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Date: January 31, 2025

To: Cabinet Secretaries

From: State of New Mexico General Services Department

RE: Frequently Asked Questions for DoIT purchasing now consolidated with SPD

The following 'Frequently Asked Questions' are designed to assist with questions related to the consolidation of DoIT purchasing to the State Purchasing Division.

- 1. Do I need to send the contract to DoIT/EPMO for Scope of Work (SOW) review and then send to State Purchasing Division (SPD) for Terms & Conditions (Ts & Cs) review? Why can't I continue to send it out once for both SOW and Ts & Cs review?**

ONLY the SOW will need to be reviewed and approved by DoIT. Once the SOW is approved by DoIT, the requesting agency will then submit the packet to SPD via the SPD submission page. <https://www.generalservices.state.nm.us/state-purchasing>. The submission to SPD must have DoIT approval via memo approval/email approval for the SOW only. For professional services, any deviation to the Ts & Cs will be addressed by the Contract Review Bureau (CRB).

- 2. Who do we send our contract to at SPD once EPMO has completed the SOW review?**

Once the above process has been completed, it is submitted to SPD. If the procurement is General over \$60k, SPD will do the award. If the procurement is Professional, the requesting agency will do the contract and submit to the CRB. If the procurement is less than \$60k and it is General Services, the SOW is approved by the requesting agency CIO and no contract is required. If the procurement is Professional services and is less than \$60K, the requesting agency is to submit the contract to the CRB. Request for Scope of Work determinations should be sent to (spd.determination@gsd.nm.gov) along with determination from Horizons (mloehman@horizonsofnewmexico.org)

- 3. What is the new process?**

The requesting agencies will work directly with DoIT until the SOW is approved. Once the requesting agency has received the approval from DoIT via email/form approval, the agency will

submit their solicitation request and/or sole source through the SPD website
<https://www.generalservices.state.nm.us/state-purchasing>.

4. Where do I find the five contract templates that are to be used going forward?

*These contract templates are available on the General Services Department website:
<https://www.generalservices.state.nm.us/state-purchasing>*

5. Is there someone in SPD who will be assigned to our agency?

No, there will not be a specified SPD buyer assigned to specific agencies. Requesting agencies will be assigned a buyer once the completed packet has been submitted to the SPD portal. All submissions are randomly assigned.

6. Does DoIT still need to sign contracts?

The DoIT act is currently being revised during the 2025 legislative session. SPD is now accepting submissions for IT procurements. Any projects that were in process prior to January 17, 2025, will still be under review/approval by DoIT/EPMO. Once the DoIT act is revised, DoIT will no longer sign IT contracts.

7. Given we are not reviewing the Ts and Cs, we won't know the total contract value. Will SPD be verifying deliverables amounts, retainage calculations, and availability of certified funds?

Terms and Conditions review will be the responsibility of the requesting agency attorney and CIO. If there is a deviation from the standard contract templates posted on the SPD webpage, a deviation request must be submitted along with the contract packet for approval from SPD. SPD is available for guidance or help with negotiating Ts and Cs if needed.

Deliverable amounts and retainage will be reviewed by SPD. If this is a certified fund project, approval of funds will also need to be submitted when submitting for IT procurements.

8. Do all contracts need to be reviewed by SPD before signing? Do all contracts need legal review?

The only contracts reviewed by SPD are those projects submitted via RFP and assigned to an SPD Buyer. Professional Service Contracts are reviewed and approved by CRB Staff. Contracts \$60K or less that are agency internal contracts are not signed or reviewed by SPD, and should be reviewed and approved by the requesting agency CIO.

Legal review will be conducted by requesting agency's legal and CIO.

9. What about the contracts in process? Should we assume that nothing will happen until the guidance is issued?

Any projects that were in process prior to January 17, 2025, will still be under review/approval by DoIT/EPMO.

10. Who will verify the procurement vehicle is still current/valid?

It is the responsibility of the requesting agency to verify the procurement vehicle based on the determination and amount of the project in accordance with the NM Procurement Code.

Please direct all procurement questions about the transition to Anna.silva2@gsd.nm.gov or Dorothy.mendonca@nm.gsd.gov