Doing Business with the State of New Mexico

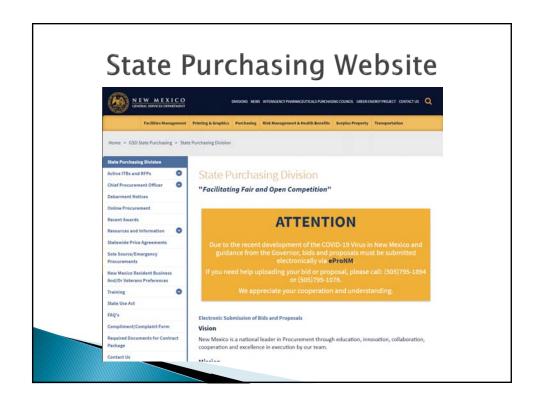
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Topics

- Who is State Purchasing?
- State Purchasing Division (SPD) Website
- eProNM Supplier registration
- Competitive Solicitations
- New Mexico Resident Preferences
- Recommendations

State Purchasing Division

- State Purchasing is a Division within the General Services Department
- SPD performs General Services procurements valued over \$60k for Executive Branch State Agencies
- SPD performs procurements to create Statewide Price Agreements (SWPA) that are open for all State Agencies and Local Public Bodies to use



State Purchasing Website

- ▶ How to get there:
 - Search: gsdspd
- What you can find there:
 - Active Bids and Proposals
 - Statewide Price Agreements
 - NM Resident Preference List
 - Debarment Notices
 - Resources and Information
 - Vendors



State Purchasing Website

Vendors

NIGP Commodity Codes

 Download, search for (ctrl+f) and select codes to register in eProNM

Supplier Online Registration Link

Link to eProNM registration page

Supplier Online Registration Guide

PDF guide to eProNM registration (update in progress)

Vendor Preference Application

 Information and link to NM Taxation & Revenue Department (Tax & Rev)

New Mexico Substitute W-9 - and Other DFA Documents

Needed for State SHARE system

Quarterly Gross Sales Report

Needed for certain types of awards

eProNM Supplier Registration

- Registration is FREE!
- You do <u>NOT</u> have to be registered in SPD's eProNM system to view Invitations to Bid (ITB) or Request for Proposals (RFP)
- You <u>DO</u> have to be registered to submit a bid or a proposal
- You <u>DO</u> have to be registered (using the NIGP Commodity Codes) if you want to be automatically notified when solicitations (ITBs and RFPs) are issued by State Purchasing
 - Register for as many commodity codes as you need to, to cover all the products/services you offer
- You are <u>NOT</u> guaranteed an award if you are registered in eProNM
- You are <u>NOT</u> automatically put on a Statewide Price
 Agreement if you register in eProNM

eProNM Supplier Registration

- If you are registered in eProNM and are having difficulty:
 - If you have an existing profile and need help updating your contact information and/or password: (800) 233-1121
 - If you need help setting-up/managing your profile, or with uploading bids/proposals: (505) 795-1894

Competitive Solicitations

- ▶ ITB
 - Invitation to Bid
 - · Vendors are called Bidders, submit bids
 - Low price meeting our specifications
 - · Give us your lowest price
 - · Must submit required documents/information, if any
 - · No negotiation or proposing alternate terms
- RFP
 - Request for Proposals
 - · Vendors are called Offerors/Proposers, submit proposals
 - · Qualification-based, points-based
 - · Cost is only a portion
 - · Scored requirements and Pass/Fail requirements
 - Tell us how you are qualified to provide the goods and/or services we're requesting

New Mexico Resident Preferences

- Established by law Chapter 13, Public Purchases and Property, Article 1, Procurement
 - 13-1-21 Application of preference
 - How a State agency or Local Public Body is to apply the preferences to applicable solicitations
 - 13-1-22 Resident business, resident veteran business, resident contractor and resident veteran contractor certification
 - Minimum certification requirements
- It does <u>NOT</u> establish, nor does SPD have, a "preferred vendor" list.

New Mexico Resident Preferences

13-1-21 Preference Certificates through Tax & Rev

- Preferences used for award purposes, must submit copy of Certificate
- NM Resident Business/Contractor 5%
- NM Resident Veteran Business/Contractor 10%
- ▶ 13-1-21 (B & C) Lowers bid
- ▶ 13-1-21 (D & E) % of total points in RFP
- ▶ 13-1-21(H) Cannot apply both
- ▶ 13-1-21(J) Do not apply if expenditure involves federal funds

New Mexico Preferences

- ▶ ITB Preference Application
 - Bidders submitted prices are reduced by 5% or 10%
 - If the adjusted pricing makes Bidder the "low Bidder," the Bidder wins the award at the submitted prices
- RFP Preference Application
 - Offeror receives 5% or 10% additional points
 - If an RFP is worth 1,000 points, Offeror could receive 50 or 100 extra points for submitting a copy of Preference Certificate

Recommendations

- Our recommendations to you
 - If you are eligible, apply for a NM Resident Preference
 - Read the entire solicitation!
 - Treat each solicitation as if it were brand new
 - Don't assume!
 - · Don't submit an old bid or proposal!
 - Respond to the requirements <u>as written</u>
 - · Make a checklist
 - Don't forget any mandatories
 - If you don't understand something, don't guess
 - · Ask the Procurement Officer/Manager
 - Don't wait until the last minute
 - · No solicitations accepted after the stated deadline
 - Send your submission to the right place
 - Ask for help, as soon as possible
 - PTAC, American Indian PTAC, SBDC, MBDA, Albuquerque Hispano Chamber of Commerce, American Indian Chamber of Commerce etc.

Thank you for your interest in doing business with the State!