

APPENDIX I
STATEMENT OF ASSURANCES FORM
 (Required)

This form must be completed and signed by the Offeror and required documentation must be returned with the proposal. This form and requested documentation in A-G must be provided as part of the response to Factor 1.

A. Corporate/Non-profit Organization (As applicable)

- Copy of agency article of incorporation, as approved by the New Mexico Public Regulation Commission.
- Copy of agency by-laws.
- Copy of annual corporate report, as filed with the New Mexico Public Regulation Commission for all agencies/organizations who have completed one (1) year of fiscal operation.

B. Financial Status

A proposal can be rejected if, after review of the documents submitted under this section, and the DDPC determines an Offeror is not fiscally sound.

- Current Fiscal report (If applicable – I.e. profit/loss, quarterly reports, etc.)
- Audited financial statements for the three most current years including the independent auditor's summary of findings (If applicable - management letter).
- Two most recent internally prepared quarterly financial statements.
- Copy of proof of registration with the New Mexico Taxation and Revenue Department for the payment of gross receipts tax or proof of grant of an exception from payment of federal income tax pursuant to the Internal Revenue Code of 1954, 26 USC Section 501 (C) (3). (Required)

C. Board of Directors

- i. A complete list of all current members of the board of directors, including name and title; address; date and term on board, and occupation.
- ii. If no board of directors, please describe governance structure.

D. Compliance with Federal and State Regulations

Provide a statement that the agency agrees to comply with all Federal and State legal requirements.

E. Proof of Professional Liability Insurance

As part of your contractual agreement with the DDPC you are required to carry insurance coverage. A proposal can be rejected if, after review of the documents submitted under this section, and verification of insurance is missing. You must submit documentation as proof of Professional Liability Insurance.

F. Proof of Surety Bond

As part of your contractual agreement with the DDPC you are required to carry a surety bond. A proposal can be rejected if, after review of the documents submitted under this section, and verification of the surety bond is missing. You must submit documentation as proof of a Surety Bond.

G. Pay Equity Initiative Requirements

You must submit with your proposal Pay Equity Reporting Form PE10-249, or Form PE-250 (depending on the size of your organization or company) or a certification that your organization or company is exempt.

I certify that the information provided throughout this proposal to the DDPC is true and correct and I fully assure compliance with all the requirements cited above.

Authorized Signature of Agency

Date

Title