

***REQUEST FOR PROPOSAL***  
***Technical Assistance - Networking Systems***

**May 3, 2021**

**LEGISLATIVE FINANCE COMMITTEE**

**325 DON GASPAR, SUITE 101**

**SANTA FE, NEW MEXICO 87501**

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**NEW MEXICO  
LEGISLATIVE  
FINANCE  
COMMITTEE**

# I. INTRODUCTION

## A. BACKGROUND

The Legislative Finance Committee (LFC) is the fiscal and management arm of the New Mexico Legislature. The committee makes budgetary recommendations to the Legislature for the funding of state government, higher education, and public schools. The committee also prepares legislation addressing financial and management issues of state government.

The LFC maintains a permanent staff of fiscal analysts and program evaluators who examine budgets and review the management and finances of state agencies, higher education, and public school entities. During legislative sessions the LFC staff assists the Legislature's finance committees in producing state budget appropriation legislation and related matters.

Network systems are used year-round by LFC staff to formulate budget recommendations and track budget adjustment activity during the interim and assist the Legislature's finance committees in producing the state budget and track bill activity during the session.

## B. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to select a consultant to provide technical assistance for the operation of LFC network systems. Technical assistance includes the ability to work with legislative and executive personnel in maintaining shared systems. Due to the nature of the legislative process, assistance must be available virtually around-the-clock during priority production periods such as during the budget cycle (September 1 through December 31) for systems support related to the production of the LFC budget document and during legislative sessions for systems support related to the maintenance of Legislative Financial Information System - LFC and the production of the General Appropriation Act.

## C. SUMMARY OF SCOPE OF WORK

The scope of work shall consist of systems development, hardware and software support, staff training and, support for the LFC systems as described in Section V.

Our organization requires the successful consultant assist in any upgrades of current systems. Systems should be robust and integrated, emphasize a paperless workflow, and be of quality development. In addition, the consultant shall provide staff training and systems documentation (i.e., blueprints and user manuals), with ownership remaining with the LFC.

Our organization is actively migrating its budget system. The successful consultant must provide support and have knowledge of the Budget Formulation and Management System (BFM) a software provided by Sherpa.

## D. SCOPE OF PROCUREMENT

The scope of the procurement includes the software and support services required for the development, implementation, maintenance, and operation of LFC systems. This will include, but not be limited to: applications software, routines, libraries, data files, enhancements, upgrades, software training, maintenance, support, documentation, and any other related professional services. The scope also includes coordination of network and hardware support services from the Legislative Council Service.

The initial contract shall begin on July 1, 2021 or as soon as possible thereafter and end on June 30, 2022. The LFC reserves the option of renewing the initial contract on an annual basis for three additional years or any portion thereof, for the purpose described in the previous paragraph. In no case will the contract, including all renewals thereof, exceed a total of four years in duration.

## E. PROCUREMENT MANAGER

The LFC has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address, e-mail, and telephone number are listed below:

Jeannae L. Leger, Administrative Services Manager  
Legislative Finance Committee  
325 Don Gaspar, Suite 101  
Santa Fe, New Mexico 87501  
Jeannae.Leger@nmlegis.gov  
Telephone: (505) 986-4550  
Fax: (505) 986-4545

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding this procurement. No other official or employee has the authority to respond on behalf of the LFC.

## II. EXPLANATION AND SCHEDULE OF EVENTS

### A. ISSUANCE OF RFP

This RFP is being issued by the LFC on May 1, 2021.

### B. SUBMISSION

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR HIS/HER DESIGNEE NO LATER THAN 2:00 P.M.

MOUNTAIN DAYLIGHT TIME ON May 28, 2021. Proposals received after this deadline will not be accepted. The date and time recorded will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address or e-mail listed in Section I., Paragraph E. Proposals must be labeled on the outside of the package or e-mail subject line to clearly indicate that they are in response to the LFC RFP for networking systems. A public log will be kept of the names of all offeror organizations which submitted proposals. The contents of any proposal shall not be disclosed to competing offerors during the negotiation process.

### C. EVALUATION

The evaluation of proposals will be performed by an evaluation committee appointed by the LFC management. This process will be completed by June 11, 2021. During the evaluation, the Procurement Manager may, at his/her option, initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions MAY NOT be initiated by offerors.

### D. BEST AND FINAL OFFERS

Offerors of responsive proposals may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

### E. CONTRACT NEGOTIATIONS

Contract negotiations will be conducted with the most advantageous offeror on June 9, 2021. In the event that mutually agreeable terms cannot be reached within the time specified, the LFC reserves the right to undertake contract negotiations with the next most advantageous offeror without undertaking a new procurement process.

### F. CONTRACT AWARD

After review of the evaluation committee, the LFC management will award the contract on or about June 11, 2021. The contract award shall be made to the offer or offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

The contract award is subject to the successful completion of contract negotiations.

### III. GENERAL REQUIREMENTS

#### A. ACCEPTANCE

Submission of a proposal constitutes acceptance of the evaluation factors and all conditions set forth in the RFP.

#### B. INCURRED COST

Any cost incurred by the offeror in preparation, transmittal, presentation or material submitted in response to this RFP shall be borne solely by the offeror.

#### C. FIRM OFFER

Responses to this RFP, including costs, will be considered firm for ninety (90) days after the due date for receipt of proposals or sixty (60) days after the receipt of a best and final offer if one is submitted.

#### D. NO OBLIGATION

This RFP and related procurement activity in no manner obligates the State of New Mexico or the LFC to an eventual purchase until a valid contract is fully executed by the LFC.

#### E. TERMINATION

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the LFC management determines such action to be in the best interest of the LFC.

#### F. SUFFICIENT APPROPRIATION

Any contract awarded as a result of this RFP may be terminated if sufficient appropriations or authorizations do not exist. Such determination will be accepted by the contractor as final.

#### G. AUTHORITY OF EVALUATION COMMITTEE

The evaluation committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirement of this RFP. The evaluation committee reserves the right to waive minor irregularities. The evaluation committee also reserves the right to waive mandatory requirements provided that such action does not materially affect the procurement. This right is at the sole discretion of the evaluation committee.

## H. OWNERSHIP OF PRODUCTS

The contractor shall agree that, free of any additional charges, all ownership rights to documents submitted in response to this RFP, software, or modifications thereof and associate documentation or other products developed under this contract shall become the property of the state of New Mexico.

## IV. RESPONSE FORMAT

### A. COPIES

Offerors shall provide one (1) copy of their proposal on or before the closing date and time for receipt of proposals.

### B. ORGANIZATION

The proposal must contain the following parts in the sequence indicated:

1. Letter of Transmittal
2. Table of Contents
3. Proposal Summary
4. Response of Technical Specifications
5. Response to Business Specifications
6. Cost Proposal
7. Other Supporting Material (optional)

### C. LETTER OF TRANSMITTAL

The letter of transmittal must, at a minimum, contain the following:

1. Identity of submitting organization;
2. Name and title of person authorized to negotiate for and contractually obligate the organization;
3. Names, titles and telephone numbers of persons to be contacted for clarification of the proposal;
4. Signature of the person authorized to contractually obligate the organization.

## V. SPECIFICATIONS

### A. TECHNICAL SPECIFICATIONS

1. Information -- Windows-based workstations are an integral part of the LFC operations. All data systems have been developed for use on the legislative network.
2. Budget Review System (BRS) -- BRS is a Visual Basic system operating in conjunction with Microsoft Excel and Access. The system permits fiscal analyst staff to analyze agency budgets and formulate recommendations. These files are then used for preparing master reports and are used for tracking financial data. The BRS data is combined with data supplied by the State Budget Division of the Department of Finance and Administration for the purpose of preparing information to be presented to the Legislature. This system is migrating to the Budget Formulation and Management System (BFM) a software provided by Sherpa.
3. Legislative Financial Information System (LFIS) -- LFIS is an Access-based system used for tracking all introduced legislation during legislative sessions. The system is updated on a daily or more frequent basis during the session, various management and analyst reports are produced after each update.
4. Amendment Tracking System (AMEND) -- AMEND is an Access system used for tracking all proposed amendments to the General Appropriation Act and possibly other major appropriation bills. Reports are produced at various stages of the appropriation process. Upon the migration to BFM, the use of this system may cease.
5. General Appropriation Act Production System (GAAPS) -- GAAPS is an Access and Visual Basic system which is used for initial entry of all text and numeric information contained in the General Appropriation Act (HB2) and other appropriation acts produced by the LFC. The system generates summary reports and calculates appropriation totals and subtotals which are included in HB2. After editing and number verification the data is imported to WordPerfect for final bill production. Upon the migration to BFM, the use of this system may cease.
6. Budget Document Production (BudDoc) -- BudDoc is a Word and Visual Basic application which generates the LFC budget document from the data and text entered into the BRS system. Upon the migration to BFM, the use of this system may cease.
7. Budget Adjustment Review System (BARS) -- BARS is an Access system used to track budget adjustments requested by state agencies. Reports are produced by analysts.
8. Capital projects monitoring reports as requested by LFC staff for quarterly and annual

accountability.

9. Additional hardware and software applications may be added, periodically, as necessary.
10. Specialty applications will be periodically required.
11. Budget Formulation and Management (BFM) -- a budget preparation application that includes operating and capital budgeting, in-year budget management, performance measures, and personnel forecasting.

## B. LEGISLATIVE NETWORK OVERVIEW

1. The legislative computer network commonly referred to as the Legislative Information Systems (LIS) supports all entities of the Legislature. The LIS comprises a switched network with multiple Windows-based servers.
2. Datacenter consists of 85 percent virtual environment running on 2 Vmware hosts and a total of 16 virtual servers running Windows 10 server. A Netapp Storage array is also housed in the datacenter for all data and various applications.
3. The workstations and laptops are using Windows 10 professional, with the Microsoft 2016 Office Suite, Adobe Pro DC, Corel Wordperfect X8/9, and Microsoft Access databases.
4. The primary in-house applications consist of LIS, BRS, GAA, BAR, and HB2 production. These applications are written in Visual Basic and Microsoft Access.
5. The web sites maintained by the IS staff are written in ASP and Java script using a number of web development tools. The web sites access a SQL database to display the information. A total of three distinct sites are maintained, an Intranet site, a public access Internet site, and a development site.
6. The LAN is a fast-ethernet switched network with 1000Mb to the desktop and a 10GB backbone between switches. The equipment consists of Cisco Nexus 7k core switch in the MDF and 4570's in the IDF's connected by 50 micron fiber. The ethernet network is divided into virtual LANs, VLANS.
7. A 100MB metro Ethernet is the connection out to Level 3 (ISP). The connection allows access to the Internet and email.
8. A Meru Wireless network is in place which consists of a private wireless network and a public wireless network giving users the ability to use their wireless devices.



9. A disaster recovery plan has been established along with a business contingency plan out to a cloud hosting site.

### C. SCOPE OF WORK

The contractor shall provide ongoing technical support to refine and improve the LFC systems and their applications throughout the fiscal year beginning on July 1, 2021 or as soon as possible thereafter and ending June 30, 2022. Technical support will include the following:

- A. Meeting with the LFC staff as needed to determine the need for data modification to hardware systems, applications, daily operating needs, and specialty program applications.
- B. Reviewing and making recommendations on available hardware and software to improve the capability, speed, and functionality of existing systems.
- C. Developing, testing, and documenting all system modifications and enhancements.
- D. Training the LFC staff in the use of new and modified systems.
- E. Providing continual operational support as needed throughout the fiscal year and during priority production periods.
- F. Attending LFC Technology Committee meetings, when requested.
- G. With LFC staff, coordinating the completion of the design, development, and maintenance of the LFC website in a timely manner as defined in the LFC request.
- H. Provide software documentation when requested.
- I. Provide recommendations on hardware and software purchases by the LFC.
- J. Provide technical support of BFM.

### D. MANDATORY SPECIFICATIONS

1. Experience -- The offeror must submit resumes of proposed staff members that describe experience in systems similar to those used by the LFC. The offeror must also submit a statement of relevant corporate experience. The resume, or attached experience narrative should specifically describe the proposed staff member's experience with versions of Access, Visual Basic, Word, WordPerfect, other Windows Microsoft office products, and BFM.
2. Customer References -- Offerors must submit three customer references. At least one reference must be from a customer using a network system similar to the LFC system. For the purpose of this response, a system is defined as a personal computer network

using ethernet technology, high-end servers, Visual Basic, Access, Excel, similar budget applications, and other Windows Microsoft Office products.

The following information must be provided for each customer reference:

Name of customer's organization  
Mailing address  
Contact name  
    Telephone number of contact  
    Relevance of reference

#### E. DESIRABLE SPECIFICATIONS

1. Response Times -- Offerors should provide guaranteed response times for the solution of technical network and application problems. These times shall include initial telephone contact and on-site response.
2. Large Document Compilation -- Offerors should describe ability to compile large documents similar to the LFC budget and the House Appropriations and Finance Committee Substitute for House Bill 2. A narrative description including software particulars as well as an example document should be provided.
3. Training -- Offerors should describe a model training program designed to train the LFC staff in the use of new applications.

#### F. BUSINESS SPECIFICATIONS

1. In-House Resources -- Offerors must not assume any supplies, materials, hardware or software will be provided for any application development. Existing software will be provided for application support. Existing hardware will be available for system support.
2. Cost -- The offeror is required to submit the information described on Appendix A. All costs must be shown on an hourly basis for the service provided, excluding New Mexico gross receipts tax. Offeror must provide a "fully loaded" hourly rate for each category of support including all contractor expenses.

## VI. EVALUATION

### A. EVALUATION POINT SUMMARY

The following factors, weighted according to assigned point values, will be used in the evaluation of individual offeror proposals:

Factor	Points Available
Experience	300
Customer References	100
Response Time	75
Compilation of Large Documents	100
Training Program	175
Cost	250

### B. EVALUATION FACTORS

1. Experience -- Proposals for offeror's experience will be awarded based upon the evaluation of:
  - a. Offeror's relevant experience in developing and maintaining technical support systems for personal computer network systems (100 points).
  - b. Offeror's relevant experience in developing and maintaining similar software applications (200 points).
2. Customer References -- Points will be awarded based upon an evaluation of the offeror's work performance for previous clients.
3. Response Time -- An offeror's guaranteed response time of one hours or less will be awarded maximum points. Guaranteed response time of more than one hours will receive proportionally fewer points.
4. Compilation of Large Documents -- 100 points will be awarded based upon relevant experience and 100 points will be awarded based upon offeror's example document.
5. Training -- Points will be awarded based upon the description of training to be provided

to LFC staff with the best description receiving a maximum of 175 points and the remaining proportionally fewer points.

6. Cost -- For purposes of evaluation, a specified number of hours will be assumed for the different hourly cost activities as shown on Appendix A. Points will be awarded based on total cost. The number of hours times the rate will equal the activity cost. The lowest responsive offeror will receive 250 points.

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**APPENDIX A**

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The offer listed below submits the following costs in support of the LFC automated systems as outline in this RFP. The offeror must enter the hourly rate and total for each category and the total costs.

Category	Hourly Cost	x Hours	= Total
Support of Existing Applications		100	
Development and Testing of New Applications		150	
Training for LFC Staff		25	
Complex Document Support		25	
Technical Network System Support		50	
Estimated Number of Hours		350	
Total Cost			

***Submitted by:***

Business Name: \_\_\_\_\_

Business Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_