

REQUEST FOR PROPOSALS **for** **Temporary Employment Services**

Issued by the
STATE OF NEW MEXICO



In collaboration with



SOLICITATION NUMBER 60-00000-26-00092

RFP WEBSITE:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfNewMexico>



RFP OVERVIEW

I. INTRODUCTION

This Request for Proposals (RFP) is being issued by the State of New Mexico ("Lead State") in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to establish one or more Master Agreements for **Temporary Employment Services** in the following categories:

- Category 1 – Administrative
- Category 2 – Commercial and Industrial
- Category 3 – Educational
- Category 4 – Healthcare (Clinical and Non-Clinical)
- Category 5 – Informational Technology (Professional and Non-Professional)
- Category 6 – Professional Services (excluding IT)

The purpose of this RFP is to establish Master Agreements with qualified Offerors to provide Temporary Employment Services in the categories listed above. These services will be offered as a Managed Service Provider (MSP) model, where the Contractor provides the Contingent Worker and managed external workforce responsibilities like payroll, onboarding, and liability for legal compliance with the Contingent Worker program. The goal of this model is to reduce the administrative burden of the Contingent Worker on the Purchasing Entity.

This RFP is designed to provide interested Offerors with sufficient information to submit Proposals meeting minimum requirements but is not intended to limit a Proposal's content or exclude any relevant or essential data. Offerors are encouraged to expand upon the specifications to add service and value consistent with State requirements.

This solicitation will result in Master Agreements with the State of New Mexico and NASPO ValuePoint that will replace the current Temporary Employment Services Master Agreements.

About NASPO ValuePoint

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO ValuePoint's Lead State Model™, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in NASPO ValuePoint Master Agreements is convenient and cost-effective for eligible entities—including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories—and suppliers, with no membership or registration required. In 2025, contractors reported a combined **\$ 22.3 billion** in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP, including a combined **\$107.4 million** in sales through the current Temporary Employment Services portfolio.

More information about NASPO, NASPO ValuePoint, and the NASPO ValuePoint Lead State Model can be found at www.naspo.org and www.naspovaluepoint.org and in Attachment E, Participation Information.



II. GENERAL INFORMATION AND INSTRUCTIONS

The State of New Mexico General Services Department State Purchasing Division is the Lead State and issuing office for this document and all subsequent amendments relating to it. The reference number for the transaction is Solicitation Number 60-00000-26-00092. This number must be referred to in all Proposals, correspondence, and documentation relating to the RFP.

The Lead State Contract Administrator identified below is the sole point of contact during this procurement process. Offerors and interested persons shall direct to the Lead State Contract Administrator all questions concerning the procurement process, technical requirements of this RFP, contractual requirements, requests for brand approval, changes, clarifications, and protests, the award process, and any other questions that may arise related to this solicitation and the resulting Master Agreement. The Lead State Contract Administrator designated by the State of New Mexico, General Services Department (GSD)/State Purchasing Division (SPD), is listed below.

A. RFP Contact. The following individual is the sole contact for this RFP:

Theresa Mendibles
IT Procurement Specialist
State of New Mexico
Theresa.Mendibles@gsd.nm.gov
(505) 795-1894

B. RFP Website. The following websites are the sole official source for RFP information and updates:

GSD SPD Active Procurements:

<https://www.generalservices.state.nm.us/state-purchasing/active-itbs-and-rfps/active-procurements/>

and

eProNM:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfNewMexico>

This SPD eProNM website is the sole location for Electronic Submission of proposals. See Attachment O, Electronic Submission Requirements for more instructions on how to submit a response electronically.

C. RFP Documents. This RFP consists of this RFP Overview, the following attachments, and any information or materials posted by the Lead State to the RFP Website, as amended:

1. Attachment A, RFP Terms and Conditions
2. Attachment B, Scope of Work
3. Attachment C, RFP Evaluation Plan
4. Attachment D, Sample Master Agreement
5. Attachment E, Participation Information
6. Attachment F, Protest Information
7. Attachment G, Offeror Information, Acknowledgments, and Certifications
8. Attachment H, Offeror Response Worksheet
9. Attachment I, Cost Proposal
10. Attachment J, Proposed Modifications to Sample Master Agreement
11. Attachment K, Claim of Business Confidentiality
12. Attachment L, Letter of Transmittal Form
13. Attachment M, Campaign Contribution Disclosure Form
14. Attachment N, Organizational Reference Questionnaire



15. Attachment O, Electronic Submission Requirements
16. Attachment P, Acknowledgement of Receipt Form

D. Important Dates.

1. **RFP Open Date:** June 18, 2026
2. **RFP Pre-Proposal Conference:** June 29, 2026 at 9:00 AM MST
3. **Acknowledgment of Receipt Form (Attachment P) Submittal:** July 6, 2026 at 5:00 PM MST
4. **RFP Question Submission Deadline:** July 6, 2026 at 5:00 PM MST
5. **RFP Q&A Answers Posted:** July 17, 2026
6. **Organizational References Deadline:** August 11, 2026 at 3:00PM MST
7. **RFP Close Date:** August 11, 2026 at 3:00PM MST
8. ***Evaluation Period:** August 11, 2026 – September 11, 2026
9. ***Award Date:** October 9, 2026
10. ***Protest Deadline:** +15 days from Award Date

***Dates for items 8, 9, and 10 are estimates only and may be subject to change without necessitating an amendment to the RFP.**

E. Pre-Proposal Conference

A Pre-Proposal Conference will be held as indicated above, beginning at 09:00 AM Mountain Time by Zoom.

Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the RFP Contact (see Section II.A, above). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All questions answered during the Pre-Proposal Conference will be considered **unofficial** until they are posted in writing. All written questions will be addressed in writing on the date listed in Section II.D.5, above. A public log will be kept of the names of potential Offeror(s) who attended the Pre-Proposal Conference.

Attendance at the Pre-Proposal Conference is highly recommended but not a prerequisite for submission of a Proposal. Offerors must use the link below to participate.

https://naspo.zoom.us/webinar/register/WN_UTSsya_nT1GDZh5xirwyDw

F. How to Ask Questions.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. All questions, including those about Terms and Conditions, must be submitted via e-mail to the RFP Contact (see Section II.A, above). Questions must be submitted by the RFP Question Submission Deadline date and time shown in Section II.D.4 (Important Dates, above). The Lead State may refuse to answer questions received after the Question/Answer deadline. The identity of potential Offerors will not be published with the answers, but the text of questions will be restated, so Offerors are cautioned about including context in questions that may reveal the source of questions.
3. Answers will be provided via the eProNM website and the GSD SPD Active Procurements website (Section II.B, above), and will be e-mailed to those individuals who successfully submitted the Attachment P, Acknowledgment of Receipt Form prior to the Attachment P, Acknowledgment of Receipt Form Submittal deadline shown in Section II.D.3 (Important Dates).
4. Submission instructions for Attachment P, Acknowledgement of Receipt Form are included in the attachment.



G. How to Respond.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
 - a. Follows the requested format;
 - b. Includes the Solicitation Number on all materials making up the Proposal;
 - c. Addresses each question and request for a response in this RFP, including all applicable questions in Attachment H – Offeror Response Worksheet;
 - d. Clearly describes and demonstrates your ability to meet the Scope of Work in Attachment B; and
 - e. Includes all required submissions identified in Section IV.A.
3. Submit your Proposal through the GSD SPD eProNM Website by the RFP Close Date and Time identified in the Important Dates, above. **Proposals received after this deadline WILL NOT BE ACCEPTED.**
4. **eProNM Technical Support:**
 - a. For assistance with completing the registration process, uploading a proposal, or other technical support issues, call (505) 795-1894 or (505) 372-8489.
 - b. For assistance with eProNM passwords or if the primary contact for your account is no longer employed by your organization call (800) 233-1211.
5. Pursuant to Section 13-1-116 NMSA 1978, the contents of Proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the last and final Contract is awarded pursuant to this Request for Proposals has been fully executed.

H. RFP Amendments

The Lead State accepts no responsibility for a prospective Offeror not receiving solicitation documents and/or revisions to the solicitation unless an Attachment P, Acknowledgement of Receipt Form has been submitted to the Lead State by the date and time identified in Section II.D of this RFP Overview. Any prospective Offeror who does not submit an Attachment P, Acknowledgement of Receipt Form is responsible for monitoring the General Services Department State Purchasing website, and eProNM to obtain RFP amendments or other information relating to the RFP (see Section II.B above).

I. Letter of Transmittal Form

The Offeror's Proposal must be accompanied by a completed Attachment L, Letter of Transmittal Form. The form must be completed and must be signed by the person authorized to obligate the company. **Failure to submit a signed Attachment L, Letter of Transmittal Form will result in Offeror's disqualification.**

J. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return Attachment M, Campaign Contribution Disclosure Form as part of their Proposal. This requirement applies regardless of whether a covered contribution was made or not made for the positions of State of New Mexico Governor and Lieutenant Governor or other identified official. **Failure to complete and return the signed, unaltered Attachment M, Campaign Contribution Disclosure Form will result in disqualification.**

K. Organizational References

Offeror should provide a minimum of two (2) external references from similar projects/programs performed for private, state, or large local government clients within the last three (3) years.

Offeror must submit Attachment N, Organizational Reference Questionnaire ("Questionnaire") to the businesses providing references. **The business references must submit the**



Questionnaire directly to the designee identified in Attachment N. The business references must not return the completed Questionnaire to the Offeror. It is the Offeror's responsibility to ensure the completed forms are submitted on or before the date indicated in Section II.D Important Dates, above, for inclusion in the evaluation process.

Organizational References that are not received or are not complete may adversely affect the Offeror's score in the evaluation process. Offerors are encouraged to specifically request that their Organizational References provide detailed comments.

III. SCOPE OF WORK

Attachment B, Scope of Work provides a detailed description of the Deliverables sought through this RFP.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, and political subdivisions and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead State or any other state or eligible entity. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be three years, with the option to exercise renewals totaling up to an additional four years in one year increments following the initial term, not to exceed four years (not including any potential six-month End-of-Term Extension (see Attachment D, Section II.2.3), upon mutual agreement by the Lead State and Contractor.

IV. OFFEROR RESPONSE

A. Required Submissions. The following must be submitted with your proposal:

1. Any response required to be submitted directly through the SPD eProNM system
2. Completed and signed Attachment G, Offeror Information, Acknowledgments, and Certifications
3. Completed Attachment H, Offeror Response Worksheet
4. Completed Attachment I, Cost Proposal, submitted as a separate document and separate file
5. Completed Attachment J, Proposed Modifications to Sample Master Agreement
 - a. If proposing modifications in Attachment J, a redlined copy of Attachment D, Sample Master Agreement
6. Completed and signed Attachment K, Claim of Business Confidentiality
 - a. Redacted copy of Proposal clearly marked as such if claiming confidential, proprietary, or protected information
7. Completed and signed Attachment L, Letter of Transmittal Form
8. Completed and signed Attachment M, Campaign Contribution Disclosure Form

B. Submissions from References. The following must be submitted by your references to be included as part of your Proposal:

1. Completed Attachment N, Organizational Reference Questionnaire

C. Other Documents. The following are informational or optional only and do **not** need to be submitted with your Proposal:



1. This RFP Overview
2. Attachment A, RFP Terms and Conditions
3. Attachment B, Scope of Work
4. Attachment C, RFP Evaluation Plan
5. Attachment D, Sample Master Agreement (unless redlined)
6. Attachment E, Participation Information
7. Attachment F, Protest Information
8. Attachment O, Electronic Submission Requirements
9. Attachment P, Acknowledgement of Receipt Form (optional form)

V. EVALUATION AND AWARD PROCESS

This RFP will be evaluated and awarded in categories 1-6 independently of each other.

- A. Proposals will be sealed until the RFP Close Date in Section II.D. above. After opening, Proposals will be evaluated in stages as set forth in this section and further detailed in Attachment C, RFP Evaluation Plan. The Multistate Sourcing Team will perform the evaluation of Proposals. This process will take place as quickly as possible subsequent to the Closing Date as listed in Section II.D. above. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive Proposals to clarify aspects of the Proposals. However, Proposals may be accepted and evaluated without such discussion.

Discussions SHALL NOT be initiated by the Offerors.

1. **Stage 1: Initial Responsiveness Evaluation.** The Lead State will review Proposals for completeness, initial responsiveness, and compliance with all mandatory requirements. Proposals omitting required documents or responses or failing to meet all Mandatory Requirements identified in Attachment C, RFP Evaluation Plan may be rejected in accordance with Attachment A, RFP Terms and Conditions.
2. **Stage 2: Technical Criteria Evaluation.** Proposals meeting the Mandatory Requirements will be evaluated against the Technical Criteria set forth in Attachment C, RFP Evaluation Plan.
3. **Stage 3: Cost Evaluation.** The Cost Proposals will be evaluated independently of and after the technical evaluation. The contents of Attachment I, Cost Proposal, will be calculated and scored as set forth in Attachment C, RFP Evaluation Plan.
4. Offeror's Technical Criteria Evaluation and Cost Evaluation scores will be added to determine each Offeror's total points.

- B. This RFP is anticipated to result in Master Agreement Awards to multiple Offerors based on a minimum total points to determine the Offerors for consideration of Award for each Category. Taking into consideration the Evaluation Factors, the Lead State and Multistate Sourcing Team will then determine which Proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities. The most advantageous proposals may or may not have received the most points. The Lead State and Multistate Sourcing Team reserves the right to increase/decrease the number of awards in consideration of the optimal number of Contractors required to successfully supply Deliverables to Participating Entities and Purchasing Entities.

C. NASPO Approval

Prior to the announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to NASPO ValuePoint for approval of the proposed awards.



D. Notice of Intent-to-Award

Following the approval of NASPO ValuePoint, the Lead State will issue, to all successful Offerors, an intent-to-award notice.

E. Post-Award Formalization of the Master Agreement

Master Agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per the Anticipated Award Date listed above in the Important Dates section or as soon thereafter as possible. This date is subject to change at the discretion of the Lead State.