

**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

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Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

June 8, 2018

**SFC POLICY MEMO No. 2018-02**  
**Regarding the Qualifications for a County Resident Procurement Preference Certification, Pursuant to County Ordinance 2012-4**

The following policy regarding County Resident Procurement Preference Certification is effective as of the date of this memorandum. This policy applies to all applicants requesting and submitting applications for the preference certificate and should be used as guidelines for determining eligibility for certification:

**Santa Fe County Ordinance, 2012-4, Establishing a Five Percent Santa Fe County Procurement Preference Requiring a Santa Fe County Preference Certificate to Establish Eligibility for the Preference Establishing Application Requirements Providing for Protest of Denial of Certificates Establishing Penalties.**

**Section 6. Obtaining a Preference Certificate; Application Required.**, paragraph C of the ordinance states; "The Procurement Manager shall issue a Preference Certificate if the application demonstrates, the satisfaction of the Procurement Manager, that the business holds a current Business Certificate at the time of application for a preference certificate pursuant to this Ordinance (or the appropriate municipal business license, if located within a municipality), that the business has its primary permanent office or business location within the exterior boundaries of Santa Fe County and has maintained its primary and permanent office or business location within the exterior boundaries of Santa Fe County for at least one (1) consecutive year preceding the submission of the application and if a foreign corporation, has filed a unitary return pursuant to the Corporate Income and Franchise Tax Act and NMSA 1978, 7-2A-8.3."

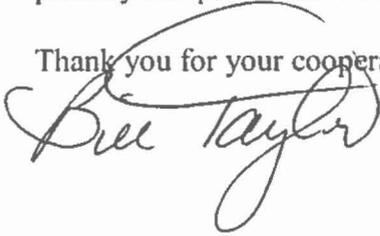
**Added Policy Definition and Determination:**

*Primary office or business location* as defined by the Procurement Manager shall mean the office location of the applicant located within the exterior boundaries of Santa Fe County for at least one (1) consecutive year preceding the submission of the application, **that facilitates at least 51% of the total staff working for the company, and applicant receives no financial, programmatic or staff support from any office location that is outside the exterior boundaries of Santa Fe County.**

*Permanent office or business location* as defined by the Ordinance means the office or business location that has been maintained for at least one (1) consecutive year preceding the submission of the application that is located within the exterior boundaries of Santa Fe County.

An applicant must provide a certified statement along with their application that their primary and permanent office or business location meets the requirements of this policy.

Thank you for your cooperation.

A handwritten signature in cursive script that reads "Bill Taylor". The signature is written in black ink and is positioned below the text "Thank you for your cooperation."