GSD CONTRACTS REVIEW BUREAU
Joseph Montoya Building, Rm 2016
Santa Fe, NM 87505

PROFESSIONAL SERVICES CONTRACT BRIEF
CRB, Revised 03/26
(CONTRACT BRIEF MUST BE TYPED)

FY	Agency Code	Organization Code	Contract No.	Amend. No.

Contractor Name:
Contractor Address: **Phone:**
Agency Contact: **Phone:**

Single-Year Contract:	Appropriation Period:	Contract or Amendment Amount:	
$ _____ Total Contract Amount		General Fund	
Multi-Year Contract:		Other State Funds	0.00
$ _____ Total Contract Amount		Federal Funds	0.00
		Total	

Contract Term: From: [ ] / [ ] / [ ]   **To:** [ ] / [ ] / [ ]
(GSD Approval date to be filled in by Contracts Review Bureau)   (Termination Date)

Retroactive: Y/N [N]   **Date:** [ ] / [ ] / [ ]
Non-profit: Y/N [N]

◉ **Operational Budget**   ○ **Capital Outlay**

BRIEF DESCRIPTION OF SERVICES OR REASON FOR AMENDMENT: -DO NOT COPY/PASTE SOW IN THIS DESCRIPTION BOX

PROCUREMENT PROCEDURE-Check with X the applicable citation

_____	Section 13-1-125 NMSA 1978, small purchase contract (does not exceed $60,000 excluding gross receipts tax).
_____	Section 13-1-111 NMSA 1978, competitive sealed proposal (contract over $60,000).
_____	Section 13-1-129 NMSA 1978, contract is based upon Price Agreement #
_____	Section 13-1-126 NMSA 1978, sole source procurement (requires written determination and GSD approval).

REQUIREMENTS-Enter Y (yes) to verify the following mandatory requirements:

_____	The agency certifies to GSD that all relevant requirements of the Procurement Code have been followed.
_____	The agency certifies to GSD that the contractor will perform at all times as an independent contractor for the purpose of IRS tax compliance and is not performing services as an employee of the agency.
	The agency certifies to GSD that the agency has performed a legal review and the contract is in compliance with all federal and state laws, rules and regulations.

OTHER REQUIREMENTS-Enter Y (yes), N (no) or N/A (not applicable) to each of the following:

_____	The agency certifies to GSD that Performance Measures have been outlined as required (attach valid section of strategic plan).
_____	The agency certifies to GSD that the contract complies with GSD rules regarding indemnification and insurance.
	The agency certifies to GSD that the requirements of the Governmental Conduct Act, Section 10-16-1 NMSA 1978 regarding conflict of interest with public officers or state employees have been followed. The agency certifies to GSD that the Attorney General's review has been obtained because:

[ ] Contract with former state employee   [ ] Contract with present state employee

The agency certifies to GSD that any required performance bonds have been obtained, Section 13-1-148 NMSA 1978

Cabinet Secretary / Designee

Cabinet Secretary, Agency Head or Designee   **Title**   **Date**