

# Doing Business with the State of New Mexico

Susan Inman, Training & Development Specialist  
State Purchasing Division  
General Services Department

## 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

The screenshot shows the State Purchasing Website interface. At the top, there is a navigation bar with the New Mexico General Services Department logo and various menu items: DIVISIONS, NEWS, INTERAGENCY PHARMACEUTICALS PURCHASING COUNCIL, GREEN ENERGY PROJECT, and CONTACT US. Below this is a secondary navigation bar with links for Facilities Management, Printing & Graphics, Purchasing, Risk Management & Health Benefits, Surplus Property, and Transportation. The main content area features a breadcrumb trail: Home > GSD State Purchasing > State Purchasing Division. On the left, a sidebar lists various links under the heading "State Purchasing Division", including Active ITBs and RTPs, Chief Procurement Officer, Debarment Notices, Online Procurement, Recent Awards, Resources and Information, Statewide Price Agreements, Sole Source/Emergency Procurements, New Mexico Resident Business And/Ov Veterans Preferences, Training, State Use Act, FAQ's, Compliment/Complaint Form, Required Documents for Contract Package, and Contact Us. The main content area displays the "State Purchasing Division" logo and tagline, "Facilitating Fair and Open Competition". A prominent orange banner with the word "ATTENTION" in bold text reads: "Due to the recent development of the COVID-19 Virus in New Mexico and guidance from the Governor, bids and proposals must be submitted electronically via eProNM. If you need help uploading your bid or proposal, please call: (505)795-1894 or (505)795-1076. We appreciate your cooperation and understanding." Below the banner, there is a section for "Electronic Submission of Bids and Proposals" and a "Vision" statement: "New Mexico is a national leader in Procurement through education, innovation, collaboration, cooperation and excellence in execution by our team."

## State Purchasing Website

- ▶ How to get there:
  - Search: gdsdpd
- ▶ 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

The screenshot shows the New Mexico State Purchasing Website. The navigation menu on the left includes the following items:

- State Purchasing Division
- Active ITBs and RFPs
- Chief Procurement Officer
- Debarment Notices
- Online Procurement
- Recent Awards
- Resources and Information
  - Best Value Procurement Guide
  - Policies and Guidance Memos
  - RFP Documents and Helpful Information
  - Sample Contracts and Other Required Forms
  - Vendors
  - Helpful Links
  - Statewide Price Agreements
  - Safe Source/Emergency

The main content area features a header for the State Purchasing Division with the tagline "Facilitating Fair and Open Competition". A large orange box with the word "ATTENTION" in bold contains the following text:

Due to the recent development of the COVID-19 Virus in New Mexico and guidance from the Governor, bids and proposals must be submitted electronically via eProNM

If you need help uploading your bid or proposal, please call: (505)795-1894 or (505)795-1076.

We appreciate your cooperation and understanding.

The footer includes the text "Electronic Submission of Bids and Proposals" and "Vision".

## 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 NOT have to be registered in SPD's eProNM system to view Invitations to Bid (ITB) or Request for Proposals (RFP)
- You DO have to be registered to submit a bid or a proposal
- You DO 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 NOT guaranteed an award if you are registered in eProNM
- You are NOT 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 **NOT** 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 as written
    - 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!**