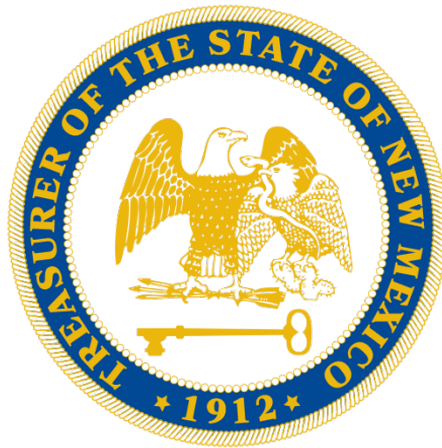


**NEW MEXICO STATE TREASURER'S OFFICE**

**REQUEST FOR PROPOSALS (RFP)**

**Talent Acquisition Services**



RFP# 394-26-00000-0-1

RFP Release Date: October 7, 2025

Proposal Due Date: November 4, 2025

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# **I. INTRODUCTION**

## **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The New Mexico State Treasurer's Office ("STO") invites proposals, through competitive negotiation, for talent acquisition services to attract and source qualified candidates for select positions, while enhancing the STO's brand and ensuring compliance with New Mexico and federal hiring laws.

The STO seeks a recruitment partner to identify, engage, and recommend top-tier candidates who bring proven leadership, fiduciary responsibility, and a strong commitment to public service. Executive positions may include positions that provide oversight of investments, cash management, legal, finance and budgeting, compliance functions, information technology, and administrative operations.

The successful Offeror(s) must demonstrate a successful track record of executive placements in government or public-sector financial organizations, a successful track record of placements for positions in government with unique and specialized responsibilities, a commitment to diversity, equity, and inclusion (DEI), and a collaborative, transparent approach to candidate engagement and stakeholder communication.

The successful Offeror(s) must ensure all recruitment and hiring activities are conducted in accordance with applicable State of New Mexico statutes, regulations, and policies, including but not limited to the rules of the State Personnel Board, the State Procurement Code, Equal Employment Opportunity (EEO) requirements, relevant guidance issued by the STO, and the STO's mission of safeguarding and managing public funds with integrity and accountability.

The successful Offeror(s) will leverage industry expertise, specialized sourcing strategies, and assessment tools to ensure successful hires within defined timelines.

## **B. BACKGROUND INFORMATION**

The State of New Mexico is experiencing workforce challenges. The State Treasurer's Office seeks expert recruitment services to assist in filling key positions and to build a sustainable pipeline of qualified and diverse talent. The positions within the State Treasurer's Office require a skill set that is unlike other state agencies and needs a talent base that is unique to recruit.

## **C. SCOPE OF PROCUREMENT**

The STO intends to award a contract or contracts for a base term of 12 months, with the option to renew annually for up to three (3) additional years. Multiple vendors may be selected for award based on specialty, timeliness, geographic reach, or functional expertise. The Scope of Work is further described in Section IV.A of this RFP.

## D. PROCUREMENT MANAGER

The New Mexico State Treasurer's Office 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: Christine Anaya, Procurement Manager  
Telephone: (505) 660-0823  
Email: christine.anaya@sto.nm.gov

1. **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 STO.
2. **Protests of the solicitation or award must be submitted in writing to the Protest Manager identified in Section II.B.13.** As a Protest Manager has been named in this Request for Proposals, pursuant to §13-1-172, NMSA 1978 and 1.4.1.82 NMAC, **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. Protests submitted or delivered to the Procurement Manager will **NOT** be considered properly submitted.

## E. PROPOSAL DELIVERY

Only **hard copy** proposal submission is allowed. **Do not** submit electronic copies.

ALL PROPOSALS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MST/MDT ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS. **NO LATE PROPOSAL CAN BE ACCEPTED.** The date and time of receipt will be recorded on each proposal.

**All deliveries of proposals via express carrier, courier or hand delivery must be addressed and submitted as follows:**

**Name:** Christine Anaya  
**Office:** New Mexico State Treasurer's Office  
**Reference RFP Name:** Talent Acquisition Services RFP2025-01  
**Address:** 2055 South Pachecho Street, Suite 100  
Santa Fe, NM 87505

**All deliveries of proposals via United States Postal Service must be addressed and submitted as follows:**

**Name:** Christine Anaya

**Office:** New Mexico State Treasurer's Office  
**Reference RFP Name:** Talent Acquisition Services RFP2025-01  
**Address:** PO Box 5135  
Santa Fe, NM 87502

In the event the proposal is delivered by United States Postal Service, STO will **NOT** go by the postmark. The proposal must be received by the Procurement Manager or Designee by due date and time.

## F. DEFINITION OF TERMINOLOGY

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

1. **"Agency"** means the State Treasurer's Office sponsoring this Procurement.
2. **"Authorized Purchaser"** means an individual authorized by a Participating Entity to place orders against this contract.
3. **"Award"** means the final execution of the contract document.
4. **"Business Day"** means Monday through Friday, excluding Federal holidays.
5. **"Business Hours"** means weekdays (Monday – Friday) 8:00 AM thru 5:00 PM MST/MDT, whichever is in effect on the date given.
6. **"Close of Business"** means weekdays (Monday -Friday) 5:00 PM (MST/MDT), whichever is in effect on the date given.
7. **"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 §§57-3-A-1 through 57-3A-7, NMSA 1978; See also NMAC 1.4.1.45. The following items may **not** be labelled as confidential: Offeror's submitted Cost response, Staff/Personnel Resumes/Bios (excluding personal information such as personal telephone numbers and/or home addresses), and other submitted data that is **not** confidential financial information or that qualifies under the Uniform Trade Secrets Act.
8. **"Contract"** means any agreement for the procurement of items of tangible personal property, services or construction.
9. **"Contractor"** means any business having a contract with a state agency or local public body.
10. **"Desirable"** – the terms "may," "can," "should," "preferably," or "prefers" identify a desirable or discretionary item or factor.

11. **“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.
12. **“Evaluation Committee”** means a body appointed to perform the evaluation of Offerors’ proposals.
13. **“Evaluation Committee Report”** means a report prepared by the Procurement Manager and the Evaluation Committee to support the Committee’s recommendation for contract award. It will contain scores and written evaluations of all responsive Offeror proposals.
14. **“Final Award”** means, in the context of this Request for Proposals and all its attendant documents, that point at which the final required signature on the contract(s) resulting from the procurement has been affixed to the contract(s) thus making it fully executed.
15. **“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.
16. **“Hourly Rate”** means the proposed fully loaded maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate.
17. **“IT”** means Information Technology.
18. **“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 may result in the rejection of the Offeror’s proposal.
19. **“Minor Irregularities”** means anything in the proposal that does not affect the price, quality and/or quantity, or any other mandatory requirement.
20. **“Multiple Source Award”** means an award of an indefinite quantity contract for one or more similar services, items of tangible personal property or construction to more than one Offeror.
21. **“Offeror”** is any person, corporation, or partnership who chooses to submit a proposal.
22. **“Price Agreement”** means a definite quantity contract or indefinite quantity contract which requires the contractor to furnish items of tangible personal property, services or construction to a state agency or a local public body which issues a purchase order, if the purchase order is within the quantity limitations of the contract, if any.
23. **“Procurement Manager”** means any person or designee authorized by a state agency or local public body to enter into or administer contracts and make written determinations with respect thereto.

24. **“Procuring Agency”** means all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law to entertain procurements.
25. **“Project”** means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the project scope is achieved and project acceptance is given by the project executive sponsor.
26. **“Redacted”** means a version/copy of the Offeror’s proposal with the information considered proprietary or confidential (as defined by §§57-3A-1 to 57-3A-7, NMSA 1978 and NMAC 1.4.1.45 and summarized herein and outlined in Section II.C.8 of this RFP) blacked-out BUT NOT omitted or removed.
27. **“Request for Proposals (RFP)”** means all documents, including those attached or incorporated by reference, used for soliciting proposals.
28. **“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.
29. **“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.
30. **“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.
31. **“Single Source Award”** means an award of contract for items of tangible personal property, services or construction to only one Offeror.
32. **“SPD”** means State Purchasing Division of the New Mexico State General Services Department.
33. **“Staff”** means any individual who is a full-time, part-time, or an independently contracted employee with the Offerors’ company.
34. **“State (the State)”** means the State of New Mexico.

35. **“State Agency”** means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state. “State agency” includes the Purchasing Division of the General Services Department and the State Purchasing Agent but does not include local public bodies.
36. **“State Purchasing Agent”** means the Director of the Purchasing Division of the General Services Department.
37. **“Statement of Concurrence”** means an affirmative statement from the Offeror to the required specification agreeing to comply and concur with the stated requirement(s). This statement shall be included in Offerors proposal. (E.g. “We concur,” “Understands and Complies,” “Comply,” “Will Comply if Applicable,” etc.)
38. **“STO”** means the New Mexico State Treasurer’s Office.
39. **“Treasurer”** means the Treasurer of the State of New Mexico.
40. **“Unredacted”** means a version/copy of the proposal containing all complete information; including any that the Offeror would otherwise consider confidential, such copy for use only for the purposes of evaluation.
41. **“Written”** means typewritten on standard 8 ½ x 11-inch paper. Larger paper is permissible for charts, spreadsheets, etc.

## **G. 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. The library contains information listed below:

Electronic version of RFP, Questions & Answers, RFP Amendments, etc.  
[www.nmsto.gov/rfp](http://www.nmsto.gov/rfp)

## **II. CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this 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 RFP                            | STO                       | October 7, 2025         |
| 2. Acknowledgement of Receipt Form      | Potential Offerors        | October 16, 2025        |
|                                         |                           |                         |
| 3. Deadline to submit Written Questions | Potential Offerors        | October 20, 2025        |
| 4. Response to Written Questions        | Procurement Manager       | October 22, 2025        |
| <b>5. Submission of Proposal</b>        | <b>Potential Offerors</b> | <b>November 4, 2025</b> |
| 6. * Proposal Evaluation                | Evaluation Committee      | November 5-7, 2025      |
| 7. * Selection of Finalists             | Evaluation Committee      | November 7, 2025        |
|                                         |                           |                         |
| 8 * Oral Presentation(s)                | Finalist Offerors         | November 12-14, 2025    |
| 9. * Finalist(s) Approved               | Treasurer                 | November 17, 2025       |
| 10.* Finalize Contractual Agreement(s)  | STO/Finalist Offeror(s)   | November 18-21, 2025    |
| 11.* Contract Award(s)                  | STO/ Finalist Offeror(s)  | November 25, 2025       |
| 12.* Protest Deadline                   | STO                       | +15 days                |

\* Dates indicated in Events 7 through 12 are estimates only and may be subject to change without necessitating an amendment to the RFP.

## 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 Treasurer on the date indicated in Section II.A, Sequence of Events.

### 2. Acknowledgement of Receipt Form

Potential Offerors may e-mail the Acknowledgement of Receipt Form (APPENDIX A), to the Procurement Manager, Christine Anaya, christine.anaya@state.nm.us, to have their organization placed on the procurement distribution list. The form must be returned to the Procurement Manager by 3:00 pm MST/ MDT on the date indicated in Section II.A, Sequence of Events.

The procurement distribution list will be used for the distribution of written responses to questions, and/or any amendments to the RFP. Failure to return the Acknowledgement of Receipt Form does not prohibit potential Offerors from submitting a response to this RFP. However, by not returning the Acknowledgement of Receipt Form, the potential Offeror's representative shall not be included on the distribution list and will be solely responsible

for obtaining from the Procurement Library (Section I.G.) responses to written questions and any amendments to the RFP.

### 3. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until 3:00 PM MST/MDT as indicated in Section II.A, Sequence of Events. All written questions must be addressed to the Procurement Manager as declared in Section I.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.

### 4. Response to Written Questions

Written responses to the written questions will be provided via e-mail, on or before the date indicated in Section II.A, Sequence of Events, to all potential Offerors who timely submitted an Acknowledgement of Receipt Form (Section II.B.2 and APPENDIX A).

An electronic version of the Questions and Answers will be posted to:  
[www.nmsto.gov/rfp](http://www.nmsto.gov/rfp)

### 5. Submission of Proposal

Only **hard copy** proposal submission is allowed. **Do not** submit electronic copies.

ALL PROPOSALS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MST/MDT ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS. **NO LATE PROPOSAL CAN BE ACCEPTED.** The date and time of receipt will be recorded on each proposal.

**All deliveries of proposals via express carrier, courier or hand delivery must be addressed and submitted as follows:**

**Name:** Christine Anaya  
**Office:** New Mexico State Treasurer's Office  
**Reference RFP Name:** Talent Acquisition Services RFP2025-01  
**Address:** 2055 South Pachecho Street, Suite 100  
Santa Fe, NM 87505

**All deliveries of proposals via United States Postal Service must be addressed and submitted as follows:**

**Name:** Christine Anaya  
**Office:** New Mexico State Treasurer's Office  
**Reference RFP Name:** Talent Acquisition Services RFP2025-01  
**Address:** PO Box 5135  
Santa Fe, NM 87502

In the event the proposal is delivered by United States Postal Service, STO will **NOT** go by the postmark. The proposal must be received by the Procurement Manager or Designee by due date and time.

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

## **6. Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in Section II.A, Sequence of Events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **7. Selection of Finalists**

The Evaluation Committee will select, and the Procurement Manager will notify the finalist Offerors as per schedule Section II.A, Sequence of Events or as soon as possible thereafter. A schedule for Oral Presentation, if any, will be determined at this time. Finalists will be comprised of the five (5) Offerors receiving the highest cumulative scores in the following Sections: Section IV.B.1 Organizational Experience, Section IV.B.3 Organizational References, and Section IV.B.4 Mandatory Specifications.

## **8. Oral Presentations**

Finalist Offerors, as selected per Section II.B.8 above, may be required to conduct an oral presentation at a venue to be determined as per schedule Section II.A., Sequence of Events, or as soon as possible thereafter. Finalist Offerors may be required to make their presentations through electronic means (Microsoft Teams, Zoom, etc.). The Agency will provide Finalist Offerors with applicable details, including an invitation to the event.

## **9. Finalist(s) Approved**

The finalist(s) selected by Evaluation Committee for consideration of contract award(s) will be presented to the Treasurer for approval on the date specified in Section II.A., Sequence of Events. This date is subject to change at the discretion of the STO.

## **10. Finalize Contractual Agreements**

After approval of the Treasurer, any contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s), taking into consideration the evaluation factors set forth in this RFP, as per Section II.A., Sequence of Events, or as soon as possible thereafter. The most advantageous proposal(s) may or may not have received the most points. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror(s) in the timeframe specified, the State reserves the right to finalize a contractual agreement(s) with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **11. Contract Award(s)**

Upon receipt of the signed contractual agreement(s), the Agency Procurement office will award as per Section II.A., Sequence of Events, or as soon as possible thereafter. The award is subject to appropriate Department and State approval.

## **12. Protest Deadline**

Any protest by an Offeror must be timely submitted and in conformance with §13-1-172, NMSA 1978 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to §13-1-172, NMSA 1978 and 1.4.1.82 NMAC, 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 notice of award of contract(s) and will end at 5:00 pm MST/MDT on the 15<sup>th</sup> 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:

Kenneth Stalter  
[ken@stalterlaw.com](mailto:ken@stalterlaw.com)

**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 these Conditions Governing the Procurement, Section II.C, by completing and signing the Letter of Transmittal form, pursuant to the requirements in Section II.C.30, located in APPENDIX E.

### **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(s) 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 the STO which may derive from this RFP. The STO entering into a contractual agreement with a vendor will make payments to only the prime contractor.

### **4. Subcontractors/Consent**

The use of subcontractors is not 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. **Agency 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, 1.4.1.5 & 1.4.1.36 NMAC.

### **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(s) is/are invited or required to submit one.

## 8. Disclosure of Proposal Contents

The contents of all submitted proposals will be kept confidential until the final award has been completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be available for public inspection, *except* for proprietary or confidential material as follows:

- a. ***Proprietary and Confidential information is restricted to:***
  - i. confidential financial information concerning the Offeror's organization; and
  - ii. information that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, §§57-3A-1 through 57-3A-7, NMSA 1978.
- b. An additional but separate redacted version of Offeror's proposal, as outlined and identified in Sections III.B.1.a.i and III.B.2.a.i, shall be submitted containing the blacked-out proprietary or confidential information, in order to facilitate eventual public inspection of the non-confidential version of Offeror's proposal.

**IMPORTANT:** 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 proprietary or confidential materials, the Agency shall examine the 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 proprietary or confidential information.

## 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 affected 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 Procurement Manager or contained in this RFP shall 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 Draft Contract Appendix C. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP (Draft 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 Draft 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 Draft 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 Draft 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. 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 §13-1-83 and §13-1-85, NMSA 1978.

## **19. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor irregularities, as defined in Section I.F.20. 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, §§13-1-28 through 13-1-199, NMSA 1978, imposes civil, and 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. If the RFP is cancelled, all responses received shall be destroyed by the Agency or SPD unless the Offeror either picks up, or arranges for pick-up, the materials within three (3) business days of notification of the cancellation. Offeror is responsible for all costs involved in return mailing/shipping of proposals.

## **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: [www.nmsto.gov/rfp](http://www.nmsto.gov/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 <https://bewellnm.com>.
- 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 of 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 Offeror's disqualification.**

## **30. Letter of Transmittal**

Offeror's proposal must be accompanied by an **unaltered** Letter of Transmittal Form (APPENDIX E), which must be **completed** and **signed** by the individual authorized to contractually obligate the company, identified in #2 below. **DO NOT LEAVE ANY OF THE ITEMS ON THE FORM BLANK** (N/A, None, Does not apply, etc. are acceptable responses).

The Letter of Transmittal MUST:

1. Identify the submitting business entity; Name, Mailing Address, Phone Number, Federal Tax ID Number, (TIN), and New Mexico Business Tax ID Number (BTIN, formerly CRS);
2. Identify the Name, Title, Telephone, and E-mail address of the person authorized by the Offeror's organization to (A) contractually obligate the business entity providing the Offer, (B) negotiate a contract on behalf of the organization; and/or (C) provide clarifications or answer questions regarding the Offeror's proposal content (*A response to B and/or C is only required if the responses differs from the individual identified in A*);
3. Identify sub-contractors, if any, anticipated to be utilized in the performance of any resultant contract award;
4. Describe any relationship with any other entity (such as State Agency, reseller, etc., that is not a sub-contractor identified in #3), if any, which will be used in the performance of this awarded contract; and
5. Be signed and dated by the person identified in #2 above; attesting to the veracity of the information provided, and acknowledging (a) the organization's acceptance of the Conditions Governing the Procurement stated in Section II.C.1, (b) the organizations acceptance of the Section V Evaluation Factors, and (c) receipt of any and all amendments to the RFP.

**Failure to respond to ALL items as indicated above will result in Offeror's disqualification.**

### **31. 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.

### **32. New Mexico Preferences**

To ensure adequate consideration and application of §13-1-21, NMSA 1978 (as amended), Offerors **must** include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue <http://www.tax.newmexico.gov/Businesses/preference-certification/>.

#### **A. New Mexico Business Preference**

A copy of the certification must accompany Offeror's proposal.

#### **B. New Mexico Resident Veterans Business Preference**

A copy of the certification must accompany Offeror's proposal.

**An agency shall not award a business both a resident business preference and a resident veteran business preference.**

## **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 SUBMISSION ONLY Responses.**

Proposals must be submitted in the manner outlined below. Technical and Cost portions of Offeror's proposal **must** be submitted in separate packet as indicated below in this section, and **must** be prominently identified as "Technical Proposal," or "Cost Proposal," on the front page of each packet.

**a) Technical Proposals** – Five (5) hard copies must be organized in accordance with **Section III.C.1. Proposal Format**. All information for the Technical Proposal **must be combined into a single document**. The Technical Proposals **SHALL NOT** contain any cost information.

**i. Confidential Information:** If Offeror's proposal contains confidential information, as defined in Section I.F.6 and detailed in Section II.C.8, Offeror **must** submit **two (2) separate ELECTRONIC technical files:**

- One (1) hard copy of the requisite proposals identified in Section III.B.1.a above as **unredacted** (def. Section I.F.38) versions for evaluation purposes; and
- One (1) **redacted** (def. Section I.F.27) hard copy for the public file, in order to facilitate eventual public inspection of the non-confidential version of Offeror's proposal. Redacted versions **must** be clearly marked as "REDACTED" or "CONFIDENTIAL" on the first page of the hard copy.

**b) Cost Proposals** – Five (5) hard copies of the proposal containing **ONLY** the Cost Proposal. All information for the cost proposal **must be combined into a single document**.

**NO LATE OFFER CAN BE ACCEPTED.**

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:

Organization of hard copy proposals:

### **1. Proposal Content and Organization**

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

**Technical Proposal – DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL.**

- A. Signed Letter of Transmittal (APPENDIX E)
- B. Signed Campaign Contribution Disclosure Form (APPENDIX B)
- C. Table of Contents
- D. Proposal Summary (Optional)
- E. Response to Contract Terms and Conditions (from Section II.C.15)
- F. Offeror's Additional Terms and Conditions (from Section II.C.16)
- G. Response to Specifications (**except Cost information which shall be included ONLY in Cost Proposal/Binder 2**)
  1. Organizational Experience
  2. Organizational References
  3. Oral Presentation (if applicable)
  4. Mandatory Specification
  5. Desirable Specification
  6. Financial Stability – (Financial information considered confidential, as defined in Section I.E. and detailed in Section II.C.8, should be placed in

- the **Confidential Information** file, per Section II.B.1.a.i or Section II.B.2.a.i, as applicable)
7. Performance Surety Bond (if applicable)
  8. New Mexico Preferences (if applicable)
- H. Other Supporting Material (if applicable)

**Cost Proposal:**

- A. Completed Cost Response Form (APPENDIX D)

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. **Any and all discussion of proposed costs, rates or expenses must occur ONLY in the Cost Proposal.**

A Proposal Summary may be included in Offeror's Technical Proposal, 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. **DO NOT INCLUDE COST INFORMATION IN THE PROPOSAL SUMMARY.**

## **IV. SPECIFICATIONS**

### **A. DETAILED SCOPE OF WORK**

The procurement encompasses the full lifecycle of recruitment services and is intended to augment and support the internal HR and recruitment operations of the STO. The selected vendor(s) will be required to deliver services across the following functional categories:

The selected vendor(s) shall perform comprehensive talent acquisition services, with a focus on establishing a diverse and broad talent pool while meeting the following detailed specifications:

#### **1. Develop Recruitment Strategy**

- Develop, create, and execute recruitment strategy/plan (with a timeline), including measurable, key, scheduled milestones, to solicit appropriate candidates for select executive and other critical roles; the strategy/plan must be presented to and pre-approved by the State Treasurer.
- Align recruitment goals with the STO's business goals.
- Assess short and long-term leadership needs.
- Data-driven forecasting of future workforce needs.
- Develop succession planning strategy to ensure alignment with the transference of historical knowledge, internal policies, procedures and best practices, and service continuity goals.
- Develop initiative to integrate the STO branding and key values throughout the candidacy journey.

## **2. Define Candidate Roles and Requirements**

- Establish selection criteria to define role requirements, key competencies, and desired qualifications in collaboration with the STO staff.
- Utilize market research to identify competitive salary ranges and benefits.

## **3. Workforce Planning and Job Analysis**

- Collaborate with the STO leadership and the STO Human Resources Manager to assess hiring needs and workforce gaps.
- Develop customized recruitment strategies aligned with the STO's goals.
- Support succession planning and talent pipeline development.

## **4. Candidate Sourcing and Marketing**

- Use both active and passive sourcing methods, including targeted searches, networking, talent pools and referrals, to build pipeline for current and future roles.
- Develop strategies for reaching passive candidates, including personalized outreach and engagement content, recognizing that most potential hires are not actively looking.
- Employ Boolean search, social media and industry-specific networks; run recruitment campaigns and maintain talent databases.
- Provide diversity-focused sourcing efforts, partnering with minority-serving institutions and job boards.
- Enhance the STO's brand by highlighting the mission, values, and benefits, DEI initiatives, and public service purpose.
- Engage and recruit a diverse group of candidates, both locally and nationally, ensuring a diverse and highly qualified candidate pool.

## **5. Screen and Evaluate Candidates**

- Utilize professional assessment tools to evaluate qualifications, skills, leadership capabilities, and cultural fit for the STO.
- Engage with qualified candidates to discuss experience and interest in the STO leadership roles.
- Maintain high-quality candidate experience and the STO's image and reputation integrity.

## **6. Executive Specialized Search**

- Conduct stakeholder interviews and present a detailed understanding of the roles.
- Work with hiring authority to clarify search priorities and the ideal candidate's core competencies.
- Produce position briefs and candidate profiles, including responsibilities, required qualifications, and desired leadership traits.
- Perform market research, outreach, and direct engagement with potential candidates in specialized fields.
- Conduct comprehensive reference and background checks.
- Conduct periodic check-ins with placed executives and stakeholders to ensure

- successful integration and accurate performance assessments.
- Provide a duration guarantee period.

## **7. Facilitate Interviews**

- Provide a shortlist of top candidates, along with written justification of their candidacy.
- Manage the logistics of interview coordination and facilitation.
- Develop interview questions and processes in collaboration with the STO.

## **8. Conduct Candidate Due Diligence**

- Conduct competency assessments, background checks, and reference checks.
- Provide detailed candidate profiles, such as résumés, assessments, and interview feedback.
- Ensure the confidentiality of candidates and recruitment process at all stages.

## **9. Finalist Selection and Support**

- Present a comprehensive report on finalist candidates to include:
  - Candidate cover letter
  - Candidate résumé
  - An assessment of each candidate's relative strengths and weaknesses for the position
- Provide guidance, support, and customized questioning frameworks for leadership evaluation and the final selection process.
- Send post interview communication to candidates, regardless of hiring outcomes.
- Conduct offer negotiation and compensation analysis.

## **10. Onboarding Support**

- Support onboarding by developing an onboarding strategy that ensures a smooth transition for the newly hired executive or employee.
- Maintain consistent communication with the STO staff regarding pre-identified milestones in the recruiting process, including updating the STO on candidate sourcing and outreach efforts.
- Develop a post-hire strategy that provides post-recruitment support.

## **11. Compliance and Reporting**

- Maintain documentation and practices in compliance with:
  - New Mexico State Personnel Board Rules
  - State and federal labor laws
  - Equal Employment Opportunity (EEO) requirements
- Track and submit monthly and quarterly reports on key metrics:
  - Cost per hire
  - Time to hire
  - Sourcing-channel effectiveness
  - Number of qualified candidates
  - Application completion rate

- Submit-to-interview ratio
- Offer acceptance rate
- Candidate-experience score
- New hire retention
- Recruitment activities like time to fill, candidate satisfaction, progress toward goals, and diversity ratios.
- Submit monthly assessment of what is working and what is not working.
- Submit other reports as requested by the State Treasurer or Deputy State Treasurer.

## B. TECHNICAL SPECIFICATIONS

Offeror's responses in this section must state the question or requirement in its proposal and provide a corresponding answer.

### 1. Organizational Experience

Offeror **must**:

- a) Provide a detailed description of relevant corporate experience with state government and private sector. The experience of all proposed subcontractors must be described. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of recruitment and talent acquisition services. All related services provided to private sector will also be considered.
- b) Describe the Offeror's community involvement within the State of New Mexico.
- c) Describe the Offeror's project experience in the State of New Mexico, including a discussion of how the Offeror may have to adjust its approach to meet the unique needs of the STO.
- d) Provide a detailed resume/bio of all key personnel Offeror proposes to use in performance of the resulting contract, should Offeror be awarded. Key personnel is identified as individuals working directly with the Agency that are responsible for the implementation, development, ongoing support, customer service, and overall project management responsibilities. Resume must include the key personnel's proposed role, location, education, work experience, relevant certifications/licenses, number of years employed by the Offeror, number of client relationships the individual is responsible for supporting, and contact information (phone and email).
- e) Provide an organizational chart that includes all key personnel.
- f) Describe the planned meeting frequency between the Offeror and the project team supporting the Agency. Include typical meeting agenda for these meetings.
- g) Provide hours of operation for each individual or unit involved in providing customer service.

- h) Describe at least two (2) project successes and two (2) failures of recruitment or talent acquisition services for state and local governments. Include how each experience improved the Offeror's services.

## 2. Organizational References

Offeror must provide a list of a minimum of three (3) external references from similar projects/programs performed for private, state or large local government clients within the last three (3) years.

Offeror shall include the following Business Reference information as part of its proposals:

- a) Client name;
- b) Project description;
- c) Project dates (starting and ending);
- d) Technical environment (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware);
- e) Staff assigned to reference engagement that will be designated for work per this RFP; and
- f) Client project manager name, telephone number, fax number and e-mail address.

Offeror is required to submit APPENDIX F, Organizational Reference Questionnaire ("Questionnaire"), to the business references it lists. **The business references must submit the Questionnaire directly to the designee identified in APPENDIX F. The business references must not return the completed Questionnaire to the Offeror.** It is the Offeror's responsibility to ensure the completed forms are submitted on or before the date indicated in Section II.A, Sequence of Events, for inclusion in the evaluation process. **NO LATE QUESTIONNAIRES CAN BE ACCEPTED.**

Organizational References that are not received or are not complete may adversely affect the Offeror's score in the evaluation process. Offerors are encouraged to specifically request that their Organizational References provide detailed comments.

The Offeror itself does not need to submit anything for this Specification in its proposal.

The Offeror may, if it chooses, include a list of all organizations to whom Offerors sent the Organizational Reference Questionnaire (APPENDIX F).

## 3. Mandatory Specification

- a) Agreement to Perform Detailed Scope of Work

The Scope of Work shall consist of the services defined under Section IV.A. The Offeror must agree to perform the Scope of Work as defined by providing a signature below the statement of concurrence to perform the Scope of Work in APPENDIX G.

Note, an Offeror's passing this mandatory requirement does not constitute STO's acceptance of any changes to the services defined under Section IV.A. or alternate

language that may be proposed by the Offeror. Upon the STO authorizing staff to negotiate with a successful Offeror, the STO may or may not accept any proposed alternative language in the executed contract.

b) Organization, Conflict of Interest, and Ability to Comply with Scope of Procurement

Offeror shall describe its organization and service capabilities within the Scope of Work in detail. Offeror must provide detail on where its capabilities comply, partially comply, and do not comply with the requirements of this RFP's Scope of Work. Offeror must identify any existing conflicts of interest that would impact its ability to comply with the Scope of Work. Offeror must provide this information in APPENDIX G.

c) Evidence of Work

Offeror must provide a list of public entities with which it has contracted in the last three (3) years to provide talent acquisition services.

d) Capacity to Provide Talent Acquisition Services

Offeror must provide answers to each of the following questions to indicate its ability to provide talent acquisition services that meet the desire of the STO.

1) Experience and Qualifications

- i. Offeror must describe its track record of executive placements in government or public-sector financial organizations.
- ii. Offeror must provide examples of successful placements in specialized roles such as investments, cash management, IT, legal, compliance, or administration.
- iii. Offeror must explain how it demonstrates commitment to diversity, equity, and inclusion (DEI) in candidate sourcing and slates.

2) Compliance

- i. Offeror must describe how your recruitment and hiring activities will comply with New Mexico State Personnel Board Rules, the State Procurement Code, Equal Employment Opportunity (EEO) requirements, and applicable state and federal labor laws.

3) Recruitment Strategy

- i. Offeror must provide a sample recruitment plan, including milestones and timelines for a typical executive search.
- ii. Offeror must explain how it will address short- and long-term leadership needs and succession planning.

- iii. Offeror must describe how it will integrate STO branding, mission, and values throughout the candidate journey.

#### 4) Candidate Role Definition

- i. Offeror must explain its process for working with client staff to establish selection criteria, role requirements, and competencies.
- ii. Offeror must describe how it uses market research to identify competitive salary ranges and benefits.

#### 5) Workforce Planning

- i. Offeror must describe how it will collaborate with the STO leadership and the HR Manager to assess hiring needs and workforce gaps.
- ii. Offeror must explain how it develops customized recruitment strategies that align with client business goals.

#### 6) Candidate Sourcing and Marketing

- i. Offeror must detail the active and passive sourcing methods it uses (e.g. networking, referrals, databases, social media, Boolean search).
- ii. Offeror must describe its diversity-focused sourcing strategies, including outreach to minority-serving institutions and job boards.
- iii. Offeror must explain how it promotes a client's brand, mission, DEI initiatives, and value proposals during recruitment.

#### 7) Screening and Evaluation

- i. Offeror must describe its professional assessment tools that it uses to evaluate candidate qualifications, leadership capabilities, and cultural fit?
- ii. Offerors must describe how it ensures a high-quality candidate experience while protecting client reputation.

#### 8) Executive Specialized Search

- i. Offeror must explain how it conducts stakeholder interviews and develops position briefs for executive-level searches.

- ii. Offeror must describe its approach to market research and outreach in specialized fields.
- iii. Offeror must provide details of its reference and background check process.
- iv. Offeror must provide its statement of guarantee and period it provides for executive placements.

#### 9) Interview Facilitation

- i. Offeror must describe how it prepares and presents shortlists of top candidates, including written justifications.
- ii. Offeror must provide examples of how it develops structured interview questions in collaboration with a client.

#### 10) Candidate Due Diligence

- i. Offeror must detail its process for competency assessments, reference checks and background checks.
- ii. Offeror must provide a sample candidate profile package (résumé, cover letter, assessment, interview feedback).
- iii. Offeror must explain its approach to ensuring confidentiality throughout the recruitment process.

#### 11) Finalist Selection and Support

- i. Offeror must describe how it prepares and presents comprehensive finalist reports.

#### 12) Onboarding Support

- i. Offeror must explain its methodology for developing and implementing structured onboarding strategies.
- ii. Offeror must describe how it maintains communication with client staff during onboarding.
- iii. Offeror must provide examples of post-hire support services to ensure integration and performance.

#### 13) Compliance and Reporting

- i. Offeror must describe its internal processes to maintain compliance with state and federal laws.
- ii. Offeror must provide example of reports you have delivered to other clients, including cost per hire, time to hire, sourcing effectiveness, candidate experience scores, offer acceptance rates, diversity ratios, and retention metrics.
- iii. Offeror must explain how it evaluates recruitment efforts monthly and adjusts strategies when necessary.

#### **4. Desirable Specification**

- a) Provide examples of proactive succession-planning support you have delivered for other government or financial entities.
- b) Describe your firm's approach to building long-term pipeline beyond the immediate search.
- c) Provide details of any structured programs you have for re-engaging "silver medalists" candidates for future opportunities.
- d) Provide case studies where your placement resulted in measurable organizational improvements (retention, performance, culture).
- e) Explain how you manage conflicts of interest when recruiting in overlapping markets or roles when providing services to multiple clients.
- f) Describe additional value-added services (e.g. leadership assessments, onboarding coaching, market compensation benchmarking) your firm can provide at no extra cost.
- g) Provide a discussion about any new services or ideas for enhancements, related to the Scope of Work, that may be beneficial to the STO.

### **C. BUSINESS SPECIFICATIONS**

#### **1. Financial Stability**

- a) Provision of Financial Statements  
Offerors must submit copies of the most recent years independently audited financial statements and the most current 10K, as well as financial statements for the preceding three years, if they exist. The submission must include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report

b) Performance History

Offeror must provide responses to the following questions. Offeror's responses in this section must state the questions or requirements in its proposal and provide a corresponding answer.

1. For how long has the Offeror been providing talent acquisition services to government entities?
2. Provide details of any mergers, sales, or acquisitions undertaken by the Offeror during the preceding seven (7) years.
3. Disclose any regulatory actions from a regulatory body within the last seven (7) years.
4. Provide details on success rate.

**2. Performance Surety Bond**

If required, Offeror(s) must have the ability to secure a Performance Surety Bond in favor of the Agency to insure the Contractor's performance upon any subsequent contract award. Each engagement will be different but the option to require a Performance Surety Bond must be available to the Agencies at time of contract award. **A Statement of Concurrence, as defined in Section I.F.37, must be submitted in the Offeror's proposal.**

**3. Letter of Transmittal Form**

The Offeror's proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX E. The form **must** be completed and must be signed by the person authorized to obligate the company. **Failure to respond to ALL items, as indicated in Section II.C.30 and APPENDIX E, and to return a signed, unaltered form will result in Offeror's disqualification.**

**4. 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). **Failure to complete and return the signed, unaltered form will result in Offeror's disqualification.**

**5. Oral Presentation**

During Oral Presentations, Offeror may be required to explain, demonstrate, detail, and/or clarify any aspect of its submittal proposal, to which the Evaluation Committee may ask questions, and/or seek clarifications.

## 6. Cost

Offerors must complete the Cost Response Form in APPENDIX D and provide a completed copy of the Pricing Pro Forma Response form included therein.

## 7. Resident Business or Resident Veterans Preference

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors **MUST** include a copy, in this section, of its valid New Mexico/Native Resident Preference Certificate or its valid New Mexico/Native American Resident Veteran Preference Certificate, as issued by the New Mexico Taxation and Revenue Department.

# 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.

| <b>Evaluation Factors</b><br><i>(Correspond to sections IV.B and IV C)</i>                 | <b>Points Available</b> |
|--------------------------------------------------------------------------------------------|-------------------------|
| <b>B. Technical Specifications</b>                                                         | 100                     |
| B.1. Organizational Experience                                                             | 70                      |
| B.2. Organizational References                                                             | 30                      |
| B.3. Mandatory Specification                                                               | 425                     |
| B.3.a. Agreement to Perform Detailed Scope of Work                                         | Pass/Fail               |
| B.3.b. Organization, Conflict of Interest, and Ability to Comply with Scope of Procurement | 50                      |
| B.3.c. Evidence of Work                                                                    | 50                      |
| B.3.d. Capacity to Provide Talent Acquisition Services                                     |                         |
| B.3.d(1) Experience and Qualifications                                                     | 25                      |
| B.3.d(2) Compliance                                                                        | 25                      |
| B.3.d(3) Recruitment Strategy                                                              | 25                      |
| B.3.d(4) Candidate Role Definition                                                         | 25                      |
| B.3.d(5) Workforce Planning                                                                | 25                      |
| B.3.d(6) Candidate Sourcing and Marketing                                                  | 25                      |
| B.3.d(7) Screening and Evaluation                                                          | 25                      |
| B.3.d(8) Executive Specialized Search                                                      | 25                      |

|                                                                                                     |            |
|-----------------------------------------------------------------------------------------------------|------------|
| B.3.d(9) Interview Facilitation                                                                     | 25         |
| B.3.d(10) Candidate Due Diligence                                                                   | 25         |
| B.3.d(11) Finalist Selection and Support                                                            | 25         |
| B.3.d(12) Onboarding Support                                                                        | 25         |
| B.3.d(13) Compliance and Reporting                                                                  | 25         |
| <b>B.4. Desirable Specification (Total points 35)</b>                                               | <b>35</b>  |
| B.4.a. Examples of Succession-Planning Support                                                      | 5          |
| B.4.b. Building Long-Term Pipeline                                                                  | 5          |
| B.4.c. Program to Re-engage “Silver Medalists” Candidates for Future Opportunities                  | 5          |
| B.4.d. Case Studies of Measurable Organizational Improvements                                       | 5          |
| B.4.e. Management of Conflicts of Interest When Providing Services for Multiple Clients             | 5          |
| B.4.f. Description of Additional Value Added at No Cost                                             | 5          |
| B.4.g. New Services or Ideas for Enhancements Related to Scope of Work                              | 5          |
| <b>C. Business Specifications</b>                                                                   | <b>350</b> |
| C.1. Financial Stability                                                                            |            |
| C.1.a. Provision of Financial Statements                                                            | Pass/Fail  |
| C.1.b. Performance History                                                                          | 50         |
| C.2. Performance Surety Bond                                                                        | Pass/Fail  |
| C.3. Letter Of Transmittal                                                                          | Pass/Fail  |
| C. Campaign Contribution Disclosure Form                                                            | Pass/Fail  |
| C.5. Oral Presentations                                                                             | 100        |
| C. Cost                                                                                             | 250        |
| <b>TOTAL POINTS AVAILABLE</b>                                                                       | <b>910</b> |
| C.7.a New Mexico Preference – New Mexico/Native American Resident Vendor Points per Section IV C. 7 | <b>50</b>  |
| C.7.b New Mexico Preference - Resident Veterans Points per Section IV C.7                           | <b>100</b> |

Table 1: Evaluation Point Summary

## B. EVALUATION FACTORS

### 1. B.1 Organizational Experience (See Table 1)

Points will be awarded based on the thoroughness and clarity of Offeror’s response in this Section. The Evaluation Committee will also weigh the relevancy and extent of Offeror’s experience, expertise and knowledge; and of personnel education, experience and

certifications/licenses. In addition, points will be awarded based on Offeror's candid and well-thought-out response to successes and failures, as well as the ability of the Offeror to learn from its failures and grow from its successes.

## **2. B.2 Organizational References (See Table 1)**

Points will be awarded based upon an evaluation of the responses to a series of questions on the Organizational Reference Questionnaire (Appendix F). Offeror will be evaluated on references that show positive service history, successful execution of services and evidence of satisfaction by each reference. References indicating significantly similar services/scopes of work and comments provided by a submitted reference will add weight and value to a recommendation during the evaluation process. Lack of a response will receive zero (0) points.

The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it (outside of the Organizational Reference information required herein), in its evaluation of Offeror responsibility per Section II.C.18.

## **3. B.3 Mandatory Specifications**

### **a) Agreement to Perform Detailed Scope of Work (Pass/Fail only)**

To pass this mandatory specification, the Offeror must attest by signing below the Statement of Concurrence provided in **APPENDIX G**.

### **b) Organization, Conflict of Interest, and Ability to Comply with Scope of Procurement**

Points will be awarded based on evaluation of Offeror's organization and the extent and relevance of service capabilities as applicable to the scope of this RFP; comply, partially comply, and do not comply with the scope of work and the magnitude of any conflicts; and Offeror's description of how expediently and reasonably concurrent conflicts would be handled. This information must be provided in **APPENDIX G**.

### **c) Evidence of Work**

Points will be awarded based on the relevancy and extent of Offeror's recent experience providing talent acquisition services to other clients.

### **d) Capacity to Provide Talent Acquisition Services**

Points will be awarded based on evaluation of the Offeror's capability to provide talent acquisition services. Such evaluation will take into account the quality and thoughtfulness of responses to Section IV.B.3.d, as well as flexibility in meeting the customized needs of STO. Factors include:

- Experience and Qualifications  
Track record of executive placements examples of successful placements
- Compliance

- Recruitment Strategy
- Candidate Role Definition
- Workforce Planning
- Candidate Sourcing and Marketing
- Screening and Evaluation
- Executive Specialized Search
- Interview Facilitation
- Candidate Due Diligence
- Finalist Selection and Support
- Onboarding Support
- Compliance and Reporting
- Experience Volume  
Demonstrated ability to manage multiple concurrent executive and specialized searches of similar complexity and scale; and
- Geographic Reach  
Ability to recruit both locally and nationally, with diversity-focused sourcing strategies.

#### **4. B.4 Desirable Specifications**

Points will be awarded based on evaluation of the Offeror's capability to provide Additional desirable specifications for talent acquisition services. Such evaluation will take into account the quality and thoughtfulness of responses to Section IV.B.4, as well as flexibility in meeting the customized needs of STO. Factors include:

- a) Examples of Succession Planning
- b) Building Long-Term Pipeline
- c) Program to Re-engage "Silver Medalists" Candidates for Future Opportunities
- d) Case Studies of Measurable Organizational Improvements
- e) Management of Conflicts of Interest When Providing Services for Multiple Clients
- f) Description of Additional Value Added at No Cost
- g) New Services or Ideas for Enhancements Related to Scope of Work

#### **5. C.1 Financial Stability (See Table 1)**

Pass/Fail only. No points assigned. If Offeror submits all requisite documents required in Section IV.C.1, they Pass this factor.

#### **6. C.2 Performance Bond (See Table 1)**

Pass/Fail only. No points assigned.

#### **7. Letter of Transmittal**

Pass/Fail only. No points assigned.

**8. C.4 Campaign Contribution Disclosure Form (See Table 1)**

Pass/Fail only. No points assigned.

**9. C.5 Oral Presentation (See Table 1)**

Points will be awarded based on the quality, organization and effectiveness of the communication of the information presented, as well as the professionalism of the presenters and technical knowledge of the proposed staff. Prior to Oral Presentation, Agency will provide the Offeror a presentation agenda.

**10. C.6 Cost (See Table 1)**

The evaluation of each Offeror's cost proposal will be conducted using the following formula:

STO will add the total cost for all four years to calculate the Cost score. The cost for optional services may be considered when STO enters into contract negotiations with the successful Offeror(s).

Lowest Responsive Offeror's Cost

----- X Available Award Points

Each Offeror's Cost

**11. C.7. New Mexico Preferences**

Percentages will be determined based upon the point-based system outlined in NMSA 1978, § 13-1-21 (as amended).

**a) New Mexico Resident Business Preference/Native American Resident Preference**

If the Offeror has provided a copy of its New Mexico Resident Preference Certificate or Native American Resident Preference Certificate, the Preference Points awarded will be calculated as 5% of the total points available in this RFP.

**b) New Mexico/Native American Resident Veteran Preference**

If the Offeror has provided a copy of its New Mexico Resident Veteran Preference Certificate or Native American Resident Veteran Preference Certificate, the points awarded will be calculated as 10% of the total points available in this RFP.

**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.6.
3. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value in Section V. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. In accordance with 13-1-117 NMSA 1978, the responsible Offerors whose proposals are most advantageous to the State taking into consideration the Evaluation Factors in Section V will be recommended for award (as specified in Section II.B.12). 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

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

This Acknowledgement of Receipt Form should be signed and submitted no later than October 16, 2025. Only potential Offerors who elect to return this form will receive copies of all submitted questions and the written responses to those questions, as well as any RFP amendments, if any, are issued.

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that he or she has received a complete copy of the RFP, beginning with the title page, and ending with APPENDIX G.

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

ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**Submit Acknowledgement of Receipt Form to:**

To: Christine Anaya  
E-mail: [christine.anaya@sto.nm.gov](mailto:christine.anaya@sto.nm.gov)  
Subject Line: RFP 394-26-00000-0-1

## **APPENDIX B**

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give 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 during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or 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.

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

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

The following definitions apply:

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

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other things 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, or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office.

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

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

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

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

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

**Name(s) of Applicable Public Official(s) if any:** Laura M. Montoya

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OF 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**

### **DRAFT CONTRACT**

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

**The Agreement included in this Appendix C represents the contract/price agreement the Agency intends to use to make an award/awards. The State of New Mexico and the Agency reserve the right to modify the Agreement prior to, or during, the award process, as necessary.**

STATE OF NEW MEXICO

**New Mexico State Treasurer's Office**  
PROFESSIONAL SERVICES CONTRACT # 26 394 1000 26

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **NEW MEXICO STATE TREASURER'S OFFICE**, hereinafter referred to as the "Agency," and **NAME OF CONTRACTOR**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the General Services Department/State Purchasing Division (GSD/SPD Contracts Review Bureau).

IT IS AGREED BETWEEN THE PARTIES:

**1. Scope of Work.**

The Contractor shall perform the following work:

**A. Develop Recruitment Strategy**

- 1) Develop, create, and execute recruitment strategy/plan (with a timeline), including measurable, key, scheduled milestones, to solicit appropriate candidates for select executive and other critical roles; the strategy/plan must be presented to and pre-approved by the State Treasurer.
- 2) Align recruitment goals with the STO's business goals.
- 3) Assess short and long-term leadership needs.
- 4) Data-driven forecasting of future workforce needs.
- 5) Develop succession planning strategy to ensure alignment with the transference of historical knowledge, internal policies, procedures and best practices, and service continuity goals.
- 6) Develop initiative to integrate the STO branding and key values throughout the candidacy journey.

**B. Define Candidate Roles and Requirements**

- 1) Establish selection criteria to define role requirements, key competencies, and desired qualifications in collaboration with the STO staff.

- 2) Utilize market research to identify competitive salary ranges and benefits.

**C. Workforce Planning and Job Analysis**

- 1) Collaborate with the STO leadership and the STO Human Resources Manager to assess hiring needs and workforce gaps.
- 2) Develop customized recruitment strategies aligned with the STO's goals.
- 3) Support succession planning and talent pipeline development.

**D. Candidate Sourcing and Marketing**

- 1) Use both active and passive sourcing methods, including targeted searches, networking, talent pools and referrals, to build pipeline for current and future roles.
- 2) Develop strategies for reaching passive candidates, including personalized outreach and engagement content, recognizing that most potential hires are not actively looking.
- 3) Employ Boolean search, social media and industry-specific networks; run recruitment campaigns and maintain talent databases.
- 4) Provide diversity-focused sourcing efforts, partnering with minority-serving institutions and job boards.
- 5) Enhance the STO's brand by highlighting the mission, values, and benefits, DEI initiatives, and public service purpose.
- 6) Engage and recruit a diverse group of candidates, both locally and nationally, ensuring a diverse and highly qualified candidate pool.

**E. Screen and Evaluate Candidates**

- 1) Utilize professional assessment tools to evaluate qualifications, skills, leadership capabilities, and cultural fit for the STO.
- 2) Engage with qualified candidates to discuss experience and interest in the STO leadership roles.
- 3) Maintain high-quality candidate experience and the STO's image and reputation integrity.

**F. Executive Specialized Search**

- 1) Conduct stakeholder interviews and present a detailed understanding of the roles.
- 2) Work with hiring authority to clarify search priorities and the ideal candidate's core competencies.
- 3) Produce position briefs and candidate profiles, including responsibilities, required qualifications, and desired leadership traits.
- 4) Perform market research, outreach, and direct engagement with potential candidates in specialized fields.
- 5) Conduct comprehensive reference and background checks.
- 6) Conduct periodic check-ins with placed executives and stakeholders to ensure successful integration and accurate performance assessments.
- 7) Provide a duration guarantee period.

**G. Facilitate Interviews**

- 1) Provide a shortlist of top candidates, along with written justification of their candidacy.
- 2) Manage the logistics of interview coordination and facilitation.
- 3) Develop interview questions and processes in collaboration with the STO.

#### **H. Conduct Candidate Due Diligence**

- 1) Conduct competency assessments, background checks, and reference checks.
- 2) Provide detailed candidate profiles, such as résumés, assessments, and interview feedback.
- 3) Ensure the confidentiality of candidates and recruitment process at all stages.

#### **I. Finalist Selection and Support**

- 1) Present a comprehensive report on finalist candidates to include:
  - a) Candidate cover letter
  - b) Candidate résumé
  - c) An assessment of each candidate's relative strengths and weaknesses for the position
- 2) Provide guidance, support, and customized questioning frameworks for leadership evaluation and the final selection process.
- 3) Send post interview communication to candidates, regardless of hiring outcomes.
- 4) Conduct offer negotiation and compensation analysis.

#### **J. Onboarding Support**

- 1) Support onboarding by developing an onboarding strategy that ensures a smooth transition for the newly hired executive or employee.
- 2) Maintain consistent communication with the STO staff regarding pre-identified milestones in the recruiting process, including updating the STO on candidate sourcing and outreach efforts.
- 3) Develop a post-hire strategy that provides post-recruitment support.

#### **K. Compliance and Reporting**

- 1) Maintain documentation and practices in compliance with:
  - a) New Mexico State Personnel Board Rules
  - b) State and federal labor laws
  - c) Equal Employment Opportunity (EEO) requirements
- 2) Track and submit monthly and quarterly reports on key metrics:
  - a) Cost per hire
  - b) Time to hire
  - c) Sourcing-channel effectiveness
  - d) Number of qualified candidates
  - e) Application completion rate
  - f) Submit-to-interview ratio
  - g) Offer acceptance rate
  - h) Candidate-experience score
  - i) New hire retention

- j) Recruitment activities like time to fill, candidate satisfaction, progress toward goals, and diversity ratios.
- 3) Submit monthly assessment of what is working and what is not working.
- 4) Submit other reports as requested by the State Treasurer or Deputy State Treasurer.

## 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 rates set forth in Appendix A of this Agreement. The New Mexico gross receipts tax levied on the amounts payable under this Agreement beginning in FY26 and completing after a term of one year totaling (AMOUNT) shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT) during the initial one-year term.**

B. For each subsequent year that STO exercises its option to renew, up to three (3) years, the Agency shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work at the rate set forth in Appendix A of this Agreement. The New Mexico gross receipts tax levied on the amounts payable under this Agreement for each subsequent one-year term, up to three (3) years total, totaling (AMOUNT) shall be paid by the Agency to the Contractor. **The total amount payable to the Contractor for each subsequent one-year term under this Agreement, including gross receipts tax and expenses, shall not exceed (AMOUNT) during each subsequent year.**

C. Payments in FY27, FY28, FY29, and FY30, including payments in FY27 related to the initial one-year term of this contract, are subject to availability of funds pursuant to the Appropriations Paragraph set forth below in Paragraph 5 and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the GSD/SPD. 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. Invoices received after such date WILL NOT BE PAID.

D. 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 with 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 GSD/SPD Contracts Review Bureau. This Agreement shall terminate on (DATE) unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no contract term for a professional services contract, 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. Immediately upon 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; 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. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract 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 appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately 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. 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 State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income 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 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.

**11. Product of Service -- Copyright.**

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.

**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 contract, 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.

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 workers 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.**

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 General Services Department/State Purchasing Division 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

**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 contract, Contractor certifies, by signing this agreement, 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 if the expected annual value in the aggregate of any and all contracts 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.

**22. 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.

**23. 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.

**24. 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:  
[insert name, address and email].

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

**25. 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 contract.

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

By: \_\_\_\_\_  
Agency

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Agency's Legal Counsel – Certifying legal sufficiency

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Agency's Chief Financial Officer

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_

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/or compensating taxes.

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

By: \_\_\_\_\_  
Taxation and Revenue Department

Date: \_\_\_\_\_

This Agreement has been approved by the GSD/SPD Contracts Review Bureau:

By: \_\_\_\_\_  
GSD/SPD Contracts Review Bureau

Date: \_\_\_\_\_

## APPENDIX D

### COST RESPONSE FORM

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

Offerors must complete the table in the Cost Response Form included below as part of the Cost Proposal. Any additional costs that can be reasonably expected or required to perform the proposed services must be included in the Cost Response Form along with estimated deliverables based on the Offeror's understanding of the scope of work.

#### Section 1. Recruitment Strategy Development

| Deliverable                                            | Unit of Measure | Rate | Estimated Hours/Quantity (if needed) | Extended Cost |
|--------------------------------------------------------|-----------------|------|--------------------------------------|---------------|
| Recruitment strategy/plan with timeline and milestones | Flat fee        | \$   |                                      | \$            |
| Succession planning strategy                           | Flat fee        | \$   |                                      | \$            |
| STO branding integration initiative                    | Flat fee        | \$   |                                      | \$            |

#### Section 2. Candidate Roles and Requirements

| Deliverable                              | Unit of Measure | Rate | Estimated Hours/Quantity (if needed) | Extended Cost |
|------------------------------------------|-----------------|------|--------------------------------------|---------------|
| Job role profiles and selection criteria | Per role        | \$   |                                      | \$            |
| Market research salary benefits          | Per study       | \$   |                                      | \$            |

#### Section 3. Workforce Planning and Job Analysis

| Deliverable                     | Unit of Measure | Rate | Estimated Hours/Quantity (if needed) | Extended Cost |
|---------------------------------|-----------------|------|--------------------------------------|---------------|
| Workforce needs assessment      | Flat fee        | \$   |                                      | \$            |
| Customized recruitment strategy | Per plan        | \$   |                                      | \$            |

#### Section 4. Candidate Sourcing and Marketing

| Deliverable | Unit of Measure | Rate | Estimated Hours/Quantity (if needed) | Extended Cost |
|-------------|-----------------|------|--------------------------------------|---------------|
|             |                 |      |                                      |               |

|                                                  |                          |    |  |    |
|--------------------------------------------------|--------------------------|----|--|----|
| Active sourcing (postings, campaigns, referrals) | Per campaign             | \$ |  | \$ |
| Passive sourcing outreach                        | Per candidate engagement | \$ |  | \$ |
| Diversity-focused sourcing efforts               | Flat fee                 | \$ |  | \$ |
| Marketing/branding materials                     | Per package              | \$ |  | \$ |

## Section 5. Screening and Evaluation

| <b>Deliverable</b>             | <b>Unit of Measure</b> | <b>Rate</b> | <b>Estimated Hours/Quantity (if needed)</b> | <b>Extended Cost</b> |
|--------------------------------|------------------------|-------------|---------------------------------------------|----------------------|
| Professional assessments       | Per candidate          | \$          |                                             | \$                   |
| Candidate screening/interviews | Per candidate          | \$          |                                             | \$                   |

## Section 6. Executive Specialized Search

| <b>Deliverable</b>                         | <b>Unit of Measure</b> | <b>Rate</b> | <b>Estimated Hours/Quantity (if needed)</b> | <b>Extended Cost</b> |
|--------------------------------------------|------------------------|-------------|---------------------------------------------|----------------------|
| Stakeholder interviews and position briefs | Flat fee               | \$          |                                             | \$                   |
| Candidate profiles                         | Per profile            | \$          |                                             | \$                   |
| Reference/background checks                | Per candidate          | \$          |                                             | \$                   |
| Guarantee period and support               | Flat fee               | \$          |                                             | \$                   |

## Section 7. Interview Facilitation

| <b>Deliverable</b>                      | <b>Unit of Measure</b> | <b>Rate</b> | <b>Estimated Hours/Quantity (if needed)</b> | <b>Extended Cost</b> |
|-----------------------------------------|------------------------|-------------|---------------------------------------------|----------------------|
| Candidate shortlist with justifications | Per search             | \$          |                                             | \$                   |
| Interview questions                     | Flat fee               | \$          |                                             | \$                   |

## Section 8. Candidate Due Diligence

| <b>Deliverable</b> | <b>Unit of Measure</b> | <b>Rate</b> | <b>Estimated Hours/Quantity (if needed)</b> | <b>Extended Cost</b> |
|--------------------|------------------------|-------------|---------------------------------------------|----------------------|
|                    |                        |             |                                             |                      |

|                                                   |               |    |  |    |
|---------------------------------------------------|---------------|----|--|----|
| Competency assessments                            | Per candidate | \$ |  | \$ |
| Candidate reports (résumé, assessments, feedback) | Per candidate | \$ |  | \$ |

### Section 9. Finalist Selection and Support

| <b>Deliverable</b>                                 | <b>Unit of Measure</b> | <b>Rate</b> | <b>Estimated Hours/Quantity (if needed)</b> | <b>Extended Cost</b> |
|----------------------------------------------------|------------------------|-------------|---------------------------------------------|----------------------|
| Finalist report (cover letter, résumé, evaluation) | Per finalist           | \$          |                                             | \$                   |
| Offer negotiation and compensation analysis        | Per finalist           | \$          |                                             | \$                   |

### Section 10. Onboarding Support

| <b>Deliverable</b>                         | <b>Unit of Measure</b> | <b>Rate</b> | <b>Estimated Hours/Quantity (if needed)</b> | <b>Extended Cost</b> |
|--------------------------------------------|------------------------|-------------|---------------------------------------------|----------------------|
| Onboarding strategy and transition support | Flat fee               | \$          |                                             | \$                   |
| Post-hire strategy and follow-up           | Flat fee               | \$          |                                             | \$                   |

### Section 11. Compliance and Reporting

| <b>Deliverable</b>       | <b>Unit of Measure</b> | <b>Rate</b> | <b>Frequency</b> | <b>Extended Cost</b> |
|--------------------------|------------------------|-------------|------------------|----------------------|
| Compliance documentation | Flat fee               | \$          | Annual           | \$                   |
| Monthly metrics reports  | Per report             | \$          | 12               | \$                   |
| Quarterly reports        | Per report             | \$          | 4                | \$                   |
| Ad-hoc reports           | Per request            | \$          |                  | \$                   |

### Section 12. Travel and Other Expenses

All travel must comply with the New Mexico Per Diem and Mileage Act.

| <b>Expense Type</b> | <b>Unit of Measure</b> | <b>Rate</b> | <b>Estimated Trips</b> | <b>Extended Cost</b> |
|---------------------|------------------------|-------------|------------------------|----------------------|
| Mileage             | Per mile               | \$          |                        | \$                   |
| Lodging             | Per night              | \$          |                        | \$                   |
| Meals/Per Diem      | Per day                | \$          |                        | \$                   |
| Other (specify):    | Per _____              | \$          |                        | \$                   |

### Section 13. Optional Services Proposed

| Service | Unit of Measure | Rate | Estimated Hours/Quantity (if needed) | Extended Cost |
|---------|-----------------|------|--------------------------------------|---------------|
|         |                 | \$   |                                      | \$            |
|         |                 | \$   |                                      | \$            |

### Section 14. Optional/Value Added Service, at No Cost

| Service | Unit of Measure | Valued At | Estimated Hours/Quantity (if needed) | Extended Cost        |
|---------|-----------------|-----------|--------------------------------------|----------------------|
|         |                 | \$        |                                      | \$ 0.00<br>No Charge |
|         |                 | \$        |                                      | \$ 0.00<br>No Charge |

## FOR PACKAGE PRICING (Optional Alternative Proposal)

Offerors may, **in addition to the itemized costs provided in Sections 1-12**, propose models such as percentage-of-salary or bundled fees. If a package pricing model is offered, the Offeror must clearly identify:

- The pricing basis (e.g., % of annual salary, flat fee per search, bundled service).
- Scope of services included.
- Any limitations (e.g. only applies to executive-level roles.)
- An example calculation based on a \$100,000 annual salary (for comparability).

| Package Option | Pricing Basis | Rate/Percentage | Description of Services Covered | Example of Calculation (based on \$100,000 annual salary) | Extended Cost (if applicable) |
|----------------|---------------|-----------------|---------------------------------|-----------------------------------------------------------|-------------------------------|
|                |               |                 |                                 |                                                           | \$                            |
|                |               |                 |                                 |                                                           | \$                            |
|                |               |                 |                                 |                                                           | \$                            |

**NOTE: Package pricing will be considered at STO's discretion and may be evaluated alongside or in comparison with itemized pricing.**

## Grand Total

Total Proposed Cost (Sections **1-12**):

Total Proposed Cost (Sections **1-13**): \_\_\_\_\_

Year One: Price \$ \_\_\_\_\_

Year Two: Price \$ \_\_\_\_\_

Year Three: Price \$ \_\_\_\_\_

Total for All Years: \$ \_\_\_\_\_

## Certification/Attestation

I certify and attest that the costs provided in this Cost Response Form are complete, accurate, and represent all charges that will be invoiced under any resulting contract. All proposed costs include labor, materials, overhead, travel (in accordance with the New Mexico Per Diem and Mileage Act), and any other expenses necessary to perform the required services. Optional services (Sections 13-14) and Package Pricing (Section 15) will not be invoiced unless specifically authorized and incorporated into the executed contract.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## APPENDIX E

### LETTER OF TRANSMITTAL FORM

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

**ITEMS #1 to #4 EACH MUST BE COMPLETED IN FULL (pursuant to Section II.C.30).  
FAILURE TO RESPOND TO ALL FOUR (4) ITEMS WILL RESULT IN THE  
DISQUALIFICATION OF OFFEROR'S PROPOSAL! DO NOT LEAVE ANY ITEM BLANK!**  
(N/A, None, Does not apply, etc. are acceptable responses.)

**1. Identify the following information for the submitting organization:**

|                        |  |
|------------------------|--|
| <b>Offeror Name</b>    |  |
| <b>Mailing Address</b> |  |
| <b>Telephone</b>       |  |
| <b>FED ID#</b>         |  |
| <b>NM CRS#</b>         |  |

**2. Identify the individual(s) authorized by the organization to (A) contractually obligate, (B) negotiate, and/or (C) clarify/respond to queries on behalf of this Offeror:**

|                  | <b>A<br/>Contractually Obligate</b> | <b>B<br/>Negotiate*</b> | <b>C<br/>Clarify/Respond to Queries*</b> |
|------------------|-------------------------------------|-------------------------|------------------------------------------|
| <b>Name</b>      |                                     |                         |                                          |
| <b>Title</b>     |                                     |                         |                                          |
| <b>E-mail</b>    |                                     |                         |                                          |
| <b>Telephone</b> |                                     |                         |                                          |

\* If the individual identified in Column A also performs the functions identified in Columns B & C, then no response is required for those Columns.  
If separate individuals perform the functions in Columns B and/or C, they must be identified.

**3. Use of subcontractors (Select one):**

- ☐ No subcontractors will be used in the performance of any resultant contract, OR  
☐ The following subcontractors will be used in the performance of any resultant contract:

\_\_\_\_\_  
(Attach extra sheets, as needed)

**4. Describe any relationship with any entity (such as a State Agency, reseller, etc. that is not a subcontractor listed in #3 above), if any, which will be used in the performance of any resultant contract. (N/A, None, Does not apply, etc. are acceptable responses to this item.)**

\_\_\_\_\_  
(Attach extra sheets, as needed)

**By signing the form below, the Authorized Signatory attests to the accuracy and veracity of the information provided on this form, and explicitly acknowledges the following:**

- On behalf of the submitting-organization identified in item # 1 above, I accept the Conditions Governing the Procurement, as required in Section II.C.1. of this RFP;

- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP; and
- I acknowledge receipt of any and all amendments to this RFP, if any.

\_\_\_\_\_, 20\_\_\_\_  
Authorized Signature and Date (*Must be signed by the individual identified in item #2. A, above.*)

## **APPENDIX F**

### **ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

The Office of the State Treasurer, as a part of the RFP process, requires Offerors to list a minimum of three (3) organizational references in their proposals. The purpose of these references is to document Offeror's experience relevant to Section IV.A, Detailed Scope of Work in an effort to evaluate Offeror's ability to provide goods and/or services, performance under similar contracts, and ability to provide knowledgeable and experienced staffing.

Offeror is required to send the following Organizational Reference Questionnaire to each business reference listed in its proposal, as per Section IV.B.2. The business reference, if it chooses to respond, is required to submit its response to the Organizational Reference Questionnaire directly to: Christine Anaya at [christine.anaya@sto.nm.gov](mailto:christine.anaya@sto.nm.gov) by November 4, 2025, 3:00 PM MST/MDT for inclusion in the evaluation process. The Questionnaire and information provided will become a part of the submitted proposal. Businesses/Organizations providing references may be contacted for validation of content provided therein.

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

**ORGANIZATIONAL REFERENCE QUESTIONNAIRE  
FOR:**

\_\_\_\_\_  
(Name of Offeror)

This form is being submitted to your company for completion as a reference for the organization listed above. This Questionnaire is to be submitted to the Office of the State Treasurer, via e-mail at:

Name: Christine Anaya  
Email: christine.anya@sto.nm.gov

Forms must be submitted no later than November 4, 2025, 3:00 PM MST/MDT **and must not** be returned to the organization requesting the reference. References are **strongly encouraged** to provide comments in response to organizational ratings.

**For questions or concerns regarding this form**, please contact the Procurement Manager, Christine Anaya at the Office of the State Treasurer, 505-505-660-0823, christine.anaya@sto.nm.gov. When contacting the Procurement Manager, include the Request for Proposal number provided at the top of this page.

|                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Organization providing reference</b>                                                                                                                                      |  |
| <b>Contact name and title/position</b>                                                                                                                                       |  |
| <b>Contact telephone number(s)</b>                                                                                                                                           |  |
| <b>Contact e-mail address</b>                                                                                                                                                |  |
| <b>Project description</b>                                                                                                                                                   |  |
| <b>Project dates (start and end dates)</b>                                                                                                                                   |  |
| <b>Technical environment for the project you are providing with a reference (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware)</b> |  |

QUESTIONS:

1. What services did this vendor provide for your organization?

COMMENTS:

2. What types of positions did they recruit for (executives, specialized, general staff)?

COMMENTS:

3. Did the vendor develop and follow a recruitment strategy aligned with your organization's needs?

COMMENTS:

4. How would you rate the quality and timeliness of the vendor's sourcing, screening, and candidate presentation?

\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

5. Did they provide diverse candidate pools as promised?

COMMENTS:

6. Were you satisfied with the qualifications and fit of the candidates presented?

COMMENTS:

7. How many of the presented candidates did you end up hiring?

COMMENTS:

8. Did the hired candidates remain in their roles for a reasonable period (retention)?

COMMENTS:

9. How responsive and professional was the vendor throughout the process?

COMMENTS:

10. Did the vendor keep your staff informed with progress reports and metrics?

COMMENTS:

11. How well did the vendor collaborate with HR and leadership?

COMMENTS:

12. Did the vendor adhere to labor laws, equal employment opportunity standards, and confidentiality requirements?

COMMENTS:

13. Were there any issues with compliance or reporting?

COMMENTS:

14. How would you rate this firm's knowledge and expertise?

\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

15. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?

\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

16. What is your level of satisfaction with hard-copy materials produced by the vendor?

\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable, N/A = Not applicable)

COMMENTS:

17. How would you rate the dynamics/interaction between vendor personnel and your staff?

\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

18. Who are/were the vendor's principal representatives involved in your project and how would you rate them individually? Would you please comment on the skills, knowledge, behaviors or other factors on which you based the rating?

\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

COMMENTS:

19. Which aspect(s) of this vendor's services are/were you most satisfied?

COMMENTS:

20. Which aspect(s) of this vendor's services are/were you least satisfied?

COMMENTS:

21. Would you hire this vendor again for similar services? Why or why not?

COMMENTS:

22. Please provide any other feedback regarding the vendor's performance.

COMMENTS:

## APPENDIX G

### AGREEMENT TO PERFORM DETAILED SCOPE OF WORK

Office of the State Treasurer  
Talent Acquisition Services  
RFP # 394-26-00000-0-1

1. Attestation of Compliance with Statutory Requirements for Talent Acquisition Services  
By signing below, the Offeror attests that it meets the qualifications and requirements to perform the services requested in the RFP and will abide by all laws, regulations, and policies.

Authorized Signature (Offeror): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

2. Agreement to Perform Detailed Scope of Work  
By signing below, the Offeror agrees to perform the scope of work defined under Section IV.A.

Note, an Offeror's passing on this mandatory requirement does not constitute STO's acceptance of any changes to the services defined under Section IV.A. or alternate language that may be proposed by the Offeror. Upon negotiation with a successful Offeror, the STO may or may not accept any proposed alternative language in the executed contract.

Authorized Signature (Offeror): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

3. Organization, Conflict of Interest, and Ability to Comply with Scope of Procurement  
Offeror shall describe its organization and service capabilities within the scope of work in detail below. Offeror must provide detail on where its capabilities comply, partially comply, and do not comply with the requirements of this RFP's scope of work. Offeror must identify any existing conflicts of interest that would impact its ability to comply with the scope of work.

|                                                                                                       |  |
|-------------------------------------------------------------------------------------------------------|--|
| Organization,<br>Conflict of<br>Interest, and<br>Ability to<br>Comply with<br>Scope of<br>Procurement |  |
|-------------------------------------------------------------------------------------------------------|--|