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**** MEMORANDUM ****

February 06, 2024

TO: Chief Financial Officers and Chief Procurement Officers

FROM: Ray A. Maestas, Bureau Chief 
Contract Review Bureau

SUBJECT: Professional Services Contracts Processing for FY24 and FY25; Contract Processing Requirements.

CRB is providing the following information to ensure all Agencies can plan appropriately in order to process all new professional services contracts and amendments in an efficient manner.

Please review our deadlines thoroughly to ensure you understand when specific procurements are due to CRB. We've also included some frequently asked questions this year in hopes to avoid issues we continue to encounter. If you have any questions, concerns or need clarification, please reach out to us. All deadlines below must be adhered to as we do receive a large volume of contracts during this time of year.

Last day to submit any new contracts to CRB utilizing FY24 Funds	May 3, 2024 by 5PM
<i>Last day to submit/email extensions of existing contracts expiring June 30, 2024 This applies to ANY contract or amendment that is set to expire June 30, 2024</i>	May 3, 2024 by 5PM
First day to submit new contracts utilizing FY25 funds for an effective date of July 1, 2024	May 20, 2024
Last day to submit FY25 Contracts to CRB to receive an effective date of July 1, 2024 NO EXCEPTIONS	July 1, 2024 by 5PM
Last day to resubmit FY25 contracts originally received by July 1, 2024 but rejected by CRB to receive effective date of July 1, 2024 NO EXCEPTIONS	July 22, 2024 by 5PM

Outdated templates and forms: General Services Department, Contracts Review Bureau (GSD/CRB) will not accept any contract for professional services that does not comply with Rule 2.40.2 NMAC. Contracts submitted on old templates will be returned to agencies explaining why they are being returned. We will return the entire packet to the agency asking for a clean packet. If the reason for the rejection is not clear to you please ask clarification. We strive to provide clear and concise information and feedback.

Boilerplate Deviation Requests: CRB is now accepting boilerplate deviations requests for FY25. Please make sure your memo is addressed to GSD Cabinet Secretary Robert Doucette and sent to Ray Maestas. CRB staff will ensure legal counsel reviews before forwarding to Secretary Doucette for approval.

Statewide Price Agreement- If a contract is based on a SWPA procurement, that price agreement number must be listed within the PO description.

Frequently asked Questions

Q: If my contract (or amendment) expires on June 30, 2024, when do I need to submit an amendment to extend?

A: It must be submitted to CRB no later than May 3, 2024 by 5PM.

NOTE: It is never a good idea to turn in a contract extension within days of it expiring. We know it happens and sometimes it is beyond your control. CRB will work with you and your agency if this occurs.

Q: What if my contract (or amendment) is a no cost extension but expires June 30, 2024?

A: The amendment must be submitted to CRB no later than May 3, 2024 by 5PM.

Q: If I have missed a deadline but my contract or amendment must be processed is there any way to still have it approved in time?

A: Yes, it is possible. The agency will need to submit a memo along with the contract packet explaining why the deadline was not met, why this procurement is a priority to the agency, and what steps the agency will take to meet the corresponding deadlines in the future.

Q: Is it possible to request a rush on a contract? If so, what is the best way to go about this?

A: Yes, it is possible. The most important thing you can do at the agency level is review the contract thoroughly to ensure it is a complete packet with no errors. Incomplete packets or packets with mistakes are the biggest issue we face when asked to rush contracts. Also, give CRB staff a heads up that it's coming. If we know it is coming we can prepare for it. Finally, we do keep track of the rushes requested by an agency so please be mindful of these requests. While it is perfectly acceptable to request a rush, it can't be the norm. Planning for procurements with enough time to process should be part of your process.

Q: *If my contract packet is rejected do I have to resubmit everything to CRB?*

A: This will depend on what is missing. Generally, yes, you will need to resubmit everything. CRB staff will do their best to make it very clear what needs to be done but it is not CRB's responsibility to piece contract packets together. That is the agency's responsibility as it was when you submitted hard copies.

Q: *If my agency processed a contract through DocuSign do I need to provide anything else?*

A: It is possible to include everything in a DocuSign envelope but typically agencies leave out a few items. Please access a copy of our checklist if you need to determine what is needed in a contract packet. If items are missing in a DocuSign envelope, your analyst will request these items.

Q: *My DocuSign envelope was submitted to CRB but I haven't heard from them or received a signed copy, what should I do?*

A: Reach out to your analyst to ensure all documentation was received if we've had your contract for 3-5 business days and you haven't heard from us or seen any action taken on your purchase order. Also, make sure your analyst's email is correct in DocuSign. Typically, you would hear from your analyst if we received the DocuSign envelope and it was incomplete.

Q: *How long should I expect it to take for CRB to approve my contract?*

A: CRB approves most contracts within 3-5 business days. However, CRB's busiest time of the year starts in May and doesn't end until August. During this time, please allow 7-10 business days. Reaching out to CRB staff if you have a question about a specific contract by phone is the best way to get a quick answer during the busy months.

If you have questions, please reach out to the Contract Analyst assigned to your agency. We are happy to provide you with the information you need to process your contracts properly and efficiently.

Please utilize our group email when submitting contracts to CRB.

Group email for CRB: spd.crb@gsd.nm.gov

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We thank you in advance for your cooperation. Please do reach out if you have any questions regarding our processes or requirements.