



MICHELLE LUJAN GRISHAM
GOVERNOR

KEN ORTIZ
CABINET SECRETARY

MARK HAYDEN
DIRECTOR
STATE PURCHASING DIVISION

State of New Mexico
General Services Department

ADMINISTRATIVE SERVICES DIVISION
(505) 476-1857

FACILITIES MANAGEMENT DIVISION
(505) 827-2141

PURCHASING DIVISION
(505) 827-0472

RISK MANAGEMENT DIVISION
(505) 827-2036

STATE PRINTING & GRAPHIC SERVICES BUREAU
(505) 476-1950

TRANSPORTATION SERVICES DIVISION
(505) 827-1958

Date: March 26, 2020
To: Chief Procurement Officers
From: Mark Hayden, Director and State Purchasing Agent
General Services Division, State Purchasing Division
Pass for
Subject: Electronic Submission of Various Solicitations

Because of the COVID-19 pandemic and the immediate need for social distancing, the State Purchasing Division ("SPD") is implementing procedures in order to make the procurement process safer for all state employees, offerors and bidders.

Therefore, the State Purchasing Agent ("SPA") is making electronic submissions to solicitations a mandatory requirement prospectively pursuant to the authority granted in Section 13-1-95.1 NMSA 1978. All new Requests for Proposals (RFPs) and Invitations to Bid (ITBs) shall contain language stating that ONLY electronic submissions will be accepted. Any current RFP or ITB may be amended to include this language at the discretion of SPD or the agency processing the RFP or ITB so respondents to solicitations should be diligent in monitoring any amendments to solicitations in which they have an interest.

For assistance in submitting electronic proposals in response to an RFP or ITB conducted by State Purchasing, please contact us at (505) 795-1076 or (505) 795-1894.

Agencies conducting their own RFPs may also implement processes for electronic submissions of proposals using emails or designated web portals for the purpose. For those needing assistance in submitting electronic proposals handled directly by an agency (and not by State Purchasing), please contact the Procurement Manager as listed in the RFP.

I thank everyone in advance for their cooperation in this matter. Please stay safe!