

**SANTA FE COUNTY
CORRECTIONS DEPARTMENT**

REQUEST FOR PROPOSALS



**DENTAL SERVICES
RFP No. 2022-0287-CORR/KE**

AUGUST - 2022

TABLE OF CONTENTS

PAGE NO.

I.	ADVERTISEMENT.....	4
II.	CONTRACT OBJECTIVES.....	5
	A. PURPOSE OF THIS REQUEST FOR PROPOSAL.....	5
	B. SCOPE OF WORK.....	5
	C. QUALIFICATIONS (If Applicable).....	6
	D. INSURANCE.....	6
	E. PROCUREMENT MANAGER.....	6
	F. DEFINITION OF TERMINOLOGY.....	8
III.	CONDITIONS GOVERNING THE PROCUREMENT.....	10
	A. SEQUENCE OF EVENTS.....	10
	B. EXPLANATION OF EVENTS.....	11
	1. Issue of RFP.....	11
	2. Pre-Proposal Conference.....	11
	3. Acknowledgement of Receipt Form Due.....	11
	4. Deadline to Submit Additional Written Questions.....	11
	5. Response to Written Questions.....	11
	6. Submission of Proposals.....	12
	7. Proposal Evaluation.....	12
	8. Selection of Finalists (If Applicable).....	12
	9. Best and Final Offers from Finalists (If Applicable).....	12
	10. Oral Presentations by Finalists (If Applicable).....	13
	11. Finalize Contract.....	13
	12. Contract Award.....	13
	13. Right to Protest.....	13
	C. GENERAL REQUIREMENTS.....	13
	1. Acceptance of Conditions Governing the Procurement.....	14
	2. Incurring Cost.....	14
	3. Prime Contractor Responsibility.....	14
	4. Subcontractors.....	14
	5. Amended Proposals.....	14
	6. Offerors' Rights to Withdraw Proposal.....	15
	7. Proposal Firm Offer.....	15
	8. Disclosure of Proposed Contents.....	15
	9. No Obligation.....	15
	10. Termination.....	15
	11. Sufficient Appropriation.....	15
	12. Legal Review.....	16
	13. Governing Law.....	16
	14. Basis for Proposal.....	16
	15. Contract Terms and Conditions.....	16

16. Offerors’ Terms and Conditions	16
17. Contract Deviations	16
18. Offeror Qualifications	16
19. Right to Waive Minor Irregularities	17
20. Change in Contractor Representatives	17
21. Notice	17
22. County Rights	17
23. Right to Publish.....	17
24. Ownership of Proposals	17
25. Electronic Mail Address Required	17
26. Preference in Procurement by Santa Fe County	18
IV. RESPONSE FORMAT AND ORGANIZATION	20
A. NUMBER OF RESPONSES	20
B. NUMBER OF COPIES	20
C. PROPOSAL FORMAT.....	20
1. Proposal Organization.....	20
2. Letter of Transmittal	21
V. SPECIFICATIONS	22
A. INFORMATION.....	22
1. Time Frame.....	22
B. EVALATION FACTORS.....	22
C. COST PROPOSAL	23
VI. EVALUATION OF PROPOSALS.....	23
A. EVALUATION SCORING	23
B. EVALUATION PROCESS.....	24
APPENDICES:	
A. Acknowledgement of Receipt Form	25
B. Campaign Contribution Disclosure Form	26
C. Resident Veterans Preference Certification	29
D. Cost Proposal	30
E. Sample Agreement	31

I. ADVERTISEMENT

DENTAL SERVICES FOR THE SANTA FE COUNTY CORRECTIONS DEPARTMENT (NM State Commodity Code 94828)

The Santa Fe County Corrections Department requests proposals from licensed dentists (accompanied with a licensed dental assistant) to provide dental services for incarcerated adults at the County Adult Detention Facility (ADF). All proposals submitted shall be valid for ninety (90) days subject to action by the County. Santa Fe County reserves the right to reject any and all proposals in part or in whole. A completed proposal shall be submitted in a sealed container indicating the proposal title and number along with the Offeror's name and address clearly marked on the outside of the container or delivered electronically utilizing a DropBox. All proposals must be received by **2:00 P.M. (MDT) on Thursday, September 8, 2022 at the Santa Fe County Purchasing Division, 102 Grant Avenue (First Floor), Santa Fe, NM 87501.** To combat the spread of COVID-19, it is preferred that the submission of Proposals **be delivered electronically** utilizing a DropBox. Please utilize this link to upload one copy of your proposal submission. <https://www.dropbox.com/request/x4m3kfMJMNLGXqpgIVP5>

By submitting a proposal for the requested services each Offeror is certifying that their proposal complies with regulations and requirements stated within the Request for Proposals.

A Pre-Proposal Conference will be held on Wednesday, August 17, 2022 at 10:00AM (MDT) online via Webex. Attendance at this pre-proposal conference is not mandatory but strongly recommended. Please join by using the link below.

<https://sfco.webex.com/sfco/j.php?MTID=mb07c2751e9853c04a8698dc690256087>

EQUAL OPPORTUNITY EMPLOYMENT: All qualified Offerors will receive consideration of contract(s) without regard to race, color, religion, sex, national origin, ancestry, age, physical and mental handicap, serious mental condition, disability, spousal affiliation, sexual orientation or gender identity.

Request for proposals will be available by contacting Karen K. Emery, Senior Procurement Specialist, 102 Grant Avenue (First Floor), Santa Fe, New Mexico 87501, by telephone at (505) 992-6759 or by email at kkemery@santafecountynm.gov or on our website at [http://www.santafecountynm.gov/asd/current bid solicitations](http://www.santafecountynm.gov/asd/current_bid_solicitations) .

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.

Santa Fe County
Purchasing Division
Publish: July 31 and August 1, 2022

II. CONTRACT OBJECTIVES

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

Santa Fe County is requesting proposals from qualified and licensed dentists to provide dental services to include a licensed dental assistant. Must be able to provide routine, emergency and on-call dental services for incarcerated adults at the Adult Detention Facility (ADF) located at 28 Camino Justicia, Santa Fe, N.M.

B. SCOPE OF SERVICES

The Contractor shall:

1. Be available a maximum of 16 hours per week, contingent upon the dental needs of the inmates/residents. For emergency dental services there is no limit on the number of trips per week to the ADF for emergency dental services.
 - a. Penalty: Contractor is subject to penalty if the dental services provided for under this Agreement cannot be provided on-site as scheduled at the ADF dental facility by the Contractor or Contractor's designated substitute, or if an emergency dental situation occurs and the Contractor or Contractor's designated substitute is not available or cannot be contacted. The penalty will be assessed and invoiced directly to the Contractor based on:
 - 1) the expense incurred by ADF for transporting an inmate off site to a licensed dentist who is not under contract with the Corrections Department,
 - 2) Correctional officer's required for transport at \$26.99/hour for each officer required to transport an inmate to a licensed dentist who is not under contract with the Corrections Department, and
 - 3) Roundtrip mileage at \$.55/mile.
2. Provide routine dental services, primarily restorative, at the ADF dental facility. Dental services will include without limitations examinations, x-rays, routine extractions, and assessment of complicated treatments to determine the feasibility of treatment on-site at the ADF dental office, or the feasibility of a referral to an off-site specialist.
3. Provide follow-up dental care for dental issues and all required dental interventions.
4. Provide, on an on-call basis, dental services in emergency circumstances especially when inmates are in acute dental pain.
5. Provide on an on-call basis, a substitute licensed and qualified dentist to provide dental services for the ADF under the terms of this Agreement when the Contractor is unavailable or is absent and cannot provide an on-site dental visit. Contractor shall be solely responsible for payment to the substitute dentist. Upon the commencement of this Agreement the Contractor will provide to the ADF Medical Director information about the Contractor's substitute dentist including licensure, qualifications, phone number, e-mail address and physical address.
6. In conformity with the ADF detention/medical records standards, the Contractor will document and record all services rendered in an inmate's dental record (file) and medical record (file).

7. Maintain a comprehensive inventory of all instruments, equipment and supplies and account for all instruments, equipment and supplies at the beginning of each on-site work day prior to rendering dental services to an inmate and prior to the Contractor's departure on the same day. **Any instruments, equipment and supplies that are missing and unaccounted for shall be immediately reported to the Corrections Medical Director.**
8. Provide and maintain comprehensive and accurate records and documentation for all dental service provided for inmates as required for the purpose of maintaining accreditation.
9. Comply with all applicable infection control practices as promulgated by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC) and all accrediting agencies.
10. Comply with the Health Insurance Portability and Accountability Act (HIPAA) standards for patient privacy.
11. Attend monthly meeting with the Warden of the ADF and/or the Warden's designee to review the services being provided under this Agreement and compliance with the Detention Dental Standards.
12. Contractor, Contractor's Dental Assistant and the Contractor's designated substitute dentist shall be in compliance with all federal, state and local professional licensing requirements and shall maintain such licensure throughout the term of the agreement.
13. Contractor and Contractor's Dental Assistant, and the Contractor's substitute Dentist shall submit copies of current CPR certification as well as a TB skin test (annually) and Hepatitis B surface anti-body to the Corrections Medical Director.
14. All dental services provided under this Agreement shall meet or exceed the requirements of all applicable regulatory licensing and accreditation standards governing the delivery of dental services at a detention center.
15. Background Check: Contractor, Contractor's Dental Assistant and Contractor's designated substitute Dentist will be subject to a background check before the commencement of services under this Agreement. Background checks will be conducted by the Santa Fe County Corrections Department who will render final approval for the Contractor's services to commence.
16. Contractor, Contractor's Dental Assistant and Contractor's designated substitute Dentist shall abide by the Santa Fe County Code of Conduct.

C. QUALIFICATIONS

Contractor, the Contractors dental assistant and designated substitute dentist shall:

1. Be a licensed dentist and dental assistant in good standing in the State of New Mexico.
2. Report any investigation, probation and/or license restrictions immediately.
3. Have experience providing dental services in a correction/detention environment.
4. Obtain and maintain a background clearance throughout the term of the agreement

D. INSURANCE REQUIREMENTS

The insurance required by Offeror are listed below.

1. General Conditions. Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.
2. General Liability Insurance, Including Automobile. Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for County by Offeror; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. County of Santa Fe shall be a named additional insured on the policy.
3. Workers' Compensation Insurance. Contractor shall comply with the provisions of the Workers' Compensation Act.
4. Professional Liability Insurance. The Contractor shall procure and maintain during the life of this Agreement a Professional Liability Insurance.
5. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), Contractor shall increase the maximum limits of any insurance required herein.

E. PROCUREMENT MANAGER

The County has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number is listed below. All deliveries via express carrier should be addressed as follows:

Karen K. Emery, Procurement Specialist, Senior
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501
Phone (505) 992-6759
kkemery@santafecountynm.gov

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other County employees do not have the authority to respond on behalf of the County.

F. DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this procurement document.

“BCC” means the elected Board of County Commissioners.

“Close of Business” means 5:00 PM Mountain Standard Time or Mountain Daylight Time, whichever is in effect on the date given.

“Contract” or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

“Contractor” means a successful offeror who enters into a binding contract.

“County” means Santa Fe County.

“Determination” means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

“Desirable” The terms “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

“Evaluation Committee” means a body appointed by the County management to perform the evaluation of offeror proposals.

“Finalist” is defined as an offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the offeror’s proposal.

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the County to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Purchasing Division” means the Santa Fe County Purchasing Division, Administrative Services Department.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

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III. CONDITIONS GOVERNING THE PROCUREMENT Dental Services for the Adult Detention Facility

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue of RFP	Purchasing Division	July 31 & Aug. 1, 2022
2.	Pre-Proposal Conference (10:00am) Web-X	Owner/Purchasing/ Offerors	August 17, 2022
3.	Acknowledgement Form Due	Offerors	August 17, 2022
4.	Deadline to Submit Additional Questions	Offerors	August 19, 2022
5.	Response to Written Questions	Purchasing Division	August 25, 2022
6.	Submission of Proposal 2:00 PM (MDT)	Offerors	September 8, 2022
7.	Proposal Evaluation	Review by the Evaluation Committee	Sept. 9 – 16, 2022
8.	Selection of Finalists (If Applicable)	Evaluation Committee	September - 2022
9.	Best and Final Offers from Finalists (If Applicable)	Offeror	September - 2022
10.	Oral Presentation by Finalists (If Applicable)	Offeror	September - 2022
12.	Finalize Contract	County, Offeror	September - 2022
13.	Contract Award	Purchasing Division	October - 2022

Note: If the Evaluation Committee makes a selection at the Selection of Finalists, events 9-10 will not occur.

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section III, Paragraph A.

1. Issue RFP

This RFP is being issued by the Corrections Department and the Purchasing Division.

2. Pre-Proposal Conference,

A Pre-Proposal Conference is scheduled on the date indicated in the “Sequence of Events” at Section III.A. Questions may be submitted at the Pre-Proposal Conference and until the date indicated in the Sequence of Events at Section III.A. **All questions must be in writing and e-mailed to kkemery@santafecountynm.gov** . A public log will be kept of the names of potential offerors who attended the Pre-Proposal Conference.

3. Acknowledgement of Receipt Form Due

A potential Offeror should hand-deliver or return by e-mail the “Acknowledgement of Receipt Form” provided as Appendix A to have its name and firm placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business on the date indicated in the “Sequence of Events” at Section III.A.

The procurement distribution list will be used for the distribution of written responses to questions and any RFP addenda.

4. Deadline to Submit Additional Written Questions

Potential Offerors may submit written questions regarding this RFP until the close of business on the date indicated in the “Sequence of Events” at Section III.A. All written questions must be addressed to the Procurement Manager, listed in Section II, Paragraph E and sent via e-mail. **Any contact with any other County staff member other than the Procurement Manager named in this solicitation will be grounds for rejection of a proposal.**

5. Response to Written Questions

Written responses to written questions and any RFP addenda will be distributed on the date indicated in the “Sequence of Events” at Section III.A, to all potential Offerors whose names appear on the procurement distribution list.

Additional written requests for clarification of distributed answers or addenda must be received by the Procurement Manager no later than one (1) day after the answers or addenda were issued.

6. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 P.M. (MOUNTAIN DAYLIGHT TIME) ON THURSDAY, SEPTEMBER 8, 2022. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Specialist, Senior at the address below. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the County's Request for Proposals No. 2022-0287-CORR/KE. The preferred submittal method is via Drop Box at the link provided below:

<https://www.dropbox.com/request/x4m3kfmJMNLGXqpgIVP5>

Karen K. Emery, Senior Procurement Specialist
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501

A public log will be kept of the names of all offerors who submit proposals. Pursuant to NMSA 1978, Section 13-1-116, the contents of any proposal shall not be disclosed to competing offerors prior to contract award.

7. Proposal Evaluation

The evaluation of proposals will be performed by an Evaluation Committee appointed by the Procurement Manager. This process will take place during the timeframe indicated in the "Sequence of Events" at III.A. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

8. Selection of Finalists (If Applicable)

The Evaluation Committee may select and the Procurement Manager may notify the finalist offerors on the date indicated in the "Sequence of Events" at Section III.A. Only finalists will be invited to participate in the subsequent steps of the procurement if the finalist process is used.

9. Best and Final Offers from Finalists (If Applicable)

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by the date indicated in the "Sequence of Events" at Section III.A.

10. Oral Presentation by Finalists (If Applicable)

Finalist Offerors may be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each offeror presentation. All Offeror presentations will be held at the Santa Fe County Purchasing Division, 102 Grant Avenue (First Floor), Santa Fe, New Mexico. Each presentation will be limited to one (1) hour in duration.

11. Finalize Contract

The contract will be finalized with the most advantageous offeror during the timeframe indicated in the “Sequence of Events” at Section III.A. In the event that mutually agreeable terms cannot be reached within the time specified, the County reserves the right to finalize a contract with the next most advantageous Offeror without undertaking a new procurement process.

12. Contract Award

The County anticipates awarding the contract on the date in the “Sequence of Events” at Section III.A. These dates are subject to change at the discretion of the Santa Fe County Purchasing Manager.

The contract shall be awarded to the Offeror or Offerors whose proposal is most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

13. Right to Protest

Any protest by an Offeror must be timely and in conformance with NMSA 1978, Section 13-1-172 and applicable procurement regulations. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protests must be delivered to the Santa Fe County Purchasing Division:

Santa Fe County
Attn: Purchasing Division
P.O. Box 276
Santa Fe, New Mexico 87504

Protests will not be accepted by facsimile or other electronic means. Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with Chapter 13, NMSA 1978, NMAC 1.4.1 and the Santa Fe County Procurement Regulations.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the terms and conditions of the contract attached hereto as Appendix E.

2. Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3. Contractor Responsibility

Any contract that may result from this RFP shall specify that the contractor is solely responsible for fulfillment of the contract with the County. The County will make contract payments to only the contractor. The contractor is solely responsible for making any payments to the dental assistant, and designated substitute dentist who provides services in the contractor's absence.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The contractor shall be wholly responsible for the entire performance whether or not subcontractors are used.

5. Amended Proposals

An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. County personnel will not merge, collate, or assemble proposal materials.

6. Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer, if one is submitted.

8. Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the offeror has stamped or imprinted “proprietary” or “confidential” subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7, NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the Santa Fe County Procurement Manger shall examine the offeror’s request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates Santa Fe County or any of its departments to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of the County.

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The County’s decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly brought to the attention of the Procurement Manager.

13. Governing Law

This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied by the County in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

15. Contract Terms and Conditions

The contract between the County and the contractor will follow the format specified by the County and contain the terms and conditions set forth in Appendix E (Contract).

16. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions which they request the County to consider including in a contract negotiated with the County. The County may or may not accept the alternative language. General references to the Offeror's terms and conditions.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

18. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA, 1978, subject to Procurement Manager approval.

19. Right to Waive Minor Irregularities

The County reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the County, meeting its needs adequately. Any change in contractor representative must receive prior County approval.

20. Change in Contractor Representatives

The County reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the County, meeting its needs adequately. Any change in contractor representative must receive prior County approval.

21. Notice

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

22. County Rights

The County reserves the right to accept all or a portion of an Offeror's proposal.

23. Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.

24. Ownership of Proposals

All documents submitted in response to this Request for Proposals shall become the property of the County. However, any technical or user documentation submitted with the proposals of non-selected Offerors can be returned after the expiration of the protest period.

25. Electronic Mail Address Recommended

Communication regarding this procurement will be conducted by electronic mail (e-mail). It is recommended that Offeror should have a valid e-mail address to receive correspondence.

26. Preference in Procurement by Santa Fe County**A. *New Mexico In-state Preference.***

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident business**”. Application of a resident business preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident contractor. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident business certificate, 5% of the total weight of all evaluation factors, used in the evaluation of proposals may be awarded or added to the Offerors score.

Certification by the department of taxation and revenue for the resident business takes into consideration such activities as the business or contractor’s payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

OR

B. *New Mexico Resident Veteran Preference.*

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a “**resident veteran contractor**”. Certification by the department of taxation and revenue for the resident veteran contractor requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran contractor preference to be applied to its proposal is required to submit with its proposal the certification from the department of taxation and revenue and the sworn affidavit attached hereto as Appendix D.

If an Offeror submits with its proposal a copy of a valid and current veteran resident contractor certificate, 10% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offeror’s score, depending on the business’ annual revenue.

The resident business preference is not cumulative with the resident veteran contractor preference.

AND

C. *Santa Fe County Preference*

Santa Fe County Ordinance 2012-4 provides for a **County preference** for a “Santa Fe County business.” Application of the County preference in procurement requires an Offeror to obtain and provide a Santa Fe County

Business Certificate issued by the Santa Fe County Procurement Manager. Certification by the Procurement Manager takes into consideration the business' corporate standing in the state, business licensure or registration, the duration of the business' primary office location and the payment of taxes.

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 5% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded to the Offerors score.

The in-state, veteran or County preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

Additional information about obtaining the certificate as a resident contractor and resident veteran contractor may be found at: <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx> and information about the Santa Fe County business Certificate at www.santafecountynm.gov (Quicklink Ordinances and Resolutions).

IV. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

B. NUMBER OF COPIES

Offerors shall deliver one (1) original, electronically via Dropbox, on or **before** the closing date and time for receipt of proposals. **If** submitting responses in person or via US mail or other delivery manner please submit one (1) original and four (4) identical copies of their proposal to the location specified in Section II, Paragraph E. Please submit two (2) separate files: one file for the proposal response and a separate file the Appendix D Proposed Fee Schedule. The preferred method of delivery is via drop box at:

<https://www.dropbox.com/request/x4m3kfMJMNLGXqpgIVP5>

C. PROPOSAL FORMAT

All proposals shall be limited to thirty (30) pages, with exception to professional licenses and certifications, which shall be added as appendices. The document shall be typewritten on standard 8 ½ x 11 paper, with a font no smaller than 12 pt. pitch, with nominal 1” margins and normal line spacing.

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal
- b) Table of Contents
- c) Proposal Summary (optional)
- d) Response to Mandatory Specifications
- e) Response to County Terms and Conditions
- f) Offeror’s Additional Terms and Conditions
- g) Copy of required licenses (including dental assistant and substitute dentist)
- h) Copy of insurance certificate

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

All submitted proposal documents must be double-sided, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2.a Waste Reduction and

Reuse, All documents are to be double-sided, including those that are generated by outside entities and contractors doing business with the County.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

The proposal summary may be included by Offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) Expressly indicate Acceptance of the Conditions Governing the Procurement stated in Section III, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all addendums to this RFP.
- h) Acknowledge and accept the terms and conditions of the Agreement attached as Appendix E.

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V. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each mandatory specification. The narratives along with required supporting materials will be evaluated and awarded points accordingly.

A. INFORMATION

Time Frame

The contract is scheduled to begin in or around October 2022. Santa Fe County intends on awarding a contract with an initial term of one year.

B. EVALUATION FACTORS

A brief explanation of each evaluation factor is listed below. Offerors are encouraged to fully address each category completely, as points are assigned for responses to each.

1. Background and Expertise (150 Points)

Provide an overview of current and prior experience in providing dental services; include specifically any experience in a correctional or institutional setting. Include ability to perform the required services and handle required work load in a timely, effective and efficient manner that will demonstrate competence to deliver the dental services to the Santa Fe County Corrections Department.

2. Capacity and Capability (400 Points) – Provide an in-depth response to the requested scope of services. Describe ability to provide the minimum sixteen (16) hours of dental services required. Include intake screening processes and record keeping procedures for inmate dental file. Illustrate ability to provide on-call emergency services to inmates requiring immediate attention including Offeror's proximity to Correctional facilities. Describe inventory control procedures to ensure that all instruments, equipment and supplies will be secure and accounted at close of business. Provide staffing information, organizational chart and explain how dental care will be delivered in compliance with OSHA, CDC and HIPPA requirements. Any services that cannot be provided should be noted.

3. Qualifications of Principal Personnel (250 Points) - Provide background, qualifications, education, training, relevant affiliations (local, regional and national) and years of experience of key personnel to be involved in these services including the dental assistant and the designated substitute dentist. Submit copies of all licenses, certifications, accreditations, and/or permits for the primary dentist, dental assistant and the designated substitute dentist required by federal, state and/or local law, statute or regulation for providing professional dental services.

4. Past Performance and Ability to Pass Background Investigation (200) - Demonstrate through contracts and other agreements with government agencies or private industry with respect to providing quality dental services provided to inmates/patients. Provide a minimum of three (3) references with point of contact, and telephone number and E-mail.

Offeror shall include proof of background investigations conducted as part of licensure requirements and provide a statement to its ability to meet a background investigation conducted by the Bureau of Prisons and Santa Fe County.

Past performance on behalf of the County will be a significant element of this evaluation and poor performance may result in a significant decrease in the points awarded for this element of the evaluation.

5. Offeror’s proposal contains a valid certificate as an In-state Resident Business, the preference in accordance with §13-1-21 NMSA 1978, will be applied.
6. Offeror’s proposal contains a valid certificate as a Resident Veteran Business, the preference in accordance with §13-1-21 and §13-1-22 NMSA 1978, will be applied.
7. Offeror’s proposal contains a valid certificate as a Santa Fe County Business, the preference in accordance with Santa Fe County Ordinance #2012-4, will be applied.

C. **COST PROPOSAL - (Appendix D) - provide in a separate sealed envelope with the original proposal ONLY (do not include in each of the four additional copies, if submitting electronically, please submit in a separate file in Dropbox).**

Offerors must complete the Fee Proposal Form found in APPENDIX D and submit it with their proposals. Proposed fee must include fully loaded hourly rates to include wages, worker’s compensation, liability & malpractice insurance, unemployment insurance costs, travel to and from the off-site workplace to the on-site workplace, per diem, fringe benefits and any other overhead or incidental costs for the required 16 hours of service per week.

VI. EVALUATION OF PROPOSALS

A. **EVALUATION SCORING**

The County will evaluate the content and substance of the offeror’s response to each evaluation factor and assign a numerical score not to exceed the maximum allowed score for that factor. The amount of discussion for each factor is an individual choice of the offeror; however, discussion should be detailed enough to inform and educate the Evaluation Committee.

Proposals will be scored based upon the Evaluation Committee’s review and consideration of the offeror’s response to each Evaluation Factor.

1. Background and Expertise	<u>150</u>
2. Capacity and Capability	<u>400</u>
3. Qualification of Principal Personnel	<u>250</u>
4. Past Performance and Ability to Pass Background Investigation	<u>200</u>
 TOTAL (Before preferences are applied)	 1000

PREFERENCES

If a proposal contains an In-State Resident Business Certificate or Resident Veterans Business Certificate and/or Santa Fe County Business Certificate, the applicable preference will be applied.

- 5. Proposal contains a valid N.M. Resident Business Certificate..... **50 points**

OR

- 6. Proposal contains a valid Resident Veteran Business Certificate **100 points**

AND

- 7. Proposal contains a valid Santa Fe County Business Certificate **50 points**

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APPENDIX A

**ACKNOWLEDGEMENT OF RECEIPT FORM
DENTAL SERVICES FOR THE CORRECTIONS MEDICAL DIVISION
RFP No. 2022-0287-CORR/KE**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix D.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than close of business on **August 17, 2022**. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (**circle one**) intend to respond to this Request for Proposals.

Karen K. Emery, Procurement Specialist, Senior
Santa Fe County Purchasing Division
102 Grant Avenue (First Floor)
Santa Fe, New Mexico 87501
(505) 992-6759
kkemery@santafecountynm.gov

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions

on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law, daughter- in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement process**” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

APPENDIX C

RESIDENT VETERANS PREFERENCE CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.

Please check one box only:

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.”

“I understand that knowingly giving false or misleading information on this report constitutes a crime”.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory of the Business.

The representations made in checking the box constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

SIGNED AND SEALED THIS _____ DAY OF _____, 2022.

NOTARY PUBLIC

My Commission Expires: _____

APPENDIX D

COST PROPOSAL

Offerors must complete the Fee Proposal and submit it with their proposals. Proposed fees must be fully loaded and include costs for wages, liability and malpractice insurance, worker’s compensation, unemployment insurance, travel to and from the off-site workplace to the on-site workplace, per diem, fringe benefits and any other overhead or incidental costs for the dental services.

The rates below shall be fixed throughout the term of the contract. The contractor shall be solely responsible for reimbursing the dental assistant and the designated substitute dentist.

<u>Service</u>	<u>Hourly Rate</u>
Licensed Dentist	\$ _____
Substitute Dentist	\$ _____
Licensed Dental Assistant	\$ _____
Emergency Service	\$ _____

APPENDIX E

**SAMPLE
PROFESSIONAL SERVICES AGREEMENT
WITH XXXXXXX
TO PROVIDE DENTAL SERVICES**

THIS AGREEMENT is made and entered into on this ___ day of _____, 2022, by and between **SANTA FE COUNTY** (hereinafter the “County”), an New Mexico political subdivision, and **XXXXX** (hereinafter the "Contractor"), a _____ corporation with a principal address located at _____,(hereinafter referred to as the "Contractor").

WHEREAS, Santa Fe County Corrections Department is committed to providing quality and professional dental services to its inmates within a supervised and secure setting, while assuring the safety of the public, the staff and the inmates;

WHEREAS, in accordance with Section 13-1-112 NMSA 1978, the County issued Request of Proposal (RFP) No. 2022-0287-CORR/KE for these services;

WHEREAS, the Contractor is a licensed and accredited dentist as required by the RFP that can provide professional and cost-effective services to the Santa Fe County Corrections Department;

WHEREAS, the County requires the services of the Contractor, and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF WORK

The Contractor shall:

- A. Be available a maximum of 16 hours per week, contingent upon the dental needs of the inmates/residents. There is no limit on the number of trips per week to the facilities for emergency dental services.
 - a. If a resident and/or inmate have to be taken off-site to see a dentist a penalty will be assessed to the Contractor, unless the contractor can provide a substitute dentist. The penalty will be assessed as follows:
 - Office visit will be billed to Contractor at cost
 - Correctional officer’s required for transport at \$20.00/hour for each officer
 - Roundtrip mileage at \$.55/mile
- B. Provide routine dental services at the Correctional facilities’ fully equipped dental offices to include: examinations; x-rays; routine extractions; and assessment of complicated treatments to determine feasibility of care at each facility’s dental office or for referral to other specialists.

- C. Follow-up dental care for all identified dental issues and all required dental interventions.
- D. Provide on-call dental services as needed to include emergency dental services to inmates/residents who are in acute pain due to difficulty with teeth, gums or palate.
- E. Provide for on-call substitute dental services for the Correctional facilities in the event of the contractor's absence. The contractor shall be solely responsible for payment to the designated substitute dentist. Contractor shall provide information to include licensure, qualifications, phone number and address of the substitute dentist to the Corrections Medical Director.
- F. Document and record all services rendered in an inmate's dental record (file), medical record (file) and in conjunction to jail detention standards.
- G. Conduct a thorough inventory and account for all instruments, equipment and supplies at the beginning of each work day, prior to seeing patients, and prior to departure on same day. Any instruments, equipment and supplies that are unaccounted for shall be immediately reported to the Corrections Medical Director.
- H. Provide and maintain records and documentation for each inmate/resident as required for the purpose of accreditation.
- I. Comply with all applicable infection control practices as promulgated by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC) and all accrediting bodies.
- J. Comply with the Health Insurance Portability and Accountability Act (HIPAA) standards for patient privacy.
- K. Attend monthly meetings with the Warden and/or designee to review the compliance of dental jail standards and ongoing needs.
- L. Contractor, licensed dental assistant and designated substitute dentist shall be in compliance with all federal, state and local professional licensing requirements and shall maintain such licensure throughout the term of the agreement.
- M. Contractor and licensed dental assistant shall submit copies of current CPR certification as well as a TB skin test (annually) and Hepatitis B surface anti-body to the Corrections Medical Director.
- N. All services shall meet or exceed the requirements of all applicable regulatory, licensing and accreditation standards governing the delivery of dental services, as such standards may be amended from time to time.
- O. Contractor, its agents, dental assistant and designee substitute dentist will be subject to a complete background checks before contract award. The background checks will be conducted by the Santa Fe County Corrections Department who will render final approval.
- P. Contractor, its agents, dental assistant and designee substitute dentist shall abide by the Santa Fe County Code of Conduct.

2. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed at the rate of [_____ (\$XXXX.XX)] or [all costs and expenses shall be in accordance with Exhibit A.]
- 2) The total amount payable to the Contractor under this Agreement, exclusive of gross receipts tax shall not exceed [_____ dollars (\$____) per year. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County will notify the Contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one (1) year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the contract at the same price, terms and conditions for a period not to exceed a total contract term of four (4) years. The County may exercise this option by submitting a written notice to Contractor that the Agreement will be extended an additional year. The notice must be submitted to Contractor at least sixty (60) days prior to expiration of the Agreement or any extension thereof.

4. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Paragraph 1, SCOPE OF WORK of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, COMPENSATION, INVOICING, AND SET-OFF, of this Agreement, and for no other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect. Upon execution of this Agreement, the County agrees that Contractor will identify a dental assistant and designee or substitute dentist to provide dental services in Contractor's absence.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

C. Contractor shall be fully responsible for payment to its dental assistant and designee or substitute dentist.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, "SCOPE OF WORK", of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be the state district court of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action,

judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
Office of the County Manager
102 Grant Avenue
Santa Fe, New Mexico 87501

To the Contractor: [insert name, address, phone number and email]

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

C. Contractor is legally registered and licensed to operate as a business in New Mexico to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. LIMITATION OF LIABILITY

The County's liability to the Contractor for any breach of this Agreement by the County shall be limited to direct damages and shall not exceed the maximum amount of potential compensation specified in Section 2, "COMPENSATION AND INVOICING," of this Agreement. In no event shall the County be liable to the Contractor for special or consequential damages, even if the County was advised of the possibility of such damages prior to entering into this Agreement.

27. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

28. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

E. Professional Liability [Malpractice/Errors and Omissions Insurance]. The Contractor shall procure and maintain during the life of this agreement professional liability (errors and omissions) insurance, with policy limits of not less than \$1,500,000.00 per occurrence, \$2,500,000.00 per

aggregate.

29. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

30. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its “public employees” at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

31. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

32. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS

The Contractor hereby irrevocably appoints, _____, a New Mexico resident company located at, _____, Santa Fe, NM 87501, as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

33. SURVIVAL

The provisions of following paragraphs shall survive termination of this Agreement; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; and SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date of last signature by the parties.

SANTA FE COUNTY:

Gregory S. Shaffer
Santa Fe County Manager

Date

Approved as to form:

Jeff S. Young
Santa Fe County Attorney

Date

Finance Division:

Yvonne S. Herrera
Santa Fe County Finance Director

Date

CONTRACTOR:

Signature

Date

Print name & title