

From: [Maestas, Ray, GSD](#)
To: [GSD-SPD.IT Bureau](#)
Subject: FW: Federal Subcontract & Subrecipient Agreements
Date: Friday, June 26, 2026 11:40:05 AM
Attachments: [image001.png](#)
[Template-DFA-Federal-Award-Contractor-Agreement \(1\).docx](#)
[Template-DFA-Federal-Award-Subrecipient-Agreement.docx](#)
[DFA Subrecipient vs. Contractor Checklist Tool.pdf](#)


Good morning,

Per the below communication, I would like to request the attached documents to be added to the GSD/SPD public site under the Resource and Information section. Since this is regarding Federal Grant Management, it might be more appropriate to place under the Federal Government section.

Let me know if you have any questions or concerns.

Thank you,

Vendor Preference Application (pdf)
New Mexico Substitute W-9 and Other DFA Documents
Quarterly Gross Sales Report (excel)
<h2>Helpful Links</h2>
<h3>General Purchasing</h3>
New Mexico Public Procurement Association
NASPO-ValuePoint
National Institute of Governmental Purchasing
National Association of State Procurement Officials
<h3>State Government</h3>
Department of Information Technology Contract Review Board
<h3>Federal Government</h3>
General Services Administration
GSA Policy and Regulations
Federal Acquisition Regulations



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From: Conley, Lauren, DFA <lauren.conley@dfa.nm.gov>

Sent: Friday, June 26, 2026 11:02 AM

To: Maestas, Ray, GSD <Ray.Maestas@gsd.nm.gov>

Cc: Mendonca, Dorothy, GSD <dorothy.mendonca@gsd.nm.gov>; Hypolite, George, DFA <george.hypolite@dfa.nm.gov>; Melhoff, Mark S, DFA <MarkS.Melhoff@dfa.nm.gov>

Subject: Federal Subcontract & Subrecipient Agreements

Hi Ray, Happy Friday!

Dorothy brought up a great idea to publish the two templates on your GSD website. Would you be able to help me get these published?

They are also published on the DFA website, here: [Federal Grant Management Resources - New Mexico Department of Finance and Administration](#)

To ensure agencies do in fact need a contract rather than a subrecipient agreement, I would recommend the agencies also submit to you a Subrecipient vs. Contractor Determination.

MAPs 9.4(D) requires that they have one documented, but we do not require the attached Checklist Tool to be used (maybe next year).

Having agencies complete this determination would likely reduce the number of Federal contracts, as a lot of agencies erroneously default to contracts.

I will continue to educate agencies on this matter and best practices, starting with our MAPs training next week.

Thanks for your help!

Lauren Conley

Federal Reporting & Compliance Bureau Chief

Financial Control Division

Phone: 505-500-9865



**New Mexico
Department of Finance
and Administration**

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