

625 Silver Ave. SW Suite 100
Albuquerque, NM 87102
505.841.4519 phone
505.841.4590 fax
www.nmddpc.com

Susana Martinez, Governor
Sandra Skaar, Chairperson
John Block III, Executive Director

Request for Small-Purchase Contract Small-Purchase Guardianship Contracts Under \$50,000

New Mexico Developmental Disabilities Planning Council's (DDPC) Guardianship Program is accepting submissions of interest from individuals wishing to contract with DDPC, through a small purchasing contract, as corporate guardians for protected persons. A letter of interest should include the following:

- A. Qualifications: tell us about yourself. Are you currently certified as a guardian? If not, when will you become certified, and how are you preparing yourself for the certification? As a guardian, how will you remain up-to-date with your training and skill set?
- B. Service area: where would you be providing services? What cities and or counties.
- C. Experience: if you have worked as a guardian before, tell us about your experiences as a guardian, both good and bad.
- D. Record-keeping: describe how you will track the information the Office will be asking you to report on, including face-to-face contacts with your clients; and how you will make sure the information stays secure.
- E. Capacity: how many clients, of the 30-person caseload currently allowed, do you propose to serve?
- F. Financial and reporting: describe your capacity to submit the regular reports and billing that the Guardianship Program requires. Include a copy of your most recent income tax return. If you have a business license or tax certification, include a copy of that as well.
- G. If not on the State Vendors list, complete and submit the attached W-9 form.

Finally, the Office of Guardianship requires its contracts, both corporate and individual, to comply with all applicable New Mexico regulations, including those promulgated by the DDPC, and with the DDPC's rules and policies; to comply with the DDPC program definitions as they pertain to the services provided under the contract; and capacity to abide by all Federal and State laws, rules, regulations, and to executive orders of the Governor of the State of New Mexico, that pertain to equal opportunity. Assure the DDPC that no New Mexico citizen shall be denied the benefit of any activity performed under a contract awarded based on this RFP, or be otherwise subjected to discrimination on the grounds of race, color, national origin, gender, sexual orientation, age, disability, or religion; and describe your organization's capacity to carry through on this commitment. Please include a statement indicating your capacity and willingness to fulfill this contractual requirement.