

LEGISLATIVE FINANCE COMMITTEE
FY12 PROFESSIONAL SERVICE AGREEMENT PLAN
 June 2011

CONTRACT NO.	CONTRACTOR	FY12 REQUEST	FY11 AMOUNTS	*DATE APPROVED
	RECOMMENDED			
	Vincent, Ralph - Information technology support	27.3	27.3	
	Gaussoin, Helen - Editing/public relations	26.0	26.0	
	UNM Economic Forecasting (w/DFA & TRD)	28.8	28.4	
	The Bateman Group, LLC	25.0	0.0	
	TOTAL RECOMMENDED	107.1	81.7	
	APPROVED or EXECUTE			
	TOTAL APPROVED	\$ -		
	PLANNED			
	Gordon & Hale, LLC -FY10 Financial Audit	5.5	5.4	
	Fernandez, Cathy - training on HB2 and budget systems	20.0		
	FIR Analysts - 30 day session	25.0	24.9	
	FIR Manager - 30 day session	11.0	11.2	
	Community Outreach (sign language services)	1.0	1.0	
	Additional Performance Evaluations	15.0	48.0	
	Miscellaneous	4.0		
	TOTAL PLANNED	\$ 81.5		
	GRAND TOTAL	\$ 188.6		
	APPROPRIATED AMOUNT	155.7		
	REMAINING BALANCE	\$ (32.9)		

PROPOSED FY12

PROFESSIONAL SERVICE CONTRACTS

VINCENT, RALPH	Amount: \$27.3
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Scope of work:

The contractor shall provide ongoing technical support to the LFC in refining and improving its microcomputer systems and their applications throughout the fiscal year beginning on July 1, 2011 or as soon as possible thereafter and ending June 30, 2012. Technical support will include the following:

1. Meeting with LFC staff as needed to determine the need for data modification to hardware systems, applications, daily operating needs and specialty program applications.
2. Reviewing and making recommendations on available hardware and software to improve the capability, speed and functionality of existing systems.
3. Developing, testing and documenting all system modifications and enhancements.
4. Training the LFC staff in the use of new and modified systems pursuant to a joint work plan developed by the LFC training committee and the contractor.
5. Providing continual operational support as needed throughout the fiscal year and during priority production periods.
6. Attending LFC Technology Committee meetings, when requested.
7. Coordinating the completion of, with the LFC computer team, the LFC requests for the design, development, and maintenance of the LFC website in a timely manner as defined in the actual LFC request.
8. Providing software documentation when requested.
9. Providing quarterly reports on responses to requests for legislative information systems services.
10. Presenting new systems innovations that could have application to LFC systems and should assist the LFC with implementation planning to the LFC Technology Committee.
11. Meeting with the LFC Technology Committee in December 2011 and April 2012 to discuss systems improvements, needs, problems and successes.
12. Developing a work plan jointly with the LFC Technology Committee and LFC management, including time lines, assignments and responsibilities, to be used to implement improvements to the LFC's information technology systems.
13. Developing a plan that can be implemented by LFC staff to maintain the operability of key LFC information systems, including contacts, in the event of an emergency or disaster.

GAUSSOIN, HELEN

Amount: \$26.0

Scope of work:

The Contractor shall provide professional assistance to the Legislative Finance Committee (LFC) as outlined below:

1. Work with LFC members and staff to review and prepare information prior to meetings of the committee.
2. Write and disseminate information to the news media prior to and after meetings.
3. Research and write newspaper columns speeches and other reports requested by committee members.
4. Prepare committee members and their director for interviews with news reporters.
5. Promote public interest in committee activities and attendance at meetings.
6. Coordinate local relations for LFC meetings outside Santa Fe.
7. Write and compose monthly newsletter for print and Internet distribution.
8. Prepare internal LFC manuals and documents as requested and when time permits.

UNM Bureau of Business and Economic Research (BBER)

Amount: \$28.8

Scope of work:

This contract includes the purchase of quarterly long-term forecasts with national, state, sub-state, and sector detail identified below. Contractor will provide forecasts on a multi-sector econometric model of the New Mexico state economy. The model used for economic forecasts must be adapted and consistent with the most recent data of population and employment and other regional economic variables produced by the state or its Contractors. The model will specifically be calibrated and tailored to the New Mexico economy. The Contractor will provide services to modify the model and provide services to support use of the forecasts. The State will own an unrestricted right for the use of individual forecasts and the Contractor will assume responsibility for running the model and providing ancillary services. The State will grant the Contractor the right-of-use of forecasts developed partially with State funding.

The State is particularly interested in obtaining forecasts that produce variables suitable for estimating changes in tax collections, the tax base, tax incidence, and the economic impacts of national-level trends on the New Mexico economy. The model must produce variables that may be suitable for estimating changes in New Mexico's gross receipts tax (GRT), selective sales taxes, personal income tax (PIT), corporate income tax (CIT), oil and gas taxes, investment income, and other streams of state tax revenue.

The forecast period is the current year. Forecast results will be presented in calendar quarters, by calendar and fiscal year for the forecast period. Historical data will cover ten (calendar and fiscal) years.

Scope of work:

The Contractor shall provide professional assistance to the Legislative Finance Committee (LFC) as outlined below (Phase II) for the Program Evaluation of the New Mexico State Fair:

1. Provide professional services to complete field work.
2. Draft a report and present the results to LFC.
3. Deliverables will include: status reports; preliminary findings; draft report; hearing presentation; and supporting documentation.