tr>
<th>Item</th>
<th>Approx Qty</th>
<th>Unit</th>
<th>Article and Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1</td>
<td>Ea.</td>
<td><strong>Temporary Administrative and Professional Staffing (TAPS)</strong></td>
<td></td>
</tr>
</tbody>
</table>

*** 1 Item Total ***