Principles of Ethical Conduct

1. Procurement professionals are expected to exercise and demonstrate personal and professional honesty and to respect the rights, values and contributions of others.

2. Procurement professionals are expected to be aware of and comply with relevant laws, regulations, contract requirements and New Mexico Tech policies and procedures. An unethical practice should never be condoned on the grounds that it is "customary" or that it serves a worthy goal.

3. Individuals with access to confidential, proprietary or private information must never use or disclose such information except where authorized or legally obligated to do so.

4. Procurement professionals are responsible for avoiding, where possible, real or potential conflicts of interest and commitment between personal and professional responsibilities, including relationships that have the appearance of a conflict.

5. New Mexico Tech’s interests should be foremost in all official decision-making and employees and others acting on behalf of the New Mexico Tech shall remove themselves from decision-making roles that involve them in any personal capacity or which involve their friends or family members.

6. All individuals acting on behalf of New Mexico Tech have a responsibility to ensure that funds and other assets received are used in an ethical manner. Assets of New Mexico Tech (including personnel), whether tangible or intangible, may not be used for illegal purposes or personal gain.

7. Procurement professionals shall strive to disclose information, including financial information, completely and accurately.

8. Procurement professionals shall be responsible and ethical if approached by any entity requesting the individual deviate from the New Mexico State Statutes, the Federal Acquisition Regulations (FAR), or the policies of New Mexico Tech. Any such requests should be reported to the Purchasing Services Office.

9. Any procurement professional found to be in violation of these ethics is subject to disciplinary action which may be a formal reprimand or even termination depending on the severity of the offense.
Conflicts of Interest

Conflicts of interest occur when there is a competition between a procurement professional's private interests and the individual's professional obligations to New Mexico Tech such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by any considerations other than the interests of New Mexico Tech.

Examples of conflicts of interest may include but are not limited to:

• The presence of a real or apparent incentive for the individual to decide an issue in such a way as to have the opportunity for a financial interest in the result.

• An individual having a significant financial interest in a concern that is in direct competition with the interests of New Mexico Tech.

• Procuring goods or services for New Mexico Tech from a concern in which a New Mexico Tech regent, administrator, faculty or staff member or member of their family has a significant financial interest.

• Using New Mexico Tech resources or staff for non-Tech projects or granting external entities access to the same, in more than an incidental way, unless permission has been given and the activity benefits the Institute.

• Reviewing proposals or bids from family members, or those with whom the individual has a close, professional relationship, or from an entity in which the individual has a significant financial or management interest.
2015 Calendars

Special Programs
- Environmental Products
- Disaster Relief Products
- Ability One Products
- Wildland Fire Products
- Security Related Products
- Buying Services Check out eBay

Strategic Sourcing
Leveraging Government buying power to get you the best value and price.
- Products
- Services
- View All Strategic Sourcing Offerings »

State & Local
Learn more about purchasing from GSA contractors

Contractors
Information for current and prospective contractors

https://www.gsaadvantage.gov/advantage/main/start_page.do
Welcome To State Purchasing Division
"Facilitating Fair and Open Competition" Larry Maxwell, State Purchasing Agent

The New Mexico State Purchasing Division of the General Services Department is focused on providing cost-effective products and services to the State. The Division ensures compliance with the State Procurement Code for all purchases made by the executive branch agencies, as well as establishing state-wide pricing agreements for use by multiple State Agencies and other Governmental New Mexico entities. The State purchases over $5 billion dollars of a wide variety of goods and services each year and must ensure that each dollar is spent fairly and transparently in accordance with the New Mexico Procurement Code.

**Mission**
Strive for "best value" in State acquisitions through application of timely, data-driven business and marketplace intelligence, as well as the application of "best procurement practices". Administer the New Mexico State Procurement Code and provide training to all involved persons to ensure a fair and open procurement process which maximizes the benefit and use of limited taxpayer resources.

**FY14 END OF YEAR DEADLINES!**

**ANNOUNCING ON-LINE SUPPLIER REGISTRATION!**
For instructions on "how to register" online, please review the On Line Supplier Registration instructions before you attempt to register. To register as a Supplier with the State of New Mexico, go to https://suppliers.scmquest.com/StateONewMexico

You will need an active email account. Free email can be obtained at one of the following web sites: www.google.com; www.hotmail.com; http://www.aol.com; www.yahoo.com.

**CHIEF PROCUREMENT OFFICER REGISTRATION!** (learn more...)

**REPLACEMENT PUBLICATIONS:**
Commentary on Submitted Comments in Regard to State Procurement code Regulations

1.4.1 NMAC State Procurement Code Regulations

1.4.7 NMAC Suspension or Debarment of Bidders, Offerors or Contractors

On-Line ITB and RFP Response System IS NOW Available! (learn more...)

**Useful Links**

| Statewide Price Agreements |
| Active Bids and Proposals |
| Chief Procurement Officer |
| Debarment Notices |
| Online Procurement |
| Resources and Information |

| Announcements |
| On-Line Supplier Registration For Instructions on "how to register" online, please review the On Line Supplier Registration instructions before you attempt to register: Click here to register |
| State Use Act Council Meeting State Use Act Agenda - 10/8/14 |

| How Can We Better Serve You? |
| The State Purchasing Division of the General Services Department is committed to providing the very best possible service to our customers. We set a high standard for professional conduct and timely response. In the event you feel we may have exceeded your expectations or that we may have failed to meet our professional standard, please file a customer compliment/complaint, by mail or by |

http://www.generalservices.state.nm.us/statepurchasing/
Contact Information

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>Delivery Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Desk, (505) 827-0472</td>
<td>General Services Department</td>
<td>General Services Department</td>
</tr>
<tr>
<td>Vendor Support Desk, (505) 827-0487</td>
<td>State Purchasing Division</td>
<td>State Purchasing Division</td>
</tr>
<tr>
<td>Fax: (505) 827-2484</td>
<td>Joseph Montoya Building, Room 20 &amp; 6</td>
<td>State Purchasing Division PO Box 6850</td>
</tr>
<tr>
<td></td>
<td>1100 St. Francis Drive</td>
<td>Santa Fe, New Mexico 87502</td>
</tr>
<tr>
<td></td>
<td>Santa Fe, New Mexico 87505</td>
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</tr>
</tbody>
</table>

General Services Department
John F Simms Building # PO Box 6850 # Santa Fe, NM 87502 # (505) 827-2000
If you have any questions or problems with the website please send an e-mail to: GSDWebmaster.
Search current portfolios

Contract Portfolios  Contractors

or search by participation

http://www.aboutwsca.org/
Participants with at least one signed addendum

51
- Contract Portfolios

242
- Contractors

2613
- Participating Addenda

VIEW ALL CONTRACTORS > (/#/CURRENT-CONTRACTS/CONTRACTORS)
ABOUT WSCA-NASPO

The WSCA-NASPO Cooperative Purchasing Organization provides the highest standard of excellence in public cooperative contracting. By leveraging the leadership and expertise of all states with the purchasing power of their public entities, WSCA-NASPO delivers best value, reliable, competitively sourced contracts. Since 1993 WSCA-NASPO has been the cooperative purchasing arm of NASPO (the National Association of State Procurement Officials) encouraging, fostering and guiding the nation's most significant public contract cooperative. WSCA-NASPO is a unified, nationally focused cooperative aggregating the demand of all 50 states, the District of Columbia and the organized US territories, their political subdivisions and other eligible entities spurring best value, innovation and competition in the marketplace.

GET WSCA-NASPO NEWS AND UPDATES FOLLOW

DISCLAIMER: The documents on the WSCA-NASPO website are for informational/convenience purposes only. Official documents are maintained by the lead state (or participating entity in the case of participating addenda). In the event of any conflict between the documents on this site and those maintained by the lead state or participating entity, the official documents maintained by the lead state or participating entity govern.

Please note that some documents may be absent or incorrect. Please send all feedback and suggestions for improvement to Kate Offerdahl at kofferdahl@wsca-naspo.org (mailto:kofferdahl@wsca-naspo.org)

Thank you.

CURRENT CONTRACT PORTFOLIOS (/#/CURRENT-CONTRACTS/SEARCH)
Search by contract portfolio (/#/current-contracts/search)
Search by contractor (/#/current-contracts/contractors)
Search by participation (/#/current-contracts/participants)

INFO FOR VENDORS (/#/PAGE/INFO-FOR-VENDORS)
Current solicitations ()
Frequently asked questions ()

WSCA-NASPO FAQS (/#/PAGE/HOW-IT-WORKS)
How do I participate? (/#/page/How-it-Works)
Frequently asked questions ()

EMARKET CENTER INFO (/#/PAGE/EMARKET-CENTER-INFO)
Frequently asked questions ()
Training videos & guides ()
What's New at CES

ANNOUNCEMENTS  CURRENT BIDS  UPCOMING EVENTS  LATEST NEWS:

2015 FAEA Winter Meeting for District Arts Coordinators, Teachers and Administrators
Certified Procurement Officer Overview Training for Cities and Counties
New Mexico Educators Workshop Day - Sponsored by Backbone Communications
CES Observed Holidays & Closures

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Newsletters
Current Issue: January 2015
CES Newsletters
Latest Update: December 2014
CES Executive Committee
Latest Issue Here:
tnC3I newsletters

About Us
Cooperative Educational Services is a Purchasing Cooperative united by a Joint Powers Agreement to aid Public Schools in New Mexico.
4216 Balloon Park Road NE
Albuquerque NM, 87109
Office: 505.344.3470
Fax: 505.344.9343
Contact Us | Directory | Webmail

Connect with Us
CES is an organization comprised of New Mexico's 89 school districts plus many other public education institutions, including charter schools, two and four-year post-secondary institutions, BIE schools and state schools. CES also serves cities, counties, municipalities, and qualifying nonprofits.

http://www.ces.org/ 1/28/2015
SPECIAL FEATURE

Bill Cooper Wins Prestigious Supernova Award!

Please help us congratulate the UC Procurement Team as the winner of the 2014 Supernova Award for Technology Optimization & Innovation.

The Supernova Awards celebrate the leaders and teams who have overcome the odds to successfully apply emerging and disruptive technologies for their organizations. All award winners demonstrated great leadership in selecting, implementing, and deriving business value from disruptive technologies.

We are incredibly proud of our Board President Bill Cooper and the entire UC Procurement Team...read more about their success.

FEATURED CONTRACT

Office Depot Earns Perfect Score in Corporate Equality Index for Fourth Consecutive Year

Office Depot, Inc. announced that it received a perfect score of 100 percent on the Human Rights Campaign Foundation's 2015 Corporate Equality Index (CEI), a national benchmarking survey and report on corporate policies and practices related to LGBT workplace equality.
**Procurement Code [Section 13-1-1 to 13-1-99 NMSA 1978]
Professional Services Determination
Issued by The State Purchasing Division and Contract Review Bureau
April 25, 2007**

### Professional Services vs. Services [Section 13-1-76 & 87, NMSA 1978]

**13-1-76. Definition; Professional Services.**

"Professional services" means the services of architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, construction managers and other persons or businesses providing similar professional services, which may be designated as such by a determination issued by the state purchasing agent or a central purchasing office.

**13-1-87. Definition; Services**

"Services" means the furnishing of labor, time, or effort by a contractor not involving the delivery of a specific end product other than reports and other materials which are merely incidental to the required performance. "Services" includes the furnishing of insurance but does not include construction or the services of employees of a state agency or a local public body.

### Notes:

1. The following list of Examples of Professional Services constitutes a determination by the State Purchasing Agent (SPA) that such examples are "professional services" within the meaning of the definition set forth in Section 13-1-76 NMSA 1978. This determination is issued to guide agencies in their procurements and budget preparation.

2. An agency may feel that, because of the case-specific facts, a service listed under “Examples of Services” should, in a particular case, be considered a “Professional Service” or that a service listed under “Examples of Professional Services” should, in a particular case, be considered a “Service”. In either event, the agency should, prior to the procurement, seek a fact-specific determination from the SPA concerning the correct classification of the service in the particular case.

3. If an agency intends to procure a service that is not included in either list “Examples of Professional Services” or “Examples of Services”, that agency must obtain a determination from the SPA prior to the procurement.

<table>
<thead>
<tr>
<th>Characteristics of Professional Services</th>
<th>Characteristics of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Services are professional or technical in nature and meet more specialized needs. Work is predominantly intellectual and varied.</td>
<td>- Services are more repetitive, routine or mechanical in nature, following established or standardized procedures as contrasted with customary and regular exercise of discretion or independent judgment.</td>
</tr>
<tr>
<td>- Work is independent from the day-to-day control of the agency; consultant maintains control of work methods.</td>
<td>- Services contribute to the day-to-day business operations of the agency, rather than the management or policy side of the agency, and may meet more general needs of the agency.</td>
</tr>
<tr>
<td>- Work requires regular exercise of judgment, discretion, and decision-making; involves providing advice, opinions or recommendations; may have policy-implications for agency; often addresses management-level issues.</td>
<td>- Services generally involving completion of an assigned task, rather than an entire project.</td>
</tr>
<tr>
<td>- May require advanced or specialized knowledge, or expertise gained over an extensive period of time in a specialized field of experience.</td>
<td>- Decision-making and analysis, if required, is more routine or perfunctory in nature.</td>
</tr>
<tr>
<td>- Work may be original and creative in character in a recognized field of endeavor, the result of which may depend primarily on the individual's invention, imagination or talent.</td>
<td></td>
</tr>
</tbody>
</table>
### Examples of Professional Services

- Accountants* (certified public accountants and registered public accountants)
- Actuaries
- Analysts of processes, programs, fiscal impact and compliance
- Appraisers
- Archeologists*
- Architects*
- Art work, original (services creating the art work)
- Audio/video media productions (design, development and/or oversight of)
- Auditors
- Business process re-engineering
- Construction Managers*
- Counselors
- Curriculum/Examination development
- Economists
- Engineers*
- Financial Advisors
- Graphic designers (creative or original in nature)
- Insurance Adjusters
- Investigators (personnel related, etc.)
- Investment advisors and management
- Labor negotiators
- Landscape Architects*
- Lawyers*
- Lobbyists
- Management and system analysts*
- Management consultants
- Marketing consultants (including identifying market opportunities, conduct of marketing programs, planning, promotion, market research surveys, etc)
- Medical arts practitioners*
- Planners*
- Policy Advisors
- Program/Project Managers
- Psychologists*
- Public relations advisors/Publicists
- Publication development (creation of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports, etc.)
- Researchers*
- Scientists* (Bio/Chem/Env/Geo/Hydro/Mech, etc)
- Speech writers
- Statisticians

### Examples of Services

- Air/bus, vehicle charter/rental service
- Auctioneers
- Banking Services (routine, transaction based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction based)
- Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service
- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing and repair
- Conference and trade show coordination
- Debt collection service
- Delivery/courier service
- Document storage, duplication, retrieval, review and destruction service
- Drug testing and screening (standard tests)
- Engraving service
- Environmental monitoring: noise level, safety, hazardous gas detection, radiation monitoring service, etc. (using standardized processes)
- Equipment installation, preventive maintenance, inspection, calibration and repair
- Equipment rental services
- Exams administration and scoring service
- Executive recruitment
- Firefighting/suppression service
- Food preparation, vending and catering services
- Grant writing
- Health screening, basic diagnostic (wellness, blood pressure monitoring, blood draw, etc.)
- Herbicide application service
- Household goods packing, storage, transportation service
- HVAC system maintenance service
- Interpretive services: written/oral/sign language
- Inventory service
- Janitorial service, carpet cleaning, window washing
- Laboratory testing and analysis (standard tests only)
- Land clearing/debris removal service
- Landscaping--tree planting, grooming service, lawn mowing, etc
- Language translation service
- Linen rental service
- Marine equipment inspection, certification and repair
- Medical equipment rental or repair service (wheel

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*Specifically identified in the Procurement Code Section 1-13-76 NMSA 1978*
Examples of Professional Services

- Surveyors*
- Trade developers
- Training – when it is: (a) offered to specific categories or classes of employees; (b) offered to all or most agency employees six times or less in a fiscal year

Examples of Services

- chairs, walkers, etc.) Includes measurements, adjustments and modifications to meet patient needs
- Metal/pipe/wiring detection service
- Office furnishings installation, refurbishment and repair service
- Package inspection and crating
- Painting service
- Paper shredding
- Parking lot sweeping/snow removal service
- Pest/weed control service
- Photographic/micrographic processing and delivering, includes aerial and ground photography (if analysis is included, then personal service)
- Printing/duplicating service
- Process serving
- Property management (rent collection, property maintenance, etc.)
- Recycling/disposal/litter pickup service
- Retreat and workshop planning, conduct, coordination, etc.
- Security/armed car services
- Shop welding/metal fabrication service
- Steam cleaning, high pressure washing, parts cleaning service
- Studio photography service (does not include portrait painting)
- Telephone interview service (conduct of survey using prescribed survey instrument)
- Towing service
- Training – when it is offered on a recurring basis (more than six times per fiscal year) to all or most employees. Also includes existing satellite downlink courses and teleconferencing training services
- Travel service — air, surface, water
- Vehicle inspection, lubricating and repair services
- Videotaping and recording service
- Warehouse dry/cold storage rental service
- Weather information service

* Specifically identified in the Procurement Code Section 13-76 NMSA 1978