



Attachment O ELECTRONIC SUBMISSION REQUIREMENTS

The State Purchasing Division (SPD) eProNM System Information

RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one response to this RFP.

B. ELECTRONIC SUBMISSION

ONLY ELECTRONIC SUBMISSION VIA SPD'S eProNM SYSTEM IS PERMITTED

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

Any Proposal that does not adhere to the requirements of Electronic Submission Requirements listed below and in the **RFP Overview** document may be deemed non-responsive and rejected on that basis.

1. Electronic Submission Requirements

- a. Register in eProNM *well in advance* of the submission deadline - In order to submit a response to this RFP, Offeror must be fully registered in the eProNM System. It is the Offeror's responsibility to ensure the registration process is completed in enough time to upload its response documents by the deadline set forth in this RFP. The registration page may be accessed via the following link:
<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfNewMexico>
- b. Follow all submission instructions - Responses must be submitted in the manner outlined in the RFP Overview, Section IV.A. Attachments may be uploaded as individual/separate files.
- c. Complete response upload prior to submission deadline - ***It is the Offeror's responsibility to ensure all documents are completely uploaded and submitted electronically via the eProNM system by the deadline set forth in this RFP.*** The eProNM system will automatically cease uploading data at the date and time of the deadline. Please ensure that you, as the Offeror, ***allow adequate time for large uploads and to fully complete your submittal by the deadline.*** A submission that is not both: (1) fully complete; ***and*** (2) received via the eProNM system by the deadline will be deemed late. Further, a submission that is not fully complete and received via the eProNM system by the deadline because the response was captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. In accordance with statute and rule, ***NO LATE OFFER CAN BE ACCEPTED.***
- d. The Offeror need only submit one single electronic copy of each portion of its response as required (i.e. each completed Attachment may be submitted individually/separately). ***EXCEPTION: Single electronic files that exceed 50MB may be submitted as multiple uploads, which must be the least number of uploads necessary to fall under the 50MB limit.***
- e. DO NOT upload .zip files - In accordance with the State of New Mexico's Information Technology (IT) policies and procedures, we are unable to accept .zip files. See above requirements for uploading large files.

**Request for Proposals for
Temporary Employment Services**

Issued by the **State of New Mexico**
Solicitation Number 60-00000-26-00092



- f. DO NOT password-protect Proposal documents – The SPD eProNM system is secure and accessible only to SPD personnel through a password-protected login. Confidential information must adhere to the requirements in this RFP.
- g. eProNM Technical Support
 - i. For assistance with completing the registration process, uploading a Proposal, or other technical support issues, call (505) 795-1894 or (505) 372-8489.
 - ii. For assistance with eProNM passwords or if the primary contact for your account is no longer employed by your organization, call (800) 233-1211.
- 2. **Required Submissions** – Refer to **RFP Overview Section IV.A.** for full list of required submissions. One (1) ELECTRONIC upload per required document must be organized in accordance with this Attachment O. **EXCEPTION:** *Single electronic files that exceed 50MB may be submitted as multiple uploads, which must be the least number of uploads necessary to fall under the 50MB limit.* All required submission documents **SHALL NOT** contain any Cost information except Attachment I, Cost Proposal.
 - a. **Confidential Information:** If Offeror's Proposal contains confidential information, as defined in Attachment A, Section I.B., Offeror **must** submit **two (2) ELECTRONIC files** for **each** Attachment for which Offeror claims Confidentiality:
 - i. One (1) ELECTRONIC version of the requisite Attachment identified above, as an **unredacted** (def. Attachment A, Section I.FF.) version for evaluation purposes; **and**
 - ii. One (1) **redacted** (def. Attachment A, Section I.V.) ELECTRONIC version for the public file, in order to facilitate eventual public inspection of the non-confidential version of Offeror's Proposal. Redacted versions **must** be clearly marked as "REDACTED" or "CONFIDENTIAL" on the first page of the electronic file, and in the file name (e.g. Attachment H, REDACTED).
- 3. **Cost Proposal (Attachment I)** – One (1) ELECTRONIC upload of the Proposal containing **ONLY** the Cost Proposal. **EXCEPTION:** *Single electronic files that exceed 50MB may be submitted as multiple uploads, which must be the least number of uploads necessary to fall under the 50MB limit*