

REQUEST FOR INFORMATION (RFI)

SANDOVAL COUNTY

**ETHICS ORDINANCE
CONTRACT COMPLIANCE OFFICER**



RFP# FY19-ADMIN-01

Release Date: March 17, 2019

Due Date: April 3, 2019 at 3:00 p.m.

1 INTRODUCTION

1.1 PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)

Pursuant to the Sandoval County Ethics Ordinance, Sandoval County Art. V, §§2-171 *et seq.* (found at https://library.municode.com/nm/sandoval_county/codes/code_of_ordinances?nodeId=CD_ORD_CH2AD_ARTVET)

Sandoval County is requesting information from attorneys interested in being selected as Ethics Board County Contract Compliance Officer (NIGP Commodity Code # 91825, 91832, 95353, 96105, 96149, 96158, 96258). As a County Official, this individual will function, with the assistance of County legal staff, as a clearinghouse for all complaints and allegations of unethical conduct against County officials, provide advice, and enumerated services to the Sandoval County Ethics Board and Sandoval County government.

As an initial step in the procurement process, this RFI has been prepared to assist the County in fully understanding the number of prospective eligible Respondents currently available.

This is a request for information ONLY and not a solicitation.

1.2 HOW TO SUBMIT A RESPONSE

Interested parties who wish to submit a response may submit relevant information as outlined below in Section 3, pursuant to the process described in Section 4.

1.3 FURTHER ACTIONS

The County will review the response(s) to this RFI, which may subsequently lead to requests for further clarification and further investigation. Information received in response to this RFI may be used in the preparation of a Professional Services Agreement consistent with County Policy and in full compliance with the Procurement Code.

Failure to respond to this RFI **DOES NOT** disqualify any Respondent from being considered for future Request for Proposals (RFP) solicitations.

2 SCOPE OF WORK

The Sandoval County Contract Compliance Officer (Contractor) will serve as a neutral, non-partisan, County Official, who will advise the Sandoval County Ethics Board as Sandoval County Contract Compliance Officer.

Pursuant to the Sandoval County Ethics Ordinance (Sandoval County Art. V, §2-180), the Contractor shall:

1. Accept from persons, including county employees, all complaints alleging misconduct in Sandoval County government and violations of the Ethics Ordinance;
2. Monitor to ensure that the complaints are routed to the to the proper office for handling, investigation, and response;
3. Track and report to the Ethics Board, County Manager and County Commission quarterly on the number of complaints, their subject matter, and their resolution;
4. Coordinate all Ethics Ordinance training for elected and appointed officials, employees and volunteers;
5. Inform the subject of the complaint about the complaint and inform the complainant where the complaint has been referred to and inform them of the outcome of the complaint and report quarterly all non-Ethics Ordinance complaints to the Ethics Board keeping the complainants names confidential where legally allowed;
6. Direct the complaint to the appropriate law enforcement agency, the Ethics board, county manager or county attorney for review, any necessary investigation, and disposition. If appropriate for a complaint that is easily answered and is not an alleged Ethics Ordinance violation, the contract compliance officer may resolve the complaint and provide a copy of the complaint and resolution to the ethics board, county manager, and county attorney;
7. Keep all non-Ethics Ordinance complaints confidential to allow the County to perform a self-critical analysis to the extent allowed by law;
8. Accept requests for advisory opinions on the meaning and interpretation of the Ethics Ordinance and forward these requests to the Ethics Board. The Ethics Board will review and issue advisory opinions with the assistance of the contract compliance officer and County Attorney;
9. Review the Ethics Ordinance every four years;
10. Complete other duties as outlined in the Ethics Ordinance and directed by the Chair of the Ethics Board.

3 INFORMATION REQUESTED

1. Please provide your resume or *curriculum vitae*, including professional experience, licensures, certifications and professional awards, and education.
2. Please provide a cover letter describing your interest in and suitability for the role of the County Contract Compliance Officer, including any experience you have had in governmental ethics or oversight.

3. Please disclose whether you are affiliated in an officer-level capacity with any political organization (i.e. Ward, Chair, President etc.), including the name of the organization and your title of office.
4. Please confirm whether you are a member of the New Mexico Bar in good standing.
5. Please disclose whether you have ever received attorney discipline in any jurisdiction in which you have practiced law, and the details and disposition of that discipline.
6. Please provide a proposed cost for your services as the County Contract Compliance Officer.
7. If any, please describe any applicable professional liability insurance policy you have providing legal services as County Contract Compliance Officer.

4. QUESTIONS, DUE DATE, RESPONSE AND FORMAT

4.1 QUESTIONS REGARDING THIS RFI SHOULD BE ADDRESSED TO:

Name: Trish Greene, Senior Procurement Specialist
 Address: Sandoval County
 1500 Idalia Road Bldg. D 2nd Floor
 PO Box 40
 Bernalillo, NM 87004
 Telephone: (505) 404-5873
 Fax: (505) 867-7605
 Email: tgreene@sandovalcountynm.gov

4.2 SEQUENCE OF EVENTS:

Action	Responsible Party	Due Dates
1. Issue RFI	Sandoval County	3/17/19
2. Deadline to Submit Written Questions	Potential Responders	3/25/19 @ Noon
3. Response to Written Questions Due	Procurement Manager	3/26/19 @ 5 pm
4. <i>Submission of Information</i>	<i>Potential Responders</i>	<i>4/3/19@ 3 pm</i>

Only questions submitted by email to tgreene@sandovalcountynm.gov will be answered.

4.3 RESPONSES, DUE DATE AND FORMAT

ALL RFIs MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME ON **APRIL 3, 2019**. RFIs received after this deadline will not be accepted. The date and time of receipt will be recorded on each RFI.

Respondents shall deliver one (1) original and one (1) copy to the Procurement Manager by the submission deadline.

RFIs must be addressed and delivered to the Procurement Manager at the address listed above. **RFIs must be sealed and labeled on the outside of the package to clearly indicate the name of the RFI and must be addressed to Trish Greene, Senior Procurement Specialist.** RFIs submitted by facsimile or other electronic means will not be accepted.

Respondents are encouraged to submit their response consistent with the content requested and in the order in which it is presented in the INFORMATION REQUESTED section. (Section 3)

5 OWNERSHIP AND CONFIDENTIALITY

5.1 OWNERSHIP

Responses to this RFI shall become the exclusive property of the County.

5.2 CONFIDENTIALITY

1. Information provided in responses will be analyzed and may appear in various reports and/or requests, with the exception of those parts of each submission, which may meet the definition of “Trade Secret” and are plainly marked as “Trade Secret” or “Proprietary”.
2. A blanket statement of confidentiality, or the marking of each page of the submission as confidential, shall not be deemed sufficient notice of exception. Respondents must specifically label only those provisions of the submission which are confidential in nature under the provisions of the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978, or as provided by the Confidential Materials Act, 14-3A-1 to 14-3A-2 NMSA 1978.

3. The County shall not, in any way, be liable or responsible for the disclosure of any such record, or any parts thereof, if disclosure is required or permitted under the New Mexico Public Records Act, or otherwise by law.