

**STATE PURCHASING DIVISION
OF THE
GENERAL SERVICES DEPARTMENT
AND
DEPARTMENT OF HEALTH
REQUEST FOR PROPOSALS (RFP)**

Hepatitis and Harm Reduction Program



RFP# FY20- HHRP-1

March 5, 2019

Proposals must be submitted by April 5, 2019 at 1:00 PM MST

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The Hepatitis and Harm Reduction Program (HHRP) is a unit within the Infectious Disease Bureau (IDB) of the Public Health Division (PHD) of the New Mexico Department of Health (hereafter called the DEPARTMENT). The HHRP within the DEPARTMENT is issuing this request for Proposals (RFP) to contract with expert community-based organizations for statewide delivery of hepatitis and harm reduction interventions and services that can prevent the spread of infectious disease such as Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV).

B. BACKGROUND INFORMATION

The New Mexico Department of Health (DEPARTMENT) strives towards its vision of a healthier New Mexico.

The mission of the DEPARTMENT is to promote health and wellness, improve health outcomes, and assure safety net service for all people in New Mexico.

The goal of the Hepatitis Program is to ensure New Mexico is a leader and innovator by eliminating HCV by 2030. The Harm Reduction Program strives to 1) decrease transmission of infectious diseases by reducing equipment sharing among individuals who inject substances, 2) reduce unintentional opioid overdose deaths, and 3) increase navigation to substance use treatment. By working as a joint program, HHRP builds trust among persons who inject substances and use opioids to reduce harm and improve access to curative treatment for HCV. As such, it contributes to the performance measures and strategic goals of both the DEPARTMENT and division.

C. SCOPE OF PROCUREMENT

The contract shall become effective upon approval of the Department of Finance and Administration (DFA), which shall be no earlier than July 1, 2019. Contract shall continue for up to a four-year period for state fiscal years (SFY) 2020, 2021, 2022 and 2023 with an ending date of June 30, 2023. Continued funding after the first fiscal year shall be at the discretion of the DEPARTMENT and contingent upon sufficient funding, satisfactory Scope of Work performance, and revised strategies to best achieve DEPARTMENT and program goals.

PLEASE NOTE:

- If this is a procurement that will result in a contractual agreement between two parties, the procurement may ONLY be used by those two parties exclusively.

D. PROCUREMENT MANAGER

1. Department of Health has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Dominick V. Zurlo, Procurement Manager
Hepatitis and Harm Reduction Program Manager
Address: 1190 St. Francis Drive, Suite S-1300
Santa Fe, NM 87502

Telephone: (505) 827-2507
Email: Dominick.Zurlo@state.nm.us

2. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the DEPARTMENT.

Protests of the solicitation or award must be delivered by mail to the Protest Manager. 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. Emailed protests will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

E. DEFINITION OF TERMINOLOGY

This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations:

“**Agency**” or “**DEPARTMENT**” means Department of Health.

“**Award**” means the final execution of the contract document.

“**Business Hours**” means 8:00 AM thru 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“**Close of Business**” means 5:00 PM Mountain Standard or Daylight Time, whichever is in use at that time.

“**Confidential**” means confidential financial information concerning offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act NMSA 1978 57-3-A-1 to 57-3A-7. See NMAC 1.4.1.45. As one example, no information that could be

obtained from a source outside this request for proposals can be considered confidential information.

“**Contract**” means any agreement for the procurement of items of tangible personal property, services or construction.

“**Contract Manager**” means the individual selected by the Agency to monitor and manage all aspects of the contract resulting from this RFP.

“**Contractor**” means any business having a contract with a state agency or local public body.

“**Deliverable**” means any measurable, tangible, verifiable outcome, results, or item that must be produced to complete a project or part of a project.

“**Desirable**” the terms "may", "can", "should", "preferably", or "prefers" identify a desirable or discretionary item or factor.

“**Determination**” means the written documentation of a decision of a procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“**DFA**” means the Department of Finance and Administration for the State of New Mexico.

“**DFA/CRB**” means the Contracts Review Board of the Department of Finance and Administration for the State of New Mexico.

“**Evaluation Committee**” means a body appointed to perform the evaluation of Offerors’ proposals.

“**Evaluation Committee Report**” means a report prepared by the Procurement Manager and the Evaluation Committee for contract award. It will contain written determinations resulting from the procurement.

“**Finalist**” means 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.

“**HHRP**” means the Hepatitis and Harm Reduction Program.

“**Mandatory**” – the terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

“**Milestone**” means a significant event in a project, usually the completion of a major deliverable.

“New Mexico Employee” means any resident of the State of New Mexico, performing the majoring of their work within the State of New Mexico, for any employer regardless of the location of the employer’s office or offices.

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

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

“Procuring Agency” means all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law to entertain procurements.

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

“Requirements” are obligatory and mean the system functions that are related to the organization’s goals and business opportunities. Requirements are defined by the project team and are usual prioritized.

“Responsible Offeror” means an Offeror 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, or items of tangible personal property described in the proposal.

“Responsive Offer” or means an offer 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.

“Sealed” means, in terms of a non-electronic submission, that the proposal is enclosed in a package which is completely fastened in such a way that nothing can be added or removed. Open packages submitted will not be accepted except for packages that may have been damaged by the delivery service itself. The State reserves the right, however, to accept or reject packages where there may have been damage done by the delivery service itself. Whether a package has been damaged by the delivery service or left unfastened and should or should not be accepted is a determination to be made by the Procurement Manager. By submitting a proposal, the Offeror agrees to and concurs with this process and accepts the determination of the Procurement Manager in such cases.

“Solicited and Awarded” means an RFP was made available to the general public, through any means AND the contract(s) sought as a result of that solicitation were awarded.

“Solicitations” means this RFP.

“State (the State)” means the State of New Mexico.

F. PROCUREMENT LIBRARY

A procurement library has been established. Offerors are encouraged to review the material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection or by contacting the Procurement Manager and scheduling an appointment. The library contains information listed below:

Procurement Regulations and Request for Proposal – RFP instructions:

<https://nmhealth.org/publication/rfp/>

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

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

Action	Responsible Party	Due Dates
1. Issue of RFP	Agency	<i>Tuesday, March 5, 2019</i>
2. Pre-Proposal Conference	Agency Potential Offerors	<i>Tuesday, March 12, 2019 2:00 PM. Location: 2nd Floor Executive Conference room at Bank of the West tower, 5301 Central Ave NE (at the corner of San Mateo Blvd), Albuquerque, NM 87108</i>
3. Acknowledgement of Receipt of Request for Proposals Form Due	Potential Offerors	<i>Tuesday, March 12, 2019 by 4:00 pm via delivery, mail or email</i>
4. Deadline to Submit Additional Questions	Potential Offerors	<i>Friday, March 15, 2019 by 4:00 pm via delivery, mail or email</i>
5. Response to Written Questions/RFP and Any RFP Amendments	Agency	<i>Friday, March 22, 2019</i>
6. Submission of Proposal	Offerors	<u>Friday, April 5, 2019</u> <u>by 1:00 pm</u>
7. Proposal Evaluation	Evaluation Committee	<i>April 6, 2019 – April 30, 2019</i>
8. Selection of Finalists and Contract Negotiations	Agency	<i>By April 30, 2019</i>
9. Finalize Contract	Agency Offerors	<i>By May 31, 2019</i>
10. Contract Award	Agency	<i>On or about July 1, 2019</i>
11. Protest Deadline	Offerors	<i>15 days after knowledge of facts or occurrence giving rise to the protest.</i>

B. EXPLANATION OF EVENTS

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

1. Issuance of RFP

This RFP is being issued on behalf of the New Mexico State Department of Health on Tuesday, March 5, 2019.

2. Acknowledgement of Receipt

Potential Offerors should hand deliver, return by registered or certified mail, or submit via email to the Procurement Manager the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document (see 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 be received by the Procurement Manager by 4:00 pm MST on Tuesday, March 12, 2019.

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. Pre-Proposal Conference

A pre-proposal conference will be held as indicated in the sequence of events on Tuesday, March 12, 2019 at 3:00 pm in the 2nd Floor Executive Conference room at Bank of the West tower, at 5301 Central Ave NE at the corner of San Mateo Blvd, Albuquerque, NM 87108. Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed in writing on the date listed in the Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

Attendance at the pre-proposal conference is highly recommended, but not a prerequisite for submission of a proposal.

4. 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 Friday, March 15, 2019 at 4:00 pm as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

5. Response to Written Questions

Written responses to 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 Offeror's that provide Acknowledgement of Receipt Forms described in II.B.2 before the deadline.

6. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 1:00 PM MOUNTAIN DAYLIGHT TIME ON Friday, April 5, 2019. 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 in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the "Hepatitis and Harm Reduction Request for Proposals # FY20-HHRP-1". Proposals submitted by facsimile or other electronic means will not be accepted.

A public log will be kept of the names of all Offeror organizations that submitted 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.

7. 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.

8. Selection of Finalists

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

9. Best and Final Offers

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by as per schedule Section II. A., Sequence of Events or as soon as possible. Best and final offers may also be clarified and amended at finalist Offeror's oral presentation and demonstration.

10. Oral Presentations

Finalist Offerors may be required to conduct an oral presentation at a location to be determined as per schedule Section II. A., Sequence of Events or as soon as possible. Whether or not oral presentations will be held is at the discretion of the Evaluation Committee.

11. Finalize Contractual Agreements

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of the State Purchasing Division or relevant Agency Procurement office. 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.

12. Contract Awards

After review of the Evaluation Committee Report and the signed contractual agreement, the Agency Procurement office will award as per the schedule in Section II. A., Sequence of Events or as soon as possible thereafter. This date is subject to change at the discretion of the State Purchasing Division or relevant Agency Procurement office.

The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to the State of New Mexico and Department of Health, 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 State approval.

13. 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 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:

Dominick V. Zurlo
Hepatitis and Harm Reduction Program Manager
1190 St. Francis Drive, Suite S-1300
Santa Fe, NM 87505
Dominick.Zurlo@state.nm.us

Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

Potential 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 Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with a state agency which may derive from this RFP. The state agency entering into a contractual agreement with a vendor will make payments to only the prime contractor.

4. Subcontractors/Consent

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are

used. Additionally, the prime contractor must receive approval, in writing, from the agency awarding any resultant contract, before any subcontractor is used during the term of this agreement.

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. DEPARTMENT personnel will not merge, collate, or assemble proposal materials.

6. Offeror's 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 addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

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 for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

8. Disclosure of Proposal Contents

- A. Proposals will be kept confidential until negotiations and the award are completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
 - a. 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.
 - b. Confidential data is restricted to:
 - 1. confidential financial information concerning the Offeror's organization;
 - 2. and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.

3. PLEASE NOTE: 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 State Purchasing Division or the Agency 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 RFP in no manner obligates the State of New Mexico or any of its Agencies to the use of any Offeror's services until a valid written contract is awarded and approved by 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 agency determines such action to be in the best interest of the State of New Mexico.

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 terminations will be effected by sending written notice to the contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

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

13. Governing Law

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied, in writing, by the Agency 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 an agency and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Sample Contract provided in APPENDIX C. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant contract.

The Agency discourages exceptions from the contract terms and conditions as set forth in the RFP Sample Contract. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the Agency (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

Should an Offeror object to any of the terms and conditions as set forth in the RFP Sample Contract (APPENDIX C) strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose **specific** alternative language. The Agency may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions of the Sample Contract are not acceptable to the Agency and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

If an Offeror fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror), no proposed alternate terms and conditions will be considered later during the negotiation process. Failure to propose alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror) is an **explicit agreement** by the Offeror that the contractual terms and conditions contained herein are **accepted** by the Offeror.

16. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency. Please see Section II.C.15 for requirements.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Offeror), will be discussed only between the

Agency and the Offeror selected 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 potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, § 13-1-83 and 13-1-85.

19. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

20. Change in Contractor Representatives

The Agency reserves the right to require a change in contractor representatives if the assigned representative(s) is (are) not, in the opinion of the Agency, adequately meeting the needs of the Agency.

21. Notice of Penalties

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

22. Agency Rights

The Agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

23. Right to Publish

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

24. Ownership of Proposals

All documents submitted in response to the RFP shall become property of the State of New Mexico.

25. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP 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 Agency.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Agency's written permission.

26. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence. (See also Section II.B.5, Response to Written Questions).

27. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the agency, the Offeror acknowledges that the version maintained by the agency shall govern.

Please refer to:

<https://nmhealth.org/publication/rfp/>

28. New Mexico Employees Health Coverage

- A. If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
- B. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.

- C. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information
<http://www.insurenewmexico.state.nm.us/>.
- D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

29. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form, APPENDIX B, as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification.

30. Letter of Transmittal

Offeror's proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX E which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal MUST:

1. Identify the submitting business entity.
2. Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
5. Identify sub-contractors (if any) anticipated to be utilized in the performance of any resultant contract award.
6. Describe the relationship with any other entity which will be used in the performance of this awarded contract.
7. Identify the following with a check mark and signature where required:
 - a. **Explicitly** indicate acceptance of the Conditions Governing the Procurement stated in Section II. C.1;
 - b. **Explicitly** indicate acceptance of Section V of this RFP; and
 - c. Acknowledge receipt of any and all amendments to this RFP.
8. Be signed by the person identified in para 2 above.

31. Pay Equity Reporting Requirements

- A. If the Offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, Offeror must complete and submit the required reporting form (PE10-249) if they are awarded a contract. Out-of-state Contractors that have no facilities and no employees working in New Mexico are exempt if the contract is directly with the out-of-state contractor and fulfilled directly by the out-of-state contractor, and not passed through a local vendor.
- B. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.
- C. Should Offeror not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Offeror must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.
- D. Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Offeror must further agree that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.

32. Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
 - 1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
 - 2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
 - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;

- b. violation of Federal or state antitrust statutes related to the submission of offers; or
 - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
- 3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;
- 4. has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply.
 - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
 - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
 - c. Have within a three-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of

business dealings.

- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Purchasing Agent or other party to this Agreement. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

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

B. NUMBER OF COPIES

1. Hard Copy Responses

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

1. One (1) ORIGINAL, twelve (12) UNREDACTED HARD COPIES, and of the proposal . ORIGINAL and COPIES shall each be bound separately.
2. The one (1) ORIGINAL should also contain the Agency Audit.
3. The twelve (12) COPIES should not contain the Agency Audit.
4. Proposals containing confidential information **must** be submitted with an additional one (1) REDACTED COPY – This REDACTED COPY (Information blacked out and not omitted or removed) is for the public file.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Proposal Content and Organization**, may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Hard copies must be typewritten on standard 8 ½ x 11-inch paper and placed within binders with tabs delineating each section. This should be done using a simple method to securely bind each copy such as a binder clip. No extra covers or permanent binding is required or recommended. Offerors may use color or just black and white. Double sided copies are allowed and encouraged.

1. Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be

organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

2. Mandatory and Technical Proposal:

- A. Response to Specifications
 - 1. Abstract
 - 2. Organizational Description, Capability, and Eligibility
 - 3. Proposed Services
 - 4. Proposed Program Service
- B. Proposal Cover Page
- C. Letter of Transmittal Form
- D. Assurances (HIPAA) Business Associate Agreement
- E. Board of Director's List
- F. Proof of Registration with NM-TRD or Proof of Non-Profit Status
- G. New Mexico Employee Health Coverage Form
- H. Campaign Contribution Disclosure Form Pay Equity Reporting
- I. Proposed Staffing
- J. Line Item Budget and Budget Justification
- K. Audit (ORIGINAL – ONLY)

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses must occur only on the cost response form.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview 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.

IV. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise instructed. The narratives, including required supporting materials will be evaluated and awarded points accordingly.

A. DETAILED SCOPE OF WORK

The CONTRACTOR shall perform the following work:

1. Provide Syringe Service Program (SSP) activities in compliance with all regulations and requirements under state law and from the DEPARTMENT's HHRP, including:
 - a) Comply with regulations published in 7.4.6 of the New Mexico Administrative Code (NMAC).
 - b) Ensure that all staff and volunteers who deliver hepatitis and harm reduction services be currently certified through the HHRP's training.
 - c) Syringes, SHARPS containers, and other supplies are purchased by the DEPARTMENT/HHRP and not purchased by the CONTRACTOR. CONTRACTOR may purchase additional supplies using their own resources as they are able, however they may not bill or invoice the DEPARTMENT for these supplies; only services may be provided and billed or invoiced.
 - d) Provide harm reduction counseling to individuals participating in syringe services with a focus on hepatitis C transmission and risk associated with syringe and substance use. Provide appropriate information on HIV, Sexually Transmitted Infections (STI), drug use treatment, and tuberculosis.
 - e) Incorporate integrated infectious disease services into harm reduction activities as feasible. This can include HIV and HCV testing, adult viral hepatitis vaccines, and STI services. Collaborate with the DEPARTMENT's regional Public Health Offices and Disease Prevention Team (DPT) to deliver these services, as feasible.
 - f) Conduct all syringe services under this contract only in the State of New Mexico.
 - g) Provide the HHRP with the schedule of dates, hours and locations of syringe services at the beginning of this contract, and 30 days prior to any changes, with the exception of changes due to emergencies. In the event of an emergency change, notify the HHRP within 72 hours.
 - h) Ensure proper disposal of used syringes in approved biohazard containers. Assure proper disposal of biohazard containers utilizing approved biohazard waste disposal methods.

- i) Collaborate with other public and private organizations in the region who serve the same risk populations including individuals who currently or formerly use substances and syringes, individuals engaging in commercial sex, transgender and gender non-conforming individuals, gay/bisexual men and other men who have sex with men (MSM), high-risk heterosexuals, individuals who have been incarcerated, and individuals experiencing homelessness. This will include the DEPARTMENT's Public Health Offices and DPT in the region, as well as other organizations funded by the HHRP to deliver harm reduction services.
 - j) Be available for on-site and outreach monitoring during regularly scheduled hours for syringe services and other hepatitis and harm reduction activities.
2. Provide Overdose Prevention Education and Naloxone Access activities in compliance with all regulations and requirements under state law and from the DEPARTMENT's Hepatitis and Harm Reduction Program (HHRP), including:
- a) Comply with regulations published in 7.32.7 of the New Mexico Administrative Code (NMAC).
 - b) Provide overdose prevention education to individuals using syringes and/or opioids as well as their friends, family and associates who may be available to provide assistance in the instance of an overdose.
 - c) Ensure access to naloxone for program participants in close collaboration with the DEPARTMENT's Public Health Offices and DPT in their region to ensure coordination and reduce duplication.
 - d) When receiving naloxone from the NMDOH, ensure compliance with all regulations for storage, distribution, and tracking of naloxone from all program fixed and outreach sites including the following location(s) where naloxone can be stored:
 - <Street address>
 - <City, NM, zip code>
3. Provide Hepatitis Clinical and Preventive Service and Navigation Service activities in compliance with all regulations and requirements under state law and from the DEPARTMENT's Hepatitis and Harm Reduction Program (HHRP), including:
- a) Follow DEPARTMENT protocols on hepatitis to ensure appropriate provision of hepatitis A and B vaccines.
 - b) Follow DEPARTMENT protocols on hepatitis screening to ensure provision of HCV testing using best practices. If confirmatory testing, clinical assessment, curative treatment and other follow-up services for persons testing positive for HCV are not provided directly, ensure clients are assessed and educated about

the need and importance of these clinical services and provided with referrals and navigation.

- c) Utilize educational materials for hepatitis education only after review and approval from the HHRP.
 - d) Ensure that navigation targets and focuses on syringe services program participants and other persons at highest risk for HCV. This activity should include appropriate navigation through linkage to care, advocacy, facilitation, and access for clients to receive health care and medical services, curative treatment for HCV infection, social services, behavioral health counseling, substance use treatment, appropriate vaccinations, and other needed services.
4. Provide Viral Hepatitis Surveillance support and direct services according to the protocols and guidelines as provided by the HHRP and the DEPARTMENT's Epidemiology and Response Division (ERD). This includes following Health Insurance Portability and Accountability Act (HIPPA) regulations and specific confidentiality rules related to infectious disease in the transmission and storage of Protected Health Information (PHI) or other medical information. Surveillance support and direct services may include epidemiological investigation and follow-up, data entry and cleaning, data analysis, creation of reports or other expert surveillance activities.
 5. Agree to comply with and provide data needed for any statewide or agency-level process or outcome monitoring of the program conducted by the HHRP. Provide all requested data and documentation for conducting such evaluation to the HHRP in a timely fashion using forms and formats specified by the program.
 6. Carry out all funded activities throughout the contract term. A proportional number of interventions shall be delivered in each fiscal quarter during each contract year, unless a different schedule is approved by the HHRP.
 7. Submit monthly invoices for reimbursement of all services conducted under this contract to the HHRP by the 10th day following the month in which services were performed. This shall follow forms and formats specified and provided by the program. Invoices not received by the HHRP by this date may not be processed until the following month. Any invoices not submitted on a monthly basis according to this timeline may not be paid.
 8. Submit non-confidential portions of the minutes of their Board of Directors or other governing body to the HHRP, upon request.
 9. Materials citing the DEPARTMENT or incorporating its logo must receive a two (2) week prior approval from the HHRP and/or DEPARTMENT's Public Information Officer.

10. Be available for visits, both scheduled and unannounced by duly authorized DEPARTMENT and HHRP representatives to examine the CONTRACTOR's operations and records.
11. Ensure coordination among statewide providers including sites operated by the DEPARTMENT and by contract partners by regularly participating in regional or statewide harm reduction meetings as requested by the HHRP Manager or designated DEPARTMENT staff.
12. Notify the DEPARTMENT's Hepatitis and Harm Reduction Program Manager of any changes in staff within three business days of the change. Notify the DEPARTMENT's Hepatitis and Harm Reduction Program Manager regarding agency needs for technical assistance or training, as applicable.
13. Ensure diversity of programs and structure. This shall include assurance that programs meet the federal Cultural and Linguistic Access Standards (CLAS), available at: <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>, to better serve the target population. CONTRACTOR shall maintain or build Board diversity.
14. Performance Measures
CONTRACTOR shall conduct activities that substantially contribute to achievement of the following HHRP Performance Measures.

Overdose Prevention Measures

Program and population performance measure:

Conduct Overdose Prevention Education and Naloxone curriculum

- i. How much did we do:
Number of individuals completing the approved Overdose Prevention Education and Naloxone curriculum during the contract year.
- ii. How well did we do it:
At least 90% of individuals completing the approved Overdose Prevention Education and Naloxone curriculum received naloxone at the time of the training, or in the case of incarcerated individuals, within 30 days of release; during the contract year.
- iii. Is anyone better off:
Percent of individuals reporting the reversal of opiate overdoses with the individual reported as "ok" as per the record of use forms after completing the approved Overdose Prevention Education and Naloxone curriculum during the contract year.

B. MANDATORY SPECIFICATIONS

1. Abstract

The abstract may be up to 300 words. Please briefly summarize the highlights of your proposal in this section. Describe key facets of your organizational description and eligibility. In addition, please list each of the interventions you intend to offer.

2. Organizational Description, Capability, and Eligibility

The Organizational Description, Capability, and Eligibility Section may be up to three (3) pages in length.

To be eligible to receive funding under this RFP, offerors must meet this eligibility criterion.

- Agencies must currently provide services within the State of New Mexico and have a New Mexico business address.
- The agency and/or principal staff of the agency must demonstrate having provided harm reduction services, overdose prevention services, syringe services, hepatitis clinical and preventative services, hepatitis navigation services, or law enforcement training on harm reduction in New Mexico for a minimum of at least two (2) years.
- Offers must be for-profit or non-profit organizations doing business in the state. Proposals will not be accepted from individuals or sole proprietor entities.

Please describe with specific details and years of experience how your organization meets this standard. If the qualification is based on one or more principal staff having at least two years of experience, provide detail including the individual's name, place where they provided this service, organization they were affiliated with, and types of services provided.

The offeror must demonstrate the expertise and capacity to deliver hepatitis and harm reduction interventions and services through the following.

- a. For offerors proposing services in the Service Categories of Syringe Services, and/or Overdose Prevention, there must be documentation of the agency or the principal staff of the agency having provided harm reduction services, or overdose prevention services, syringe services, in New Mexico for a minimum of at least two (2) years.
- b. For offerors proposing services in the Service Category of Law Enforcement Training, there must be documentation of having provided this activity in New Mexico for a minimum of at least two (2) years.
- c. For offers proposing services in the Service Category of Hepatitis Clinical and Preventive Services, there must be documentation of the agency or the principal staff of the agency having provided harm reduction services, overdose prevention services, syringe services, or hepatitis clinical and preventative

services, or hepatitis navigation services in New Mexico for a minimum of at least two (2) years.

Please describe the following about the offeror organization in this section.

- Year of incorporation and/or year non-profit 501(c)(3) status was granted, if applicable.
- Size of current organizational operating budget. Note the fiscal year to which this applies.
- Number of members of the Board of Directors/Trustees and their particular areas of expertise.
- Number of staff members of the agency, expressed as full-time equivalents (FTE).
- Number of staff members working in Hepatitis and Harm Reduction and/or other health education and prevention programs, expressed as FTE.
- Background and qualifications of the Executive Director or CEO.
- Background and qualifications of the Program Manager/Supervisor responsible for Hepatitis and Harm Reduction activities.
- Experience and performance on prior and current Federal and State contracts. Describe whether any contracts were reduced or cancelled due to performance challenges.
- Overview of agency programs and services, with an emphasis on health services, health promotion activities and prevention services. Please note any evidence-based models incorporated into service delivery.

3. Proposed Services

For each of the five (5) Service Categories for which an offeror is requesting funds, include a section on Proposed Services. Utilize the Proposed Program Service Form provided in APPENDIX H. The form submitted for each Service Category may be up to three (3) pages in length. Please include the following information in the response. The description should not describe the Service Category, but rather how the offeror plans to deliver these services with all required elements or components. The description should include key data points appropriate to each Service Category such as number of syringes distributed, and number of syringes collected; number of syringe services unique interactions with clients; number of naloxone distribution sessions; number of doses of naloxone distributed; outcomes of overdose prevention; other pertinent data points; and key successes and highlights.

a) Services:

1. **Syringe Services:** Professional services based on the harm reduction philosophy, including syringe services based on state protocols and guidelines. This includes education on the risks of sharing syringes and other injection materials (works) and how to reduce these risks through the use of sterile syringes and safer injection techniques. This includes

providing access to sterile syringes and other “works” by staff who are certified by NMDOH to do so, as well as education on how to use these materials appropriately and that reduces risks such as sharing of materials. While this activity will be funded under this RFP, no syringes or other tangible goods will be purchased by successful offerors. All syringes, works, sharps containers and other supplies will be purchased directly by NMDOH and furnished to contract providers.

2. **Overdose Prevention Education:** Overdose Prevention Education services utilizing the approved NMDOH Overdose Prevention Curriculum; training in the use of naloxone; and, providing access to either naloxone prescriptions or doses of this medication to persons who have received training. All naloxone will be purchased directly by NMDOH and furnished to contract providers.
3. **Law Enforcement Training:** Education and training regarding the public health and social benefits of harm reduction, syringe services, infectious disease prevention, overdose prevention, and naloxone use for individuals and organizations working in the fields of law enforcement, probation and parole, judicial and court services, and related governmental and community organizations.
4. **Hepatitis Clinical and Preventive Services:** Viral hepatitis clinical and preventive services, focused on individuals using syringes which may include one or more of the following: screening and testing for hepatitis B virus (HBV) and HCV, risk reduction counseling for HCV, referrals to confirmatory testing and medical services for those who test positive for HCV anti-bodies, primary and secondary prevention education, and vaccination for hepatitis A virus (HAV) and HBV.
5. **Navigation:** Navigation services for participants of syringe service, overdose prevention education, or hepatitis services. This includes appropriate referrals, facilitation of access and advocacy to receive health care and medical services, social services, behavioral health counseling and other services including substance use treatment, and housing. Enhanced surveillance for individuals who are reported to epidemiology as cases with HBV and/or HCV infection.

b) Relationship to Current Services:

Please describe how the proposed services fit into the overall Offeror mission and current programs. If this will expand or enhance existing programs, describe how these new harm reduction programs will complement your current work. Please also describe other funders who support your harm reduction services or related activities, and if this funding will leverage or build upon these other resources.

c) Community Collaboration and Integration:

The proposed services must complement other HIV, STD, Hepatitis and Harm Reduction activities in the communities and regions you propose to serve. Please describe how your proposed program will incorporate these health issues, will link clients with essential services in these areas, and will refer clients to appropriate services in the community.

These activities should not duplicate those of other providers. Describe how these services will collaborate with those of other Harm Reduction providers in the area, including the DEPARTMENT's Disease Prevention Team (DPT) and the Public Health Offices (PHO) in your Public Health Region. Please describe current relationships, with an emphasis on activities and programs you provide in collaboration with other agencies. Note key referrals to and from your program with other organizations.

d) Process and Outcome Monitoring:

All Hepatitis and Harm Reduction contract providers must comply with the DEPARTMENT Hepatitis and Harm Reduction Program's process and outcome monitoring requirements. Please include a statement noting your commitment to comply with these requirements, including monthly reporting of process monitoring data.

In addition to process monitoring activities from the program, each agency must have their own outcome monitoring plan. Please describe your evaluation plan, including the following elements.

- Intended outcome of delivering your program models.
- Outcome monitoring tools you have developed to date, and those you intend to develop.
- Persons responsible for conducting evaluation and their roles and key tasks.

C. TECHNICAL SPECIFICATIONS

This segment will include consideration of completeness of all attachments except where those attachments are the subject of separate useful evaluation factors, and use of the Checklist as the Table of Contents of the Proposal.

Clarity, conciseness, and specificity of the attachments will be considered in the scoring. The degree to which the proposal is responsive to all sections of the Request for Proposals will be scored. Enough information must be presented for the DEPARTMENT to make a complete evaluation of the proposal.

Scoring will be based partially on inclusion of all items listed on the Checklist (APPENDIX J). Some scores are assigned numeric value and others as pass/fail.

The remainder of the scoring of this section will be based on the comprehensiveness of the entire proposal.

1. Proposal Cover Page

The Offeror's proposal must include a completed copy of the Proposal Cover Page provided in APPENDIX D.

2. Letter of Transmittal Form

The Offeror's proposal must be accompanied by the Letter of Transmittal Form (APPENDIX E). The form must be completed and must be signed by the person authorized to obligate the company.

3. Assurances (HIPAA) Business Associate Agreement*

The Business Associate Agreement (APPENDIX F) and 42 C.F.R. Part 2 Qualified Service Organization Agreement between the Department and the Offeror in order to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as amended by the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act); and 42 U.S.C. Sections 290dd-2 and 290ee-3, the Confidentiality of Alcohol and Drug Abuse Patient Records including the regulations at 42 C.F.R. Part 2. *this addition will not apply to the services under 3(a)(7).

4. Board of Director's List

The Offeror must provide a current list of the Board of Directors, or a statement explaining the lack of a Board, such as being an independent offeror, and not an agency or organization.

5. Proof of Registration with NM-TRD or Proof of Non-Profit Status

All Offerors that are non-profit organizations must submit proof of this status from the Internal Revenue Service (IRS). All organizations must submit proof of registration with the New Mexico Taxation and Revenue Department. These forms are not applicable if the offeror is an individual.

6. New Mexico Employee Health Coverage Form

The Offeror must agree with the terms as indicated in APPENDIX G. The unaltered form must be completed, signed by the person authorized to obligate the Offeror's firm and submitted with Offeror's proposal.

7. Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

8. Pay Equity Reporting

The Offeror must agree with the requirements of reporting as defined in Section II.C.31. Report is due at the time of contract award. A statement of concurrence with this requirement must be included in Offeror's submitted proposal. Out-of-state Contractors that have no facilities and no employees working in New Mexico are exempt if the contract is directly with the out-of-state contractor and fulfilled directly by the out-of-state contractor, and not passed through a local vendor. However, such out-of-state

Offerors must still submit a statement of concurrence which reads as follows: **“Offeror concurs with the Pay Equity Reporting as defined in Section II.C.31. Offeror would come under the definition of out-of-state Contractor if Offeror should be successful.”**

D. BUSINESS SPECIFICATIONS

1. Proposed Staffing

Describe the proposed staffing to be funded in support of this proposal. Provide a brief job description for each position, the amount of time to be devoted to the project and the rate of pay for each position. Indicate how these new positions fit into the organizational chart. For each incumbent who will be part of or directly manage the hepatitis and harm reduction team, describe any experience in hepatitis and harm reduction and related services. This may include related experience in health education, disease prevention, counseling or social work.

2. Line Item Budget and Budget Justification

The proposal must include a detailed line-item budget indicating specific expenditures linked to the described activities and/or services. This budget must be fully justified in terms of described area needs and the proposed project. Offerors with current contracts must explain the reasons for any increases over the current budget, the proposed amounts of those increases, and their programmatic justifications. Sub-contracting with other organizations is not allowed under this RFP without prior approval from the issuing Agency. Offerors may propose up to \$5,000 total in purchases of equipment, such as computers. No funds may be used for acquisition or remodeling of buildings, nor may it be used for purchase of vehicles.

Please use the sample budget format in APPENDIX I in preparing your Line Item Budget. Note: The total proposed in your line item budget should be the same as the total of all proposed Program Models. Total all objectives on all of the included Proposed Program Service Form (see APPENDIX H) to ensure these figures match.

3. Audit

If the total compensation included in the proposal exceeds \$50,000, excluding gross receipts tax, the Offeror must submit its most recent financial statement, audit report, and management letter comments. If the Offeror cannot meet this requirement, an explanation and a plan of action may be acceptable. Please include only one (1) copy of these documents attached to the original copy of your proposal.

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

Factors – correspond to section IV.B, IV.C, and IV.D	Points Available
B. Mandatory Specifications	Points must be assigned and defined for all factors (must total 100% of available points)
B. 1. Abstract	5 points
B. 2. Organizational Description, Capability, and Eligibility	20 points
B. 3. Proposed Services Utilize Proposed Program Service Form from APPENDIX H	50 points
C. Technical Specifications	
C.1. Proposal Cover Page	Pass/Fail
C.2. Letter of Transmittal Form	Pass/Fail
C.3. Assurances (HIPAA) Business Associate Agreement	Pass/Fail
C.4. Board of Director’s List	Pass/Fail
C.5. Proof of Registration with NM-TRD or Proof of Non-Profit Status	Pass/Fail
C.6. New Mexico Employee Health Coverage Form	Pass/Fail
C.7. Campaign Contribution Disclosure Form	Pass/Fail
C.9. Pay Equity Reporting	Pass/Fail
D. Business Specifications	
D.1. Proposed Staffing	10 points
D.2. Line Item Budget and Budget Justification	10 points
D.3. Audit	5 points
Cost Points	25 points
Total Possible Points	100 points

Table 1: Evaluation Point Summary

B. EVALUATION FACTORS

1. B.1 Abstract (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

2. B.2 Organizational Description, Capability, and Eligibility (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

3. B.3 Proposed Services (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

4. C.1 Proposal Cover Page (See Table 1)

Pass/Fail only. No points assigned.

5. C.2 Letter of Transmittal Form (See Table 1)

Pass/Fail only. No points assigned.

6. C.3 Assurances (HIPAA) Business Associate Agreement (See Table 1)

Pass/Fail only. No points assigned.

7. C.4 Board of Director's List (See Table 1)

Pass/Fail only. No points assigned.

8. C.5 Proof of Registration with NM-TRD or Proof of Non-Profit Status (See Table 1)

Pass/Fail only. No points assigned.

9. C.6 New Mexico Employee Health Coverage Form (See Table 1)

Pass/Fail only. No points assigned.

10. C.7 Campaign Contribution Disclosure Form (See Table 1)

Pass/Fail only. No points assigned.

11. C.8 Pay Equity Reporting (See Table 1)

Pass/Fail only. No points assigned.

12. D.1 Proposed Staffing (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

13. D.2 Line Item Budget and Budget Justification (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

14. D.3 Audit (See Table 1)

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

C. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II. B.7.
3. The Evaluation Committee may use other sources of to perform the evaluation as specified in Section II. C.18.
4. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the State taking into consideration the evaluation factors in Section IV will be recommended for award (as specified in Section II. B.8). Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

REQUEST FOR PROPOSAL

Hepatitis and Harm Reduction Program
FY20- HHRP-1

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 J.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than Monday, March 12, 2019 by 4:00 pm via delivery, mail or email. 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.

AGENCY: _____

CONTACT PERSON: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____

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.

Dominick V. Zurlo, Procurement Manager
Hepatitis and Harm Reduction Program
FY20- HHRP-1
1190 St. Francis Drive, Suite S-1300
Santa Fe, NM 87502
Phone: (505) 827-2507
Email: Dominick.Zurlo@state.nm.us

APPENDIX B

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)

APPENDIX C

SAMPLE CONTRACT

STATE OF NEW MEXICO

DEPARTMENT OF HEALTH
PROFESSIONAL SERVICES CONTRACT # _____

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **DEPARTMENT OF HEALTH**, hereinafter referred to as the “Agency,” and **CONTRACTOR**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Department of Finance and Administration (DFA).

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

A. The Contractor shall perform the following work:

1. Provide Syringe Service Program (SSP) activities in compliance with all regulations and requirements under state law and from the DEPARTMENT’s Hepatitis and Harm Reduction Program (HHRP), including:
 - a) Comply with regulations published in 7.4.6 of the New Mexico Administrative Code (NMAC).
 - b) Ensure that all staff and volunteers who deliver hepatitis and harm reduction services be currently certified through the HHRP’s training.
 - c) Syringes, SHARPS containers, and other supplies are purchased by the DEPARTMENT/HHRP and not purchased by the CONTRACTOR. CONTRACTOR may purchase additional supplies using their own resources as they are able, however they may not bill or invoice the DEPARTMENT for these supplies; only services may be provided and billed or invoiced.
 - d) Provide harm reduction counseling to individuals participating in syringe services with a focus on hepatitis C transmission and risk associated with syringe and substance use. Provide appropriate information on HIV, Sexually Transmitted Infections (STI), drug use treatment, and tuberculosis.
 - e) Incorporate integrated infectious disease services into harm reduction activities as feasible. This can include HIV and HCV testing, adult viral hepatitis vaccines, and STI services. Collaborate with the DEPARTMENT’s regional Public Health Offices and Disease Prevention Team (DPT) to deliver these services, as feasible.
 - f) Conduct all syringe services under this contract only in the State of New Mexico.

g) Provide the HHRP with the schedule of dates, hours and locations of syringe services at the beginning of this contract, and 30 days prior to any changes, with the exception of changes due to emergencies. In the event of an emergency change, notify the HHRP within 72 hours.

h) Ensure proper disposal of used syringes in approved biohazard containers. Assure proper disposal of biohazard containers utilizing approved biohazard waste disposal methods.

i) Collaborate with other public and private organizations in the region who serve the same risk populations including individuals who currently or formerly use substances and syringes, individuals engaging in commercial sex, transgender and gender non-conforming individuals, gay/bisexual men and other men who have sex with men (MSM), high-risk heterosexuals, individuals who have been incarcerated, and individuals experiencing homelessness. This will include the DEPARTMENT's Public Health Offices and DPT in the region, as well as other organizations funded by the HHRP to deliver harm reduction services.

j) Be available for on-site and outreach monitoring during regularly scheduled hours for syringe services and other hepatitis and harm reduction activities.

2. Provide Overdose Prevention Education and Naloxone Access activities in compliance with all regulations and requirements under state law and from the DEPARTMENT's HHRP, including:

a) Comply with regulations published in 7.32.7 of the New Mexico Administrative Code (NMAC).

b) Provide overdose prevention education to individuals using syringes and/or opioids as well as their friends, family and associates who may be available to provide assistance in the instance of an overdose.

c) Ensure access to naloxone for program participants in close collaboration with the DEPARTMENT's Public Health Offices and DPT in their region to ensure coordination and reduce duplication.

d) When receiving naloxone from the NMDOH, ensure compliance with all regulations for storage, distribution, and tracking of naloxone from all program fixed and outreach sites including the following location(s) where naloxone can be stored:

<Street address>

<City, NM, zip code>

3. Provide Hepatitis Clinical and Preventive Service and Navigation Service activities in compliance with all regulations and requirements under state law and from the DEPARTMENT's Hepatitis and Harm Reduction Program (HHRP), including:

- a) Follow DEPARTMENT protocols on hepatitis to ensure appropriate provision of hepatitis A and B vaccines.
 - b) Follow DEPARTMENT protocols on hepatitis screening to ensure provision of HCV testing using best practices. If confirmatory testing, clinical assessment, curative treatment and other follow-up services for persons testing positive for HCV are not provided directly, ensure clients are assessed and educated about the need and importance of these clinical services and provided with referrals and navigation.
 - c) Utilize educational materials for hepatitis education only after review and approval from the HHRP.
 - d) Ensure that navigation targets and focuses on syringe services program participants and other persons at highest risk for HCV. This activity should include appropriate navigation through linkage to care, advocacy, facilitation, and access for clients to receive health care and medical services, curative treatment for HCV infection, social services, behavioral health counseling, substance use treatment, appropriate vaccinations, and other needed services.
4. Provide Viral Hepatitis Surveillance support and direct services according to the protocols and guidelines as provided by the HHRP and the DEPARTMENT's Epidemiology and Response Division (ERD). This includes following HIPPA regulations and specific confidentiality rules related to infectious disease in the transmission and storage of Protected Health Information (PHI) or other medical information. Surveillance support and direct services may include epidemiological investigation and follow-up, data entry and cleaning, data analysis, creation of reports or other expert surveillance activities.
 5. Agree to comply with and provide data needed for any statewide or agency-level process or outcome monitoring of the program conducted by the HHRP. Provide all requested data and documentation for conducting such evaluation to the HHRP in a timely fashion using forms and formats specified by the program.
 6. Carry out all funded activities throughout the contract term. A proportional number of interventions shall be delivered in each fiscal quarter during each contract year, unless a different schedule is approved by the HHRP.
 7. Provide monthly reports and requests for reimbursement of all services conducted under this contract to the HHRP by the 10th day following the month in which services were performed. This shall follow using forms and formats specified by the program. Invoices not received by the HHRP by this date may not be processed until the following month. Any invoices not submitted on a monthly basis according to this timeline may not be paid.
 8. Submit non-confidential portions of the minutes of their Board of Directors or other governing body to the HHRP, upon request.

9. Materials citing the DEPARTMENT or incorporating its logo must receive a two (2) week prior approval from the HHRP and/or DEPARTMENT's Public Information Officer.
10. Be available for visits, both scheduled and unannounced by duly authorized DEPARTMENT and HHRP representatives to examine the CONTRACTOR's operations and records.
11. Ensure coordination among statewide providers including sites operated by the DEPARTMENT and by contract partners by regularly participation in regional or statewide harm reduction meetings as requested by the HHRP Manager or designated DEPARTMENT staff.
12. Notify the DEPARTMENT's Hepatitis and Harm Reduction Program Manager of any changes in staff within three business days of the change. Notify the DEPARTMENT's Hepatitis and Harm Reduction Program Manager regarding agency needs for technical assistance or training, as applicable.
13. Ensure diversity of programs and structure. This shall include assurance that programs meet the federal Cultural and Linguistic Access Standards (CLAS), available at: <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>, to better serve the target population. CONTRACTOR shall maintain or build Board diversity.
14. Performance Measures
CONTRACTOR shall conduct activities that substantially contribute to achievement of the following HHRP Performance Measures.

Overdose Prevention Measures

Program and population performance measure:

Conduct Overdose Prevention Education and Naloxone curriculum

i. How much did we do:

Number of individuals completing the approved Overdose Prevention Education and Naloxone curriculum during the contract year.

ii. How well did we do it:

At least 90% of individuals completing the approved Overdose Prevention Education and Naloxone curriculum received naloxone at the time of the training, or in the case of incarcerated individuals, within 30 days of release; during the contract year.

iii. Is anyone better off:

Percent of individuals reporting the reversal of opiate overdoses with the individual reported as "ok" as per the record of use forms after completing the approved Overdose Prevention Education and Naloxone curriculum during the contract year.

2. Compensation.

- A. The Agency shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work at the rate of _____ dollars (\$_____) for FY20, FY21, FY22, and FY23, such compensation not to exceed (AMOUNT), including gross receipts tax if applicable. **The total amount payable to the Contractor under this agreement shall not exceed (AMOUNT).**

These amounts are 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. Contractor is responsible for notifying the Agency 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 in excess of the total compensation amount being provided.

- B. Payment in FY20, FY21, FY22, and FY23 is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the DFA. All invoices MUST BE received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered or within fifteen (15) days after the last day of the month in which services were performed; or, for deliverable based agreements, unless submitted within fifteen (15) days after the last day of the month during which a deliverable was completed. Invoices received after such date WILL NOT BE PAID. Invoices shall be submitted monthly. For deliverable based agreements, payment shall be made upon acceptance of each completed deliverable and upon the receipt and acceptance of a detailed, certified payment Invoice. The Contractor shall submit to the Agency at the close of each month a signed invoice reflecting the total allowable costs incurred during the preceding month; or for deliverable based agreements, at the close of each month during which a deliverable was completed a signed invoice reflecting the total allowable costs incurred during completion of the deliverable.
- C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. **Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE DFA. This agreement shall terminate on June 30, 2023 unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no agreement term for a professional services agreement, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

4. **Termination.**

- A. **Grounds.** The Agency may terminate this agreement for convenience or cause. The Contractor may only terminate this agreement based upon the Agency's uncured, material breach of this agreement.
- B. **Notice; Agency Opportunity to Cure.**
1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
 2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.
 3. Notwithstanding the foregoing, this agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the agreement is terminated pursuant to Paragraph 5, "Appropriations", of this agreement.
- C. **Liability.** Except as otherwise expressly allowed or provided under this agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. **THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.**

D. Termination Management. If this agreement is terminated pursuant to its provisions, or if the parties mutually agree to discontinue their contractual relationship, or upon expiration of the term of the AGREEMENT, immediately upon expiration or receipt by either the Agency or the Contractor of notice of termination of this agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this agreement without written approval of the Agency, except as provided in part (4) of this paragraph, below; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this agreement, and 4) if providing health services or client support as part of the scope of work of this agreement, continue to provide essential services and supports to ensure the health and safety of individual clients as directed by the Agency during the period of termination management. This requirement is not avoided by an inadvertent expiration of term for the agreement. In this event the Agency may temporarily extend the term, enter into a new short term agreement or otherwise enter into an agreement, consistent with the New Mexico Procurement Code until all transition of services are completed. As of the date of termination of this agreement, the Contractor shall furnish to the Agency: (a) a complete detailed inventory of nonexpendable Agency property or equipment provided to or purchased by the Contractor with agreement funds as defined in Article 31 (Property) of this agreement, and (b) a final closing of the financial records and books of accounts which were required to be kept by the Contractor under the provisions of this agreement regarding financial records. Any non-expendable personal property or equipment provided to or purchased by the Contractor with agreement funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

5. Appropriations.

The terms of this agreement are contingent upon sufficient funds appropriated, allocated, and authorized by the Legislature of the State of New Mexico and/or by the federal government for the performance of this agreement. If sufficient appropriations, allocations and authorizations are not made by the Legislature of the State of New Mexico and/or if the federal government makes insufficient allocations, necessitating a decrease in the amount of agreement funds available for expenditure by the Agency, this agreement may be terminated or amended to a lower amount of funds upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final and binding on the Contractor. If the Agency proposes an amendment to the agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the Agency. The Contractor and its agents and employees shall not be deemed employees for any purpose within the meaning or application of any federal or state unemployment or insurance laws or worker's compensation laws or otherwise. Contractor, its agents and employees shall not be entitled to any of the benefits afforded employees of the Agency including but not limited to accruing leave, retirement, insurance, bonding, use of state property or state vehicles, or any other consideration not specified in this agreement. The Contractor acknowledges that all sums received hereunder are personally reportable by the Contractor for income tax purposes as self-employment or business income and are reportable for self-employment tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. 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 prior written approval of the Agency.

8. Subcontracting.

The Contractor shall not subcontract any portion of the services to be performed under this agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this agreement, nor shall any subcontract obligate direct payment from the Procuring Agency.

9. Release.

Final payment of the amounts due under this agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this agreement.

10. Confidentiality.

Any confidential information and records 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 Agency, or the express written authorization of the client when the record is a client record.

The Contractor shall maintain complete confidential records for the benefit of clients, sufficient to fulfill the provisions of the Scope of Work, and to document the services rendered under the Scope of Work. All records maintained pursuant to this provision

shall be available for inspection by the Agency. The Contractor shall comply with the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act) and applicable regulations and all other state and federal rules, regulations and laws protecting the confidentiality of information. If the Contractor may reasonably be expected to have access to Agency's Protected Health Information (PHI) and will perform business associate functions as defined by HIPAA, Contractor shall execute the HIPAA/HITECH Business Associate Agreement as a separately executed mandatory agreement which is hereby incorporated by reference into and made part of this agreement. Failure to execute the HIPAA/HITECH Business Associate Agreement when required by the Agency shall constitute grounds for termination of this agreement in accordance with Article 4 (Termination) of this agreement.

11. Product of Service -- Copyright.

A. All materials developed or acquired by the Contractor under this agreement shall become the property of the State of New Mexico and shall be delivered to the Agency no later than the termination date of this agreement. Nothing developed or produced, in whole or in part, by the Contractor under this agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

B. Client information developed under this agreement may not be used by the Contractor or be transferred to a third party in any form, including aggregate data, without the express written permission of the Agency, except to fulfill the provisions of the Scope of Work under this agreement.

12. Conflict of Interest; Governmental Conduct Act.

A. The Contractor represents and warrants that it presently has no interest and, during the term of this agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this agreement, will continue to comply with, and that this agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or

employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this agreement;

4) this agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this agreement is not a sole source or small purchase agreement, and this agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this agreement or any procurement related to this agreement; and

6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Contractor has not contributed, and during the term of this agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this agreement was entered into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the agreement to the contrary, the Agency may immediately terminate the agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

13. Amendment.

A. This agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories. From time to time and in accordance with changes in state and Agency policy, this agreement shall be amended to comport with current policy, rules, regulations, and law.

B. If the Agency proposes an amendment to the agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. Merger.

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

15. Penalties for violation of law.

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

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this agreement. If Contractor is found not to be in compliance with these requirements during the life of this agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

The laws of the State of New Mexico shall govern this agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of

this agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this agreement.

18. Workers Compensation.

The Contractor agrees to comply with state laws and rules applicable to worker's compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this agreement may be terminated by the Agency.

19. Records and Financial Audit.

- A. The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this agreement. The records shall be subject to inspection by the Agency, the Department of Finance and Administration and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.
- B. The Contractor receiving state or federal funds from the Agency shall comply, if applicable, with auditing requirements under the Single Audit Act (31 U.S.C. §7501, et seq.) and the New Mexico State Auditor's rules and regulations. If the Contractor is determined to be a sub recipient and not a vendor under the federal Single Audit Act, the Contractor shall comply with the audit requirements of the Single Audit Act. This includes the Contractor retaining its financial records for a period five years after the time the audit was released.
- C. If the Contractor receives more than \$750,000 in federal funding, or more than \$750,000 from the Agency, in any single fiscal year, the Contractor shall prepare annual financial statements and obtain an audit of, or an opinion on, the financial statements from an external Certified Public Accountant.
- D. The Contractor shall maintain the financial statements for a period of no less than six years and shall make the financial statements and the CPA's audit or opinion available to the Agency upon request.
- E. Applicable annual financial reports shall be submitted to the Agency no later than six months following the close of the Contractor's fiscal year.
- F. To ensure proper delivery and receipt, the Contractor shall submit their annual audit report or financial reports (if no audit was required to):

Department of Health
Financial Accounting Bureau Chief Suite N-3150
P.O. Box 26110
Santa Fe, New Mexico 87502-6110

- G. The Agency may take corrective action as deemed necessary for Contractor's failure to

comply with 19-A through 19-F above. Corrective action may include, but is not limited to, termination of agreement and preclusion from engaging Contractor in the future.

20. Indemnification.

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Agency and the Risk Management Division of the New Mexico General Services Department by certified mail.

21. New Mexico Employees Health Coverage.

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the agreement, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the agreement, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all agreements between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information:
<http://insurenwemexico.state.nm.us/>.

22. Employee Pay Equity Reporting.

Contractor agrees if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this agreement, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for agreements up to one (1) year in duration. If contractor has two hundred

fifty (250) or more employees contractor must complete and submit the PE250 form on the annual anniversary of the initial report submittal for agreements up to one (1) year in duration. For agreements that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, contractor also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual agreement anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the agreement, whichever comes first. Should contractor not meet the size requirement for reporting at agreement award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter. Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value of this agreement if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the agreement. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at agreement award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor will submit the required report, for each such subcontractor, within ninety (90) days of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor requirement applies even though contractor itself may not meet the size requirement for reporting and be required to report itself.

Notwithstanding the foregoing, if this agreement was procured pursuant to a solicitation, and if

Contractor has already submitted the required report accompanying their response to such solicitation, the report does not need to be re-submitted with this agreement.

23. Invalid Term or Condition.

If any term or condition of this agreement shall be held invalid or unenforceable, the remainder of this agreement shall not be affected and shall be valid and enforceable.

24. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

25. 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 Agency:
New Mexico Department of Health
P.O. Box 26110
1190 St. Francis Drive,
Santa Fe, NM 87502-6110

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

26. Authority.

If Contractor is other than a natural person, the individual(s) signing this agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding agreement.

27. Licensure.

The Contractor agrees to retain professional licensure, accreditation, credentialing or continuing education required to perform the scope of professional services provided for the Agency. The Contractor agrees to make evidence of licensure or other regulatory requirements for the scope of professional services available to the Agency if requested in writing.

28. Liability Insurance.

The Contractor shall maintain professional or general liability insurance, as applicable, for all services provided under this agreement and Contractor shall supply evidence of such coverage upon the Agency's request.

29. Federal Grant or Other Federally Funded Agreements.

A. Lobbying. The Contractor shall not use any funds provided under this agreement, either directly or indirectly, for the purpose of conducting lobbying activities or hiring a lobbyist or lobbyists on its behalf at the federal, state, or local government level, as defined in the Lobbyist Regulation Act, NMSA 1978, Sections 2-11-1, *et. seq.*, and applicable federal law. No federal appropriated funds can be paid or will be paid, by or on behalf of the Contractor, or any person for influencing or attempting to influence an officer or employee of any Department, a Member of Congress, an officer or employee of Congress, or an

employee of a Member of Congress in connection with the awarding of any federal agreement, or the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal agreement, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any Department, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection of any applicable federal agreement, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- B. Suspension and Debarment. For agreements that involve the expenditure of federal funds, each party represents that neither it, nor any of its management or any other employees or independent contractors who will have any involvement in the services or products supplied under this agreement, have been excluded from participation in any government healthcare program, debarred from or under any other federal program (including but not limited to debarment under the Generic Drug Enforcement Act), or convicted of any offense defined in 42 U.S.C. Section 1320a-7, and that it, its employees, and independent contractors are not otherwise ineligible for participation in federal healthcare or education programs. Further, each party represents that it is not aware of any such pending action(s) (including criminal actions) against it or its employees or independent contractors. Each party shall notify the other party immediately upon becoming aware of any pending or final action in any of these areas.
- C. Political Activity. No funds hereunder shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.
- D. Grantor and Contractor Information.
 - 1. If applicable, funding under this agreement is from the Catalog of Federal Domestic Assistance (CFDA) Program:
 - i. CFDA Number – XXX_____. OR N/A
 - ii. Program Title – XXX_____. OR N/A
 - iii. AGENCY/OFFICE – XXX_____. OR N/A
 - iv. GRANT NUMBER – XXX_____. OR N/A
 - 2. CONTRACTOR’S Dun and Bradstreet Data Universal Numbering System Number (DUNS Number) is XXX_____. OR N/A
- E. Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (Sept. 2013)[Federal Grant funded projects only].
 - 1. This agreement and employees working on this agreement will be subject

to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

2. The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
 3. The Contractor shall insert the substance of this clause, including this paragraph (3), in all subcontracts over the simplified acquisition threshold.
- F. For agreements and sub grants that involve the expenditure of federal funds for amounts in excess of \$150,000, requires the Contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- G. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) — For agreements that involve the expenditure of federal funds, Contractors that apply or bid for an agreement exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal agreement, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.
- H. For agreements that involve the expenditure of federal funds, Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- {Include I (below) only if the Contractor is a federally funded sub-recipient}*
- I. For agreements which involve the expenditure of federal funds, and under which the

Contractor is considered a sub recipient, the provisions of APPENDIX A shall apply and are incorporated herein. The operating code of this agreement is 00000005.

30. Governing Bodies.

The parties agree that if the Contractor has one or more Governing Bodies, the Governing Bodies of the Contractor shall have the right and responsibility to establish policy for the Contractor, and shall be elected to ensure that such policy is established by the Governing Bodies in an impartial and independent manner. Nothing herein shall in any way restrict the authority of the Governing Bodies from appropriately delegating day-to-day management responsibilities to its employees, agent, or agents. By such delegation, employees and/or agents of the Contractor must conduct the operation of the Contractor consistent with the policies and procedures approved by the Governing Bodies.

31. Property.

- A. Title to all property furnished by the Agency shall remain in the Agency. Title to all property acquired by the Contractor, including acquisition through lease-purchase agreement, for the cost of which the Contractor is to be reimbursed as a direct item of cost under this agreement shall immediately vest in the Agency upon delivery of such property to the Contractor. Title to other property, the costs of which is to be reimbursed to the Contractor under this agreement, shall immediately vest in the Agency upon 1) issuance for use of such property in the performance of this agreement or 2) use of such property in the performance of this agreement or 3) reimbursement of the cost thereof by the Agency, whichever first occurs.
- B. Title to the Agency property shall not be affected or lose its identity by reason of affixation to any realty or attachment at law.
- C. The Contractor shall maintain a property inventory and administer a program of maintenance, repair, and protection of Agency property so as to assure its full availability and usefulness for performance under this agreement. In the event the Contractor is indemnified, reimbursed, or otherwise compensated for any loss or destruction of, or damage to Agency property during the period of this agreement, it shall use the proceeds to repair or replace the Agency property.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the DFA Contracts Review Bureau below.

By: _____ Date: _____
Agency

By: _____ Date: _____
Agency's Legal Counsel – Certifying legal sufficiency

By: _____ Date: _____
Agency's Chief Financial Officer

By: _____ Date: _____
Contractor

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: **00-000000-00-0**

By: _____ Date: _____
Taxation and Revenue Department

This Agreement has been approved by the DFA Contracts Review Bureau and is effective on the date shown:

By: _____ Date: _____
DFA Contracts Review Bureau

**APPENDIX D
PROPOSAL COVER PAGE**

OFFEROR ORGANIZATION	
ADDRESS	
CONTACT PERSON AND TITLE	
PHONE NUMBER	
EMAIL ADDRESS	
AMOUNT OF REQUEST <i>(include 12-month amount)</i>	

As the duly authorized representative of the Offeror, I certify that the Offeror:

- Meets the following eligibility requirements:
 - a) The offeror is registered to conduct business in New Mexico, or a New Mexico non-profit organization or community-based organization with a 501(c)(3) tax exempt status, or a local governmental entity, or a tribal entity, or a local chapter of a national non-profit 501(c)(3) organization;
 - b) The offeror demonstrates the expertise and capacity to deliver effective and evidence-based Hepatitis and Harm Reduction interventions through two years of documented experience in the delivery of hepatitis and harm reduction interventions to individuals injecting substances in New Mexico.
- Will abide by all Federal and State Laws, Rules, Regulations, and Executive Orders of the Governor of the State of New Mexico pertaining to equal opportunity. The Offeror assures the Department of Health that no person in the State of New Mexico shall on the grounds of race, color, national origin, gender, sexual orientation, age, handicap or disability, or religion be excluded from employment with or the participation in, be denied the benefit of or be otherwise subjected to discrimination under any program or activity performed under a contract(s) entered into pursuant to this Request for Proposals.
- Will give the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards.
- Will comply with the provisions of the Federal Certification Regarding Lobbying.
- Will comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.
- Will comply with the provisions of Title VII of the Civil Rights Act of 1964.
- Will comply with the provisions of the Federal Certification Regarding Drug-Free Workplace Requirements.
- Will comply with the Division's guidelines for Governing and/or Advisory Board members to be residents of the area served and representative of the social, economic, linguistic, ethnic, and racial target population and shall include consumers of the Offerors services. And shall not employ persons related to board members by consanguinity or affinity within the third degree. This includes father, mother, brother, sister, grandparent, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law, and sister-in-law.

CERTIFICATION REGARDING

SUSPENSION, DEBARMENT, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

The prospective lower tier participant (Offeror) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.

Where the prospective lower tier participant (Offeror) is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

_____ Signature of Authorized Certifying Official

_____ Printed Name of Certifying Official Title

_____ Date

APPENDIX E

LETTER OF TRANSMITTAL FORM

RFP#: _____

Offeror Name: _____ **FED ID#** _____

Items #1 to #7 EACH MUST BE COMPLETED IN FULL Failure to respond to all seven items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. **Identity (Name) and Mailing Address** of the submitting organization:

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

5. Use of Sub-Contractors (Select one)

___ No sub-contractors will be used in the performance of any resultant contract OR

___ The following sub-contractors will be used in the performance of any resultant contract:

(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

(Attach extra sheets, as needed)

7. ___ On behalf of the submitting organization named in item #1, above, I accept the Conditions

Governing the Procurement as required in Section II. C.1.

___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

___ I acknowledge receipt of any and all amendments to this RFP.

2019

Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

APPENDIX F
HIPAA BUSINESS ASSOCIATE AGREEMENT
AND
42 C.F.R PART 2 QUALIFIED SERVICE ORGANIZATION AGREEMENT

This Business Associate Agreement and 42 C.F.R. Part 2 Qualified Service Organization Agreement (“Agreement”) is entered into between the New Mexico Department of Health (“Department”) and _____, hereinafter referred to as “Business Associate.”, in order to comply with 42 U.S.C. Section 290dd-2 and 290ee-3, the Confidentiality of Alcohol and Drug Abuse Patient Records, and the related regulations at 42 CFR Sections 2.1 to 2.67; and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as amended by Health Information Technology for Economic and Clinical Health Act of 2009 (the “HITECH Act”), including the Standards of the Privacy of Individually Identifiable Health Information and the Security Standards at 45 CFR Parts 160 and 164.

BUSINESS ASSOCIATE, by a related agreement identified by number as _____ (the “Related Agreement”), has agreed to provide services to, or on behalf of, Department (referred to in such Related Agreement as Department or the “Procuring Agency”) which may involve the disclosure by Department to Business Associate (referred to in such Related Agreement as “Contractor”) of Protected Health Information. This Business Associate Agreement is intended to supplement the obligations of the Department and the Contractor as set forth in the Related Agreement, and is hereby incorporated therein.

THE PARTIES acknowledge HIPAA, as amended by the HITECH Act, requires that Department and Business Associate enter into a written agreement that provides for the safeguarding and protection of all Protected Health Information which Department may disclose to the Business Associate, or which may be created or received by the Business Associate on behalf of the Department.

THE PARTIES additionally acknowledge the Confidentiality of Alcohol and Drug Abuse Patient Records statute and regulations require that Department and Business Associate enter into a written agreement that provides for the safeguarding and protection of all drug and/or alcohol abuse information that is individually identifiable to the patient, which the Business Associate may receive, store, process or otherwise deal with from the Department.

1. Definition of Terms

- a. **Breach.** “Breach” has the meaning assigned to the term breach under 42 U.S.C. § 17921(1) [HITECH Act § 13400 (1)] and 45 CFR § 164.402.
- b. **Business Associate.** “Business Associate”, herein being the same entity as the Contractor in the Related Agreement, shall have the same meaning as defined under the HIPAA standards as defined below, including without limitation Contractor acting in the capacity of a Business Associate as defined in 45 CFR § 160.103.
- c. **Department.** “Department” shall mean in this agreement the State of New Mexico Department of Health.

- d. Individual. "Individual" shall have the same meaning as in 45 CFR §160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502 (g).
- e. HIPAA Standards. "HIPAA Standards" shall mean the legal requirements as set forth in the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the regulations and policy guidance, as each may be amended over time, including without limitation:
 - i. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information in 45 CFR Part 160 and Part 164, Subparts A and E.
 - ii. Breach Notification Rule. "Breach Notification" shall mean the Notification in the case of Breach of Unsecured Protected Health Information, 45 CFR Part 164, Subparts A and D
 - iii. Security Rule. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Parts 160 and 164, Subparts A and C, including the following:
 - A. Security Standards. "Security Standards" hereinafter shall mean the Standards for the Protection of Electronic Protected Health Information at 45 CFR §164.306.
 - B. Administrative Safeguards. "Administrative Safeguards" shall mean the Standards for the Protection of Electronic Protected Health Information at 45 CFR §164.308.
 - C. Physical Safeguards. "Physical Safeguards" shall mean the Standards for the Protection of Electronic Protected Health Information at 45 CFR §164.310.
 - D. Technical Safeguards. "Technical Safeguards" shall mean the Standards for the Protection of Electronic Protected Health Information at 45 CFR §164.312.
 - E. Policies and Procedures and Documentation Requirements. "Policies and Procedures and Documentation Requirements" shall mean the Standards for the Protection of Electronic Protected Health Information at 45 CFR §164.316.
- f. Protected Health Information. "Protected Health Information" or "PHI" shall have the same meaning as in 45 CFR §160.103, limited to the information created, maintained, transmitted or received by Business Associate, its agents or subcontractors from or on behalf of Department.
- g. Required By Law. "Required By Law" shall have the same meaning as in 45 CFR §164.103.
- h. Secretary. "Secretary" shall mean the Secretary of the U. S. Department of Health and Human Services, or his or her designee.
- i. Covered Entity. "Covered Entity" shall have the meaning as the term "covered entity" defined at 45 CFR §160.103, and in reference to the party to this agreement, shall mean the State of New Mexico Department of Health.

- j. Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the HIPAA Standards. All terms used and all statutory and regulatory references shall be as currently in effect or as subsequently amended.

2. **Obligations and Activities of Business Associate**

- a. General Rule of PHI Use and Disclosure. The Business Associate may use or disclose PHI it creates for, receives from or on behalf of, the Department to perform functions, activities or services for, or on behalf of, the Department in accordance with the specifications set forth in this Agreement, or the Related Agreement; provided that such use or disclosure would not violate the HIPAA Standards if done by the Department; or as Required By Law.
 - i. Any disclosures made by the Business Associate of PHI must be made in accordance with HIPAA Standards and other applicable laws.
 - ii. Notwithstanding any other provision herein to the contrary, the Business Associate shall limit uses and disclosures of PHI to the “minimum necessary,” as set forth in the HIPAA Standards.
 - iii. The Business Associate agrees to use or disclose only a “limited data set” of PHI as defined in the HIPAA Standards while conducting the authorized activities herein and as delineated in the Related Agreement(s), except where a “limited data set” is not practicable in order to accomplish those activities.
 - iv. Except as otherwise limited by this Agreement or the Related Agreement, Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
 - v. Except as otherwise limited by this Agreement or the Related Agreement, Business Associate may disclose PHI for the proper management and administration of the Business Associate provided that the disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
 - vi. Business Associate may use PHI to report violations of law to appropriate federal and state authorities, consistent with 45 CFR § 164.502(j).
 - vii. Business Associate may use PHI to provide Data Aggregation services to the Department as permitted by the HIPAA Standards.
- b. Safeguards. The Business Associate agrees to implement and use appropriate Security, Administrative, Physical and Technical Safeguards, and comply where applicable with subpart C of 45 C.F.R. Part 164, to prevent use or disclosure of PHI other than as required by law or as provided for by this Agreement or the Related Agreement. Business Associate shall identify in writing upon request from the Department all of those Safeguards that it uses to prevent impermissible uses or disclosures of PHI.

- c. Restricted Uses and Disclosures. The Business Associate shall not use or further disclose PHI other than as permitted or required by this Agreement, the Related Agreement, the HIPAA Standards, or otherwise as permitted or required by law. The Business Associate shall not disclose PHI in a manner that would violate any restriction which has been communicated to the Business Associate.
- i) The Business Associate shall not directly or indirectly receive remuneration in exchange for any of the PHI unless a valid authorization has been provided to the Business Associate that includes a specification of whether the PHI can be further exchanged for remuneration by the entity receiving the PHI of that individual, except as provided for under the exceptions listed in 45 C.F.R. §164.502 (a)(5)(ii)(B)(2).
- ii) Unless approved by the Department, Business Associate shall not directly or indirectly perform marketing to individuals using PHI.
- d. Agents. The Business Associate shall ensure that any agents that create, receive, maintain or transmit PHI on behalf of Business Associate, agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to PHI, in accordance with 45 C.F.R. § 164.502(e)(1)(ii), and shall make that agreement available to the Department upon request. Upon the Business Associate's contracting with an agent for the sharing of PHI, the Business Associate shall provide the Department written notice of any such executed agreement.
- e. Availability of Information to Individuals and the Department. Business Associate shall provide, at the Department's request, and in a reasonable time and manner, access to PHI in a Designated Record Set (including an electronic version if required) to the Department or, as directed by the Department, to an Individual in order to meet the requirements under 45 CFR § 164.524. Within three (3) business days, Business Associate shall forward to the Department for handling any request for access to PHI that Business Associate receives directly from an Individual. If requested by the Department, the Business Associate shall make such information available in electronic format as required by the HIPAA Standards to a requestor of such information and shall confirm to the Department in writing that the request has been fulfilled.
- f. Amendment of PHI. In accordance with 45 CFR § 164.526, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Department directs or agrees to, at the request of the Department or an Individual, to fulfill the Department's obligations to amend PHI pursuant to the HIPAA Standards. Within three (3) business days, Business Associate shall forward to the Department for handling any request for amendment to PHI that Business Associate receives directly from an Individual.
- g. Internal Practices. Business Associate agrees to make internal practices, books and records, including policies, procedures and PHI, relating to the use and disclosure of PHI, available to the Department or to the Secretary within seven (7) days of receiving a request from the Department or receiving notice of a request from the Secretary, for purposes of the Secretary's determining the Department's compliance with the Privacy Rule.
- h. PHI Disclosures Recordkeeping. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for

the Department to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with the HIPAA Standards and 45 CFR § 164.528. Business Associate shall provide such information to the Department or as directed by the Department to an Individual, to permit the Department to respond to an accounting request. Business Associate shall provide such information in the time and manner reasonably designated by the Department. Within three (3) business days, Business Associate shall forward to the Department for handling any accounting request that Business Associate directly receives from an individual.

- i. PHI Disclosures Accounting. Business Associate agrees to provide to the Department or an Individual, within seven (7) days of receipt of a request, information collected in accordance with Section 2 (h) of this Agreement, to permit the Department to respond to a request for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528.
- j. Security Rule Provisions. As required by 42 U.S.C. § 17931 (a) [HITECH Act Section 13401(a)] , the following sections as they are made applicable to business associates under the HIPAA Standards, shall also apply to the Business Associate: 1) Administrative Safeguards; 2) Physical Safeguards; 3) Technical Safeguards; 4) Policies and Procedures and Documentation Requirements; and 5) Security Standards. Additionally, the Business Associate shall either implement or properly document the reasons for non-implementation of all safeguards in the above cited sections that are designated as “addressable” as such are made applicable to Business Associates pursuant to the HIPAA Standards.
- k. Civil and Criminal Penalties. Business Associate agrees that it will comply with the HIPAA Standards as applicable to Business Associates, and acknowledges that it may be subject to civil and criminal penalties for its failure to do so.
- l. Performance of Covered Entity's Obligations. To the extent the Business Associate is to carry out the Department's obligations under the HIPAA Standards, Business Associate shall comply with the requirements of the HIPAA Standards that apply to the Department in the performance of such obligations.
- m. Subcontractors. The Business Associate shall ensure that any subcontractors that create, receive, maintain or transmit PHI on behalf of Business Associate, agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to PHI, with 45 C.F.R. § 164.502(e)(1)(ii), and shall make such information available to the Department upon request. Upon the Business Associate’s contracting with an agent for the sharing of PHI, the Business Associate shall provide the Department written notice of any such executed agreement. Upon the Business Associate’s contracting with a subcontractor for the sharing of PHI, the Business Associate shall provide the Department written notice of any such executed agreement.
- n. 42 C.F.R. Part 2: The Business Associate acknowledges that, notwithstanding the other provisions of this agreement:
 - i) In receiving, storing, processing or otherwise dealing with any individually identifiable drug or alcohol abuse patient records from the Department, it is fully bound by the regulations at 42 C.F.R. sections 2.1 to 2.67; and,
 - ii) If necessary, Business Associate shall resist in judicial proceedings any efforts to obtain access to such patient records except as permitted by those regulations.

3. Business Associate Obligations for Notification, Risk Assessment, and Mitigation

During the term of this Agreement and Related Agreement, the Business Associate shall be required to perform the following pursuant to the Breach Notification Rule regarding Breach Notification, Risk Assessment and Mitigation:

Notification

- a. Business Associate agrees to report to the Department Contract Manager or HIPAA Privacy and Security Officer any use or disclosure of PHI not provided for by this Agreement, the Related Agreement and HIPAA Standards, including breaches of unsecured PHI as required by 45 C.F.R. § 164.410, as soon as it (or any employee or agent) becomes aware of the Breach, and in no case later than three (3) business days after it (or any employee or agent) becomes aware of the Breach, except when a government official determines that a notification would impede a criminal investigation or cause damage to national security.
- b. Business Associate shall provide the Department with the names of the individuals whose Unsecured PHI has been, or is reasonably believed to have been, the subject of the Breach and any other available information that is required to be given to the affected individuals, as set forth in 45 CFR §164.404(c), and, if requested by the Department, provide information necessary for the Department to investigate promptly the impermissible use or disclosure. Business Associate shall continue to provide to the Department information concerning the Breach as it becomes available to it, and shall also provide such assistance and further information as is reasonably requested by the Department.

Risk Assessment

- c. When Business Associate determines whether an impermissible acquisition, use or disclosure of PHI by an employee or agent poses a low probability of the PHI being compromised, it shall document its assessment of risk in accordance with 45 C.F.R. § 164.402 (in definition of “Breach”, ¶ 2) based on at least the following factors: (i) the nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification; (ii) the unauthorized person who used the protected health information or to whom the disclosure was made; (iii) whether the protected health information was actually acquired or viewed; and (iv) the extent to which the risk to the protected health information has been mitigated. Such assessment shall include: 1) the name of the person(s) making the assessment, 2) a brief summary of the facts, and 3) a brief statement of the reasons documenting the determination of risk of the PHI being compromised. When requested by the Department, Business Associate shall make its risk assessments available to the Department.
- d. If the Department determines that an impermissible acquisition, access, use or disclosure of PHI, for which one of Business Associate’s employees or agents was responsible, constitutes a Breach, and if requested by the Department, Business Associate shall provide notice to the individuals whose PHI was the subject of the Breach. When requested to provide notice, Business Associate shall consult with the Department about the timeliness, content and method of notice, and shall receive the Department’s approval concerning these elements. The cost of notice and related remedies shall be borne by Business Associate. The notice to affected individuals shall be provided as soon as

reasonably possible and in no case later than 60 calendar days after Business Associate reported the Breach to the Department.

Mitigation

- e. In addition to the above duties in this section, Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI, by Business Associate in violation of the requirements of this Agreement, the Related Agreement or the HIPAA Standards. Business Associate shall draft and carry out a plan of corrective action to address any incident of impermissible use or disclosure of PHI. If requested by the Department, Business Associate shall make its mitigation and corrective action plans available to the Department.
- f. The notice to affected individuals shall be written in plain language and shall include, to the extent possible, 1) a brief description of the Breach, 2) a description of the types of Unsecured PHI that were involved in the Breach, 3) any steps individuals can take to protect themselves from potential harm resulting from the Breach, 4) a brief description of what the Business Associate and the Department are doing to investigate the Breach, to mitigate harm to individuals and to protect against further Breaches, and 5) contact procedures for individuals to ask questions or obtain additional information, as set forth in 45 CFR §164.404(c).

Notification to Clients

- g. Business Associates shall notify individuals of Breaches as specified in 45 CFR §164.404(d) (methods of individual notice). In addition, when a Breach involves more than 500 residents of a State or jurisdiction, Business Associate shall, if requested by the Department, notify prominent media outlets serving such location(s), following the requirements set forth in 45 CFR §164.406.

4. Obligations of the Department to Inform Business Associate of Privacy Practices and Restrictions

- a. The Department shall notify Business Associate of any limitation(s) in the Department's Notice of Privacy Practices, implemented in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- b. The Department shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- c. The Department shall notify Business Associate of any restriction in the use or disclosure of PHI that the Department has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
- d. The Department shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Department.

5. Term and Termination

- a. Term. This Agreement shall be effective concurrently with the effective date of Contract No. _____ between Business Associate and the Department

(the Related Agreement). This Agreement shall also terminate concurrently with the Related Agreement, except that obligations of Business Associate under this Agreement related to final disposition of PHI in this Section 5 shall survive until resolved as set forth immediately below.

- b. Disposition of PHI upon Termination. Upon termination of this Agreement for any reason, Business Associate shall return or destroy all PHI in its possession, and shall retain no copies of the PHI. In the event that Business Associate determines that returning or destroying the PHI is not feasible, Business Associate shall provide to the Department notification of the conditions that make return or destruction of PHI not feasible. Upon mutual agreement of the Parties that return or destruction of the PHI is infeasible, Business Associate shall agree, and require that its agents, affiliates, subsidiaries and subcontractors agree, to the extension of all protections, limitations and restrictions required of Business Associate hereunder, for so long as the Business Associate maintains the PHI.
- c. If Business Associate breaches any material term of this Agreement, the Department may either:
 - i. provide an opportunity for Business Associate to cure the Breach and the Department may terminate this Contract without liability or penalty in accordance with Termination Article of the Related Agreement if Business Associate does not cure the breach within the time specified by the Department; or,
 - ii. immediately terminate this Contract without liability or penalty if the Department determines that cure is not reasonably possible; or,
 - iii. if neither termination nor cure are feasible, the Department shall report the breach to the Secretary.

The Department has the right to seek to cure any breach by Business Associate and this right, regardless of whether the Department cures such breach, does not lessen any right or remedy available to the Department at law, in equity, or under this Contract, nor does it lessen Business Associate's responsibility for such breach or its duty to cure such breach.

- 6. **Penalties and Training.** Business Associate understands and acknowledges that violations of this Agreement may result in notification by the Department to law enforcement officials and regulatory, accreditation, and licensure organizations. If requested by the Department, Business Associate shall participate in training regarding use, confidentiality, and security of PHI.

7. **Miscellaneous**

- a. Interpretation. Any ambiguity in this Agreement, or any inconsistency between the provisions of this Agreement and the Related Agreement, shall be resolved to permit the Department to comply with the HIPAA Standards.
- b. Business Associate's Compliance with HIPAA. The Department makes no warranty or representation that compliance by Business Associate with this Agreement or the HIPAA

Standards will be adequate or satisfactory for Business Associate's own purposes or that any information in Business Associate's possession or control, or transmitted or received by Business Associate, is or will be secure from unauthorized use or disclosure. Business Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding of PHI.

- c. Change in Law. In the event there are subsequent changes or clarifications of statutes, regulations or rules relating to this Agreement, the Department shall notify Business Associate of any actions it reasonably deems necessary to comply with such changes, and Business Associate shall promptly take such actions. In the event there is a change in federal or state laws, rules or regulations, or in the interpretation of any such laws, rules, regulations or general instructions, which may render any of the material terms of this Agreement unlawful or unenforceable, or which materially affects any financial arrangement contained in this Agreement, the parties shall attempt amendment of this Agreement to accommodate such changes or interpretations. If the parties are unable to agree, or if amendment is not possible, the parties may terminate the Agreement pursuant to its termination provisions.
- d. No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Department, Business Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.
- e. Assistance in Litigation or Administrative Proceedings. Business Associate shall make itself and any agents, affiliates, subsidiaries, subcontractors or workforce members assisting Business Associate in the fulfillment of its obligations under this Agreement and the Related Agreement available to the Department, at no cost to the Department, to testify as witnesses or otherwise in the event that litigation or an administrative proceeding is commenced against the Department or its employees based upon claimed violation of the HIPAA standards or other laws relating to security and privacy, where such claimed violation is alleged to arise from Business Associate's performance under this Agreement or the Related Agreement, except where Business Associate or its agents, affiliates, subsidiaries, subcontractors or employees are named adverse parties.
- f. Additional Obligations. Department and Business Associate agree that to the extent not incorporated or referenced in any Business Associate Agreement between them, other requirements applicable to either or both that are required by the HIPAA Standards, those requirements are incorporated herein by reference.

IN WITNESS THEREOF, the parties hereto separately acknowledge this Business Associate Agreement in addition to their execution of the Related Agreement.

NEW MEXICO DEPARTMENT OF HEALTH BUSINESS ASSOCIATE

By: _____

By: _____

Authorized Signature Designee

Title: _____

Date: _____

Date: _____

Approved as to form and legal sufficiency:

By: _____

Office of General Counsel

Date: _____

APPENDIX G
NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

1. For all contracts solicited and awarded on or after January 1, 2019: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2019 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.

3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <http://www.insurenewmexico.state.nm.us/>.

4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

By signing below, Offeror agrees to be bound by the terms stated in this form:

Signature of Offeror: _____ Date_____

APPENDIX H
PROPOSED PROGRAM SERVICE FORM

For each proposed Service Category, complete one copy of this form. You may expand the form up to three pages in length, for each Service Category.

Name of Program Model	
Service/Intervention (check one only)	<input type="checkbox"/> 1. Syringe Services <input type="checkbox"/> 2. Overdose Prevention Education <input type="checkbox"/> 3. Law Enforcement Training <input type="checkbox"/> 4. Hepatitis Clinical and Preventive Services <input type="checkbox"/> 5. Navigation
Capacity to Provide the Proposed Service <i>Year the agency began delivering this service, number of clients served in the previous two years. Include key data points appropriate to the Service Category such as number of syringes distributed, and number of syringes collected; number of naloxone distribution sessions; other pertinent data points; and key successes and highlights.</i>	
Relationship to Current Services <i>Describe how and why this is an appropriate service for this organization and matches the overall mission.</i>	
Populations Served – Community Collaboration and Integration <i>Describe the population(s) this service is intended to reach, any unique demographic factors, how they are recruited to engage in services, and community collaborations.</i>	
Process and Outcome Monitoring - Specific Objectives <i>List the goals and objectives for implementing this service.</i>	
Staff Expertise <i>List the name of each staff member trained in this service or strategy, the date they were trained, and who (agency) provided the training</i>	
Recruitment Strategies <i>Describe how you can ensure the ability to meet the service goals, including types of recruitment strategies and specific venues (including advertising and use of technology, if any).</i>	
Adaptation <i>Describe any changes made or planned to ensure the service is culturally appropriate for the intended target population.</i>	

**APPENDIX I
LINE ITEM BUDGET FORM**

LINE ITEM	CALCULATION (as needed)	TOTAL REQUESTED
Cost of Services:	_____ Units of service \$_____ Cost per Unit	
Justification/Breakdown of Cost per Unit (be specific):		
Personnel <i>(list each position)</i>	<i>(you may expand this cell to accommodate this for each position)</i> 1). _____ FTE \$_____ annual salary 2). _____ FTE \$_____ annual salary 3). _____ FTE \$_____ annual salary 4). _____ FTE \$_____ annual salary	
Fringe Benefits	%_____ annual fringe rate	
Travel – In State		
Travel – Out of State		
Equipment <i>(Up to \$5,000 total)</i>		
Operating Costs: _____		
Operating Costs: _____		
Operating Costs: _____		
TOTAL REQUESTED PER YEAR		

Note: Operating costs includes all other items such as audit, rent, phone, utilities, etc.

APPENDIX J
CHECKLIST (for reference only)

Please use this checklist when preparing and assembling your proposal.

Check all items included in proposal.	Item and Title	Page Limit
	Abstract	300 words
	Organizational Description, Capability, and Eligibility	3 pages
	Proposed Program Service Form <i>See form provided in APPENDIX H</i>	3 pages per service category
	Proposal Cover Page <i>See form provided in APPENDIX D</i>	2 page
	Letter of Transmittal Form <i>See form provided in APPENDIX E</i>	1 page
	Assurances (HIPAA) Business Associate Agreement <i>See form provided in APPENDIX F</i>	n/a
	Board of Director's List	n/a
	Proof of Registration with NM-TRD or Proof of Non-Profit Status <i>Copy of proof of registration with the NM Taxation and Revenue Department for the payment of gross receipts tax <u>or</u> proof of the grant of an exemption from payment of federal income tax pursuant to Section 501 (c)(3).</i>	n/a
	New Mexico Employee Health Coverage Form <i>See form provided in APPENDIX G</i>	1 page
	Campaign Contribution Disclosure <i>See form provided in APPENDIX B</i>	n/a
	Pay Equity Reporting	n/a
	Proposed Staffing	n/a
	Line Item Budget and Budget Justification <i>See form provided in APPENDIX I</i>	n/a
	Audit <i>Note: only one copy is required, to be attached to the original application</i> <i>Most recent financial statement, audit report, and management letter comments. If not available, an explanation and plan of action to meet this requirement. This applies only to proposals, which exceed \$50,000, excluding gross receipts taxes.</i>	n/a
	Checklist <i>See form provided in APPENDIX J.</i>	n/a

Notes:

- Letters of support or collaboration are not expected or required.