New Mexico General Services Department
State Purchasing Division

AGENCY CERTIFICATION FORM

_____(Agency Name) hereby certifies the following in regard to the attached contractual agreement between the Agency and _____(Name of Contractor)

1) This contractor ☐***IS* or** ☐***IS NOT*** a **former state employee**. (See note below)

   Former employee requires a Former Employee Affidavit (found on CRB website), PERA letter if contractor retired from State of New Mexico and a DOJ's letter if contractor separated/retired within the last five years to the date of signed contract.

2) This contractor ☐***IS* or** ☐ ***IS NOT*** a **current state employee** or a **legislator** or the **family member** of a current state employee or legislator, or a **business** in which a current state employee or legislator or family member of the current state employee or legislator has an interest of greater than 20%. (See note below)

   No contract may be awarded to a current state employee or legislator, or to a family member of a current state employee or legislator, or to a business in which any of these persons has an interest greater than 20% unless such contract is awarded pursuant to the Procurement Code, except such persons or businesses cannot be awarded a contract through a sole source or small purchase. (See Section 10-16-1 through 10-16-18 NMSA 1978 for further information.) If "IS" is selected, the contractor must submit a completed copy of the attached affidavit form along with this certification as part of the contract award process.

3) This Contractor is a: FOR PROFIT VENDOR ☐_____
   or
   NOT FOR PROFIT VENDOR ☐_____

I certify that the information stated in paragraphs 1-3 is true.

_____ _____
Signature of Contractor Date

4) This Professional Service Contract DOES COMPLY with the Governor's Guidelines for Contract Review and Re-Evaluation and IS an essential contract for the Agency.

_____ _____
Cabinet Secretary or Designee Date