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December 10, 2019

Cabinet Secretaries
Chief Procurement Officers
Chief Financial Officers

RE: In-State/Out-of-State Contract Reporting

Dear Secretaries, Chief Procurement Officers, and Chief Financial Officers:

As you may be aware, Laws of 2019, Chapter 153 (codified as Section 13-1-95.3 NMSA 1978) became effective as of July 1, 2019. This law obligates all state agencies (including judicial and legislative but not including local public bodies) to report annually to the State Purchasing Division (SPD) the amount of all state agency contracts awarded to in-state contractors and the amount of all contracts awarded to out-of-state contractors.

To this end, SPD has established a portal for submission of this data by agency Chief Procurement Officers (CPOs). (The portal can be found at: <https://spd.gsd.state.nm.us/WebPortal/Login.aspx>).

While the statute compels annual reporting, in the spirit of transparency and an effort to assist our local vendors to the greatest degree possible, we are requesting that agency CPOs submit the required information on a quarterly basis or on a rolling basis as contracts are executed. Your agency's cooperation in these efforts is greatly appreciated.

The General Services Department has previously notified CFOs and CPOs of this requirement and have hosted webinars on the method for reporting such contracts on the SPD portal. For those unsure of how to use the system, additional training webinars will be posted on the SPD website as needed, and you are welcome to contact State Purchasing if you have any questions. Materials will be provided electronically during the webinars.

We look forward to working with you on this ongoing and extremely important project and do not hesitate to contact us at the following numbers:

SPD Front Desk: (505) 827-0472 or SPD Customer Service Liaison (Francine Wagner:
Desk Phone: (505) 827-0468; Cell Phone: (505) 795-4512;
Email: Francine.wagner@state.nm.us)

Sincerely,



Ken Ortiz
Cabinet Secretary
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(505) 688-8756 (cell)



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