

GSD CONTRACTS REVIEW BUREAU

Joseph Montoya Building, Rm 2016

Santa Fe, NM 87505

PROFESSIONAL SERVICES CONTRACT BRIEF

CRB, Revised 02/20

(CONTRACT BRIEF MUST BE TYPED)

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Agency Code

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Organization Code

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Contract No.

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Amend. No.

Contractor Name:

Contractor Address:

Phone:

Agency Contact:

Phone:

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|---|---------------------------------------|---|
| Single-Year Contract: \$ _____ Total Contract Amount Multi-Year Contract: \$ _____ Total Contract Amount | Appropriation Period: _____ | Contract or Amendment Amount: General Fund _____ Other State Funds _____ Federal Funds _____ Total _____ |
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Contract Term: From:

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 (GSD Approval date to be filled in by Contracts Review Bureau) (Termination Date)

Retroactive: Y/N

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 Non-profit: Y/N

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Date:

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Operational Budget

Capital Outlay

BRIEF DESCRIPTION OF SERVICES AND/OR REASON FOR AMENDMENT:

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PROCUREMENT METHOD - Select Only One:

Section 13-1-125 NMSA 1978, small purchase contract (does not exceed \$60,000 excluding gross receipts tax).

Section 13-1-120 NMSA 1978, competitive proposal for architect/engineer/landscape/architect/surveyor.

Section 13-1-111 NMSA 1978, competitive sealed proposal (contract over \$60,000).

Section 13-1-129 NMSA 1978, contract is based upon Price Agreement #

Section 13-1-129 NMSA 1978, contract is based upon GSA (please provide all required information)

Section 13-1-126 NMSA 1978, sole source procurement (requires written determination and GSD approval).

REQUIREMENTS-Enter Y (yes) to verify the following mandatory requirements:

The agency certifies to GSD that all relevant requirements of the Procurement Code have been followed.

The agency certifies to GSD that the contractor will perform at all times as an independent contractor for the purpose of IRS tax compliance and is not performing services as an employee of the agency.

The agency certifies to GSD that the agency has performed a legal review and the contract is in compliance with all federal and state laws, rules and regulations.

OTHER REQUIREMENTS-Enter Y (yes), N (no) or N/A (not applicable) to each of the following:

The agency certifies to GSD that Performance Measures have been outlined as required (attach valid section of strategic plan).

The agency certifies to GSD that the contract complies with GSD rules regarding indemnification and insurance.

The agency certifies to GSD that the requirements of the Governmental Conduct Act, Section 10-16-1 NMSA 1978 regarding conflict of interest with public officers or state employees have been followed. The agency certifies to GSD that the Attorney General's review has been obtained because:

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Contract with former state employee

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Contract with present state employee

The agency certifies to GSD that any required performance bonds have been obtained, Section 13-1-148 NMSA 1978

Cabinet Secretary, Agency Head or Designee

Title

Date