



Rio Arriba
Board of County Commissioners

REQUEST FOR PROPOSALS
PROPOSAL NO. 2017-01
PC DESKTOP SUPPORT, SYSTEM
AND NETWORK ADMINISTRATION
AND SECURITY

COMMISSIONERS

Alex M. Naranjo
Chairman, District II

Barney Trujillo
District I

Danny J. Garcia
District III

COUNTY MANAGER
Tomas Campos, III

The Rio Arriba Board of County Commissioners are accepting sealed competitive proposals from qualified firms to provide full services for Desktop Support for all PCs, System Administration for all Windows Servers, Network Administration for Wide Area Network between Espanola & Tierra Amarilla and for the Local Area Network in each of the facilities owned and operated by Rio Arriba County and to provide Network Security for all IT Infrastructure.

Request for proposal packets may be obtained from the Office of Grants & Contracts - Rio Arriba County, 1122 Industrial Park Road, Espanola, New Mexico, or contact the Grants & Contracts office at (505) 753-2992.

Proposals must be received at the office of Grants & Contracts on or before Friday, March 10, 2017 at 10:00 A.M.. Late proposals shall be rejected and will be returned unopened.

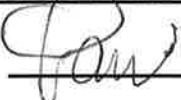
Four (4) copies of the proposal shall be submitted in a sealed envelope with the following clearly indicated on the outside of the envelope: "PROPOSAL NO. 2017-001 TO BE OPENED ON 03/10/17 AT 10:00 A.M.".

The Board of County Commissioners of Rio Arriba County reserves the right to reject any or all proposals, to waive technicalities, and to accept the proposal it deems to be in the best interest of Rio Arriba County.

For the Board of County Commissioners - Rio Arriba County


Paula Valdez
Grants & Contracts Specialist

NEWSPAPER: RIO GRANDE SUN

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PURCHASE ORDER NO.: 201704481



Rio Arriba
Board of County Commissioners

REQUEST FOR SEALED COMPETITIVE PROPOSALS
PC DESKTOP SUPPORT, SYSTEM AND NETWORK
ADMINISTRATION, AND NETWORK SECURITY
PROPOSAL NO. 2017-01

COMMISSIONERS

Alex M. Naranjo
Chairman, District II

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COUNTY MANAGER
Tomas Cámpo, III

The Board of County Commissioners of Rio Arriba County, New Mexico, requests sealed competitive proposals from qualified firms to provide full services for Desktop support for all PCs, System Administration for all Windows Servers, Network Administration for Wide Area Network between Española and Tierra Amarilla and for the Local Area Network in each of the facilities owned and operated by Rio Arriba County and to provide Network Security for all IT infrastructure.

Proposals should be in accordance with this RFP which include the following terms and conditions:

SECTION A
SECTION B
SECTION C
SECTION D
SECTION E
SECTION F
SECTION G
SECTION H

DEFINITIONS AND TERMS
GENERAL INFORMATION
SCOPE OF WORK
QUALIFICATIONS
CONTRACT TYPE
SELECTION PROCESS
EVALUATION OF PROPOSALS
SEQUENCE OF EVENTS

Proposals must be received at the Office of Grants & Contracts, 1122 Industrial Park Road Española, New Mexico on or before 10:00 A.M. March 10, 2017. Proposals must be hand delivered to 1122 Industrial Park Road, Española, New Mexico. The proposal must be sealed and labeled on the outside of the package clearly indicated as follows: RFP 2017-01 PC Desktop Support, System and Network Administration, and Network Security to the Rio Arriba County Grants & Contracts Office at 1122 Industrial Park Road, Española, New Mexico 87532 no later than 10:00 A.M. March 10, 2017. The Board of County Commissioners of Rio Arriba County reserves the right to reject any or all proposals, to waive technicalities and to accept the proposal it deems to be in the best interests of Rio Arriba County.

A. Definitions and Terms

- 1. Addendum: a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects or changes the Request for Proposals. Plural: addenda.**
- 2. Consultant: means the Successful Offeror awarded the Agreement/Contract.**
- 3. Determination: means the written documentation of a decision of the procurement**

officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (NMSA 1978, § 13-1-52).

4. **Offeror:** any person, corporation, or partnership legally licensed to provide professional services in this state, who chooses to submit a proposal in response to this Request for Proposals.
5. **Procurement Manager:** means the person or designee authorized by the County to manage or administer a procurement requiring the evaluation of proposals.
6. **Request for proposals:** or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals (NMSA 1978, § 13-1-81).
7. **Responsible Offeror or Proposer:** means an Offeror or proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (NMSA 1978, § 13-1-83).
8. **Responsive Offer or 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 (NMSA 1978, § 13-1-85).
9. The terms **must, shall, will, is required, or are required,** identify a mandatory item or factor. Failure to comply with a mandatory item or factor will result in the rejection of the Offeror’s proposal.
10. The terms **can, may, should, preferably, or prefers** identify a desirable or discretionary item or factor.
11. This contract may be extended annually by mutual agreement in writing by both parties. Notice to extend this contract shall be in writing no later than thirty (30) days prior to expiration. Extensions of this contract shall be limited for a maximum of four (4) years.

B. General Information

1. The term "Offeror" shall be referred to in the remaining portion of this Request for Proposals (RFP) for the professional services requested herein.
2. Provide four (4) copies of your proposal to the Grants & Contracts Administrator at the address, time and date stated above.
3. Proposals received after the deadline will be rejected and returned unopened.
4. Proposal information should be provided in generally the same order as the evaluation criteria.
5. The RFP will be opened publicly at the office of the Purchasing agent at the time and date stated above. The register of proposals will be open to public inspection,

however, the contents of any proposal will not be available until after the award of the contract. Offeror may request in writing non-disclosure of confidential data such as financial statements (if required). Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspection of all proposals.

6. Interpretations – Potential Offerors may submit written questions to the Procurement Manager by email PVValdez@rio-arriba.org as to the intent to clarify of this RFP until February 23, 2017 end of business day. Questions shall be clearly labeled and shall cite the Section(s) in this RFP. Questions received after the deadline date will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Offeror should promptly notify the County of any ambiguity, inconsistency, or error which they may discover upon examination of the RFP.
7. Replies will be issued by Addenda emailed or mailed or facsimile to all parties recorded by the County as having received the Request for Proposals; except an Addendum withdrawing the RFP or one which includes postponement of the date for receipt of Proposals.
8. After the award, all proposals, except those portions for which the Offeror has made a written request for confidentiality shall be open for public inspection. The award of contract will be open to the public once the contract has been fully executed. Offeror whose proposals which have not been selected shall be so notified in writing within thirty (30) days after an award is made.
9. The Procurement Code (NMSA 1978, Sections 13-1-28 through 13-1-199) imposes civil and criminal penalties for its violations. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kick-backs.
10. The Board of County Commissioners reserves the right to reject any or all of the proposals.

C. Scope of Work

The Consultant will provide computer support for Rio Arriba County-wide IT infrastructure including PCs, peripherals, servers, network devices, and network security systems in support of 150+ computer users in all County departments.

1. PC Desktop Services consists of complete installation, configuration and maintenance of personal computers including software, hardware and peripheral equipment, and the Consultant shall be:

Familiar with brand name business personal computers from:

- Dell
- Gateway
- HP
- IBM

Familiar with software products from:

- Microsoft including Windows Operating Systems Windows XP Pro/7 Pro/8.1 Pro/10 Pro, Office 2007/2010/2013/2016, and Internet Explorer 9/10/11
- Kaspersky Endpoint Protection
- Remote Desktop/Citrix Clients
- Tyler Technologies

Familiar with hardware including, but not limited to:

- Network Interface Cards (Wireless/Wired)
- Sound Cards
- USB Ports
- Modems
- Video Cards
- Hard Drives
- CD/DVD Drives (Writeable/Players)
- Memory

Able to perform the following functions including, but not limited to:

- Setup basic workstation configuration with network support
- Installation and configuration of software
- Installation and configuration of hardware
- Rebuild of computer to original system state
- Perform virus and spyware cleans
- Preventative maintenance, i.e. removal of dust buildup to prevent hardware problems
- Perform of software updates
- Troubleshoot and repair hardware or software conflicts
- Backup/transfer of data
- Perform patch installation management to prevent software problems

2. **System Administration services consist of complete installation, configuration, maintenance, and administration of network servers including Windows and AS400 Servers, and the Consultant shall be:**

Familiar with brand name servers from:

- Dell
- Gateway
- IBM

Familiar with network services including, but not limited to:

- Active Directory
- Domain Name System (DNS)
- Distributed File System (DFS)
- Remote Desktop Services
- Internet Information Services (IIS) – Outlook Web Access and Rio Arriba County Website
- Dynamic Host Configuration Protocol (DHCP)
- Microsoft Certificate Services
- File Sharing
- Printer Queue Management

- **User Scripting**
- **Email Management (MS Exchange 2013)**
- **Enterprise-wide Backup Management (Symantec BackupExec 2015)**
- **Current County Management Software (Tyler Technologies)**
 - **RTA Fleet Maintenance Software in support of Public Works**
 - **Eagle software in Support of Assessor's, Treasurer's, and Clerk's offices**
- **Digital Sign Management (Signtronix)**
- **Laserfiche**

Able to perform the following functions including, but not limited to:

- **Network Operating System server installation and configuration**
- **Configure hardware RAID**
- **Domain configuration**
- **Application, file sharing and print sharing software installation and configuration.**
- **Installation and configuration of software**
- **Installation and configuration of hardware**
- **Physical maintenance to prevent hardware problems**
- **Setup user accounts**
- **Perform of software updates**
- **Perform patch installation management to prevent software problems**
- **Troubleshoot and repair hardware or software conflicts**
- **Backup/transfer of data**
- **Setup backup configuration routines**
- **Periodic log maintenance to prevent software problems**

- 3. Network Administration services consist of complete installation, configuration, maintenance, and administration of network components including Local Area Connections (LAN) and Wide Area Connections (WAN), and the Consultant shall be:**

Familiar with brand name network components from:

- **Dell**
- **Cisco**
- **Linksys**
- **Netgear**
- **DLink**
- **Ubiquiti**

Familiar with network services including, but not limited to:

- **Managed/Unmanaged Switch configuration**
- **Router configuration**
- **Wireless Access Point/Bridges/Routers Configuration**

Able to perform the following functions including, but not limited to:

- **Install, configure, maintain, and troubleshoot Multimode/Singlemode Fiber connectivity to managed switches**
- **Install, configure, maintain, and troubleshoot CAT5e/6 connectivity to network devices**
- **Install, configure, maintain, and troubleshoot Fiber Based EIA/VLA Cisco**

router configurations

- **Install, configure, maintain, and troubleshoot Network Controlled WiFi with WPA/WPA configurations.**

- 4. Network Security services consist of complete installation, configuration, maintenance, and administration of network security components including Firewalls, Web Content Filtering, VPN solutions, and Anti-spyware/Anti-spam/Anti-virus filtering at the enterprise level, and the Consultant shall be:**

Familiar with brand name network security components from:

- **Fortinet**
- **Stonesoft**
- **McAfee**

Familiar with network security services including, but not limited to:

- **Sidewinder Firewall**
- **Fortinet Fortigate**
- **SecureMail Anti-spyware/Anti-spam email gateway**
- **Web servicing in the DMZ**
- **Shrewsoft IPSEC VPN Client configuration**
- **Remote digital video surveillance access**

Able to perform the following functions including, but not limited to:

- **Install, configure, maintain, and troubleshoot Access Control Lists (ACL) on the firewall**
- **Install, configure, maintain, and troubleshoot network service ports (HTTP, FTP, etc.) on the firewall**
- **Configure, maintain, and troubleshoot web content manager on the firewall**
- **Configure, maintain, and troubleshoot VPN to VPN IPSEC Tunnels to Branch Offices**
- **Configure, maintain, and troubleshoot Sendmail pass-through server with Anti-spyware/Anti-spam filter on the firewall**
- **Monitor Web server logs and firewall access logs in the DMZ**
- **Install, configure, maintain, and troubleshoot client to gateway VPN connections**

- 5. Project Management services consist of consultation, scheduling, providing liaison contact, and follow-up with Contractors and County personnel in support of County infrastructure requirements, and the Consultant shall be:**

Familiar with contractor firms, such as:

- **Tyler Technologies (County Management Software)**
- **REDI-Net**
- **Desert Heart Multimedia (Web Design)**

Able to provide the following functions including, but not limited to:

- **Coordination of resources involving contractors and County personnel**
- **Scheduling of meetings and logistics**
- **Track timelines and milestones**
- **Project completion review**

- Any project the Board of Commissioners or County Manager's Office deems necessary
6. The Consultant shall guarantee a thirty (30) day limited warranty on work performed. Guarantee not based on physical equipment malfunction.
 7. The Consultant shall guarantee a response time to an emergency service call, defined by an outage or failure that affects 50% or more of Rio Arriba County computer users, within a 24-hour period based on an 8 a.m. to 5 p.m. workday, Monday through Friday.
 8. The Consultant shall provide a current utilization report per department to be submitted during time of invoice.

D. Qualifications

1. The Consultant must be headquartered in the State of New Mexico.
2. The firm must have a minimum of five (5) years experience in completion of each of the services.
3. The firm must have at least one (1) qualified technician in completion of each of the services.

E. Contract Type

1. Offeror will be required to enter into a Standard Form of Agreement between Owner and Consultant, as modified by the Owner. The Consultant will be issued a notice of award and shall be issued a purchase order per department per month based on a monthly work log and department director sign off.
2. The fee proposal shall include the following:
 - (a) Hourly rates – per service.
 - (b) Flat rates – A price list with standard flat rates per service.
 - (c) Travel time - shall be listed as a separate item for proposal and billing purposes.

F. Selection Process

1. Proposals will be reviewed by the Technical Proposal Evaluation Committee (TPEC). Their selection will be based on the experience and other qualifications outlined in this RFP. The Board of County Commissioners may require interviews of those firms short-listed.
2. The Board will choose the firm they deem best qualified to provide services as described within this RFP.
3. Negotiations may be held to: 1) Promote understanding of the County's requirements and the Offeror's proposal, and 2) Facilitate arriving at a contract that will be most advantageous to the County; taking into consideration the evaluation factors set forth in this RFP.

4. If the County is unable to negotiate a contract with the Offeror determined to be the most qualified, negotiations will be terminated, and, at the discretion of the County, negotiations will be initiated with the second most qualified Offeror, and if necessary, with the third most qualified, or the procurement process will be terminated and a new RFP issued.

G. Evaluation of Proposals

1. Evaluation of the proposals will be made by the TPEC taking into consideration the following criteria and weighted factors:

- 20 points Technical competence of the firm - the Offeror shall provide proof of any related training, license and years experience on the services;
- 20 points Capacity and capability of the firm to perform the work, including any specialized services, within the time limitations;
- 20 points Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules;
- 20 points Proximity to or familiarity with the area in which the equipment listed for repairs/maintenance are located; and,
- 20 points The proposed fee schedule - including any related fees for travel time.

H. Sequence of Events

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

Action	Responsible Party	Due Dates
1. Issue RFP	Procurement Manager	February 16, 2017
2. Distribution List	Department	February 21, 2017
3. Deadline to submit Questions	Potential Offerors	February 23, 2017
4. Response to Written Questions	Procurement Manager	February 28, 2017
5. Submission of Proposal	Potential Offerors	March 10, 2017 @ 10:00 AM
6. Proposal Evaluation	Evaluation Committee	March 12 – 14, 2017
7. Selection of Finalists	Evaluation Committee	March 15, 2017
8. Finalize Contractual Agreements	Department/Finalist Offerors	March 16 - 21, 2017
9. Contract Awards	Department/ Finalist Offerors	March 22, 2017
10. Protest Deadline	Procurement Officer	+ 15 days

I. Explanation of Events

The following paragraphs describe the activities listed in the sequence of events shown above.

1. Issuance of RFP

This RFP is being issued on behalf of Rio Arriba County for PC Desktop Support, System and Network Administration, and Networking Security on **February 16, 2017**.

2. Acknowledgement of Receipt

Potential Offerors should hand deliver, return by email or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned to the Procurement Manager by 3:00 pm MST or MDT on **February 21, 2017**.

The procurement distribution list will be used for the distribution of written responses to questions. Failure to return the Acknowledgement of Receipt form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

3. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until **February 23, 2017** Mountain Standard Time/Daylight Time as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager by email to PVValdez@rio-arriba.org. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

4. Response to Written Questions

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose organization name appears on the procurement distribution list. An e-mail copy will be sent to all Offerors that provide Acknowledgement of Receipt Forms before the deadline.

5. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 10:00 AM MOUNTAIN STANDARD TIME /DAYLIGHT TIME ON MARCH 10, 2017. 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 Manager at the address listed herein. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to RFP 2017-01 Rio Arriba County for PC Desktop Support, System and Network Administration, and Networking Security. Proposals submitted by facsimile, or other electronic means other than hand delivered or mailed, will not be accepted.

A public log will be kept of the names of all Offeror organizations that submit proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

6. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. 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. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

7. Selection of Finalists

The Evaluation Committee will select and the Procurement Manager will notify the finalist Offerors as per the Sequence of Events above or as soon as possible. A schedule for the oral presentation and demonstration will be determined at this time.

8. Finalize Contractual Agreements

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per the Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of the Procurement Manager. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the State reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

9. Contract Awards

After review of the Evaluation Committee Report and the signed contractual agreement, the County will award as per the schedule in the Sequence of Events or as soon as possible thereafter. This date is subject to change at the discretion of the Procurement Manager.

The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to Rio Arriba County, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Department and County approval.

10. Protest Deadline

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest

period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Paula Valdez, Grants & Contracts Specialist
Rio Arriba County
11122 Industrial Park Road
Española, New Mexico 87532

Protests received after the deadline will not be accepted.

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

APPENDIX A

REQUEST FOR PROPOSAL

PC Desktop Support, System and Network Administration, and Networking Security
RFP 2017-02

ACKNOWLEDGEMENT OF RECEIPT FORM

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

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than **February 21, 2017**. 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 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 Proposal.

Paula Valdez, Procurement Manager
PC Desktop Support, System and Network Administration, and Networking Security
RFP 2017-01
Rio Arriba County
1122 Industrial Park Road
Española, NM 87532
E-mail: PVValdez@rio-arriba.org

APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person 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 shall void an executed contract or cancel a solicitation or proposed award for a proposed contract 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.

THIS FORM 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 either 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. “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.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who 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 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.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

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)
