



PUEBLO OF LAGUNA
Request for Proposals

Program Evaluation
and Assessment

Pueblo of Laguna
-Tax Administration Division
-Indian Preference & Employment Compliance
-Office of Business Licensing

Due Date: August 19, 2024

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INTRODUCTION

General Organizational Information

The Pueblo of Laguna (“Pueblo”) is a federally recognized sovereign Indian Tribe. The Pueblo is a rural Tribal Reservation community consisting of six distinct villages, all located within Cibola County, NM, 45 miles west of Albuquerque, along the I-40 Interstate Corridor. The approximate on-Reservation Tribal-Member population numbers around 4,000 residents; a majority of which reside within the Capital Village of Laguna where the Pueblo’s Tribal Government Offices are also located. When fully-staffed, the Pueblo’s Tribal Government employs more than 300 full and part-time employees performing and providing a number of governmental services which include police, fire, EMS, detention, gaming regulation, maintenance of roads, equipment, and buildings, full administrative and legal services, social services, public health and behavioral health services, cultural and natural resource preservation.

Structured similarly to our federal system of government, the Pueblo’s administrative structure is organized with a politically elected official sitting a top programs that align with operates and manages its government operation utilizing an administrative structure comprised of the following: Elected Official’s Offices, Tribal Executive Offices, Tribal Department/Division Offices

OFFICE OF THE GOVERNOR

Office of Judicial Services

Chief of Operations

- Public Safety Department
- Community Health and Wellness Department
- Environmental and Natural Resources Department
- Public Works Department
- Tribal Historic Preservation Office
- Administrative Services Department

OFFICE OF THE TRIBAL SECRETARY

Enrollment

Central Records

OFFICE OF THE TRIBAL TREASURER

Chief Financial Officer

- Accounting
- Grants and Contracts
- Purchasing & Warehouse

Tax Administration Division

- Tax Administration Division Office (Est. August 2, 2010);
- Indian Preference & Employment Compliance Program (Est. March 23,2012);
- Office of Business Licensing (Est. February 9, 2024).

I. INSTRUCTIONS

A. PROPOSAL DUE DATE: MONDAY, AUGUST 19, 2024

B. PROCUREMENT:

1. This RFP is issued on behalf of the **Pueblo of Laguna Tax Administration Division (the “Division”)**, which is the point of contact during the entire process.

C. AUTHORITY: Pueblo of Laguna Code (POLC):

- **Title VI – Taxation**
 - Chapter 1 – Tax Administration
 - Chapter 2 – Possessory Interest Tax
 - Chapter 3 – Gross Receipts Tax
 - Chapter 4 – Gasoline & Gasoline Inventory Tax
 - Chapter 5 – Corporate Gross Revenue Tax
 - Chapter 6 – Cigarette Tax
 - Chapter 7 – Lodgers Tax
- **Title VIII – Housing & Landlord Tenant**
 - Chapter 3 – Indian Preference & Employment Compliance
- **Title XIII – Business**
 - Chapter 1 – Business Licensing
- Gross Receipts Tax Cooperative Agreement
- Section 3.2.4.9 NMAC Federal Preemptions

D. Qualifying Offers

Only those offers that comply with the following conditions shall be considered:

1. Adherence to the highest ethical and professional standards:
 - i. An Interested Party submitting an offer in response to this proposal warrants that the offer is submitted in earnest and without collusion on the part of the responding party with any employee or official of the Pueblo of Laguna.
 - ii. Responding party also warrants that it has not, nor will it, offer a bribe or engage in any form of *quid pro quo* with any officer or employee of Pueblo of Laguna with the intent or expectation of securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.
 - iii. Compliance with all applicable laws, regulations, rules, orders and directives of the Pueblo of Laguna; including any applicable federal or state laws.

E. *PUEBLO OF LAGUNA CONTACT:*

The sole point of contact for the Request for Proposals is the Pueblo of Laguna Tax Administration Division. Edwin G. Martinez, Director; emartinez@pol-nsn.gov ; (505) 552-5787.

II. DESCRIPTION/SPECIFICATIONS

A. PURPOSE

Evaluate and assess each of the programs assigned to the Tax Administration Division (the “Division”), including the Division itself, to determine each program’s efficacy and effectiveness – The Pueblo of Laguna Tax Administration Division (the “Division”), Indian Preference & Employment Compliance Program (the “IPEC”), and the Office of Business Licensing (the “OBL”). Evaluate their operations environment, support systems, staffing levels and capacity, and the effectiveness of their administration and enforcement of policies and procedures by evaluating five (5) key operational areas:

- 🏢 Organizational/Structural Environment
- 🏢 Legal and Administrative Sufficiency
- 🏢 Program Staffing and Capacity
- 🏢 Program Infrastructure
- 🏢 Public Relations and Awareness

B. CONSIDERATIONS

The evaluation will involve three different programs, each established the codes written in three distinctive eras, with three specific objectives, and whose success or failure has depended on the communication and cooperation of not only their external customers, but even more critical from those within the organization. Accordingly, it is important that the evaluation, in some measure, take these into consideration when analyzing data.

III. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED IN YOUR PROPOSAL

In order to facilitate the review process and obtain the maximum degree of comparison, proposals shall include the following information presented in the order and format shown below:

A. TECHNICAL PROPOSAL

- ❖ **Title Page:** Show Request for Proposal (RFP) subject, name of proposer’s firm, address, telephone and fax numbers, name of contact person and date of submission.
- ❖ **Transmittal Letter:** A one (1) or two (2) page summary stating an understanding of the work to be done and estimating the completion time if the offer is accepted.
- ❖ **Table of Contents:** A clear identification of the material by section and page number.
- ❖ **Company Profile:** Please provide the legal business name, the physical address of the Corporate Headquarters/Office, Mailing address, date the business was officially established, Business License Number, and the jurisdiction within which the business license was issued. Finally, please provide a brief description of your company; what it does [emphasizing any relevant or similar work as described in this proposal], number of years in business, size, etc.
- ❖ **Project Team:**
 - **Team Member Profiles:** Just some general info of who we might be working with during the project term such as name, title, role(s) within the project, etc.; in

addition, please include the accounting/invoicing Point of Contact authorized to act on behalf of the company in these matters.

- **Sub Contractors:** If applicable, identify all major subcontractors necessary to conduct the study.
- ❖ **Evaluation Methods and Approaches:** Please describe the methods and approaches you will employ in your evaluation, as well as the context and perspective from which the evaluations will be performed. Contractor will develop a final Evaluation Report and Recommendations, which should be delivered to the Division on or before stated deadline, at which time both the Division and the contractor will have an exit meeting.
- ❖ **Project Logistics:** Please summarize the overall logistical plan from conception to close out.
- ❖ **Additional data:** Since the preceding sections are to contain data that is specifically requested, any additional information considered essential to the project should be included in this section. If there is no additional information, state “None”.

B. *COST PROPOSAL*

- 1) **Cost Proposal Summary:** Provide a brief but comprehensive summary of the overall proposed budget; the summary should include all significant work performed, the team members assigned to that particular work, the estimated time that will be spent on that work, and where that work will be performed. Please note, it is critical that the location services are performed is recorded correctly. This will be discussed in more detail at the initial project meeting.

Please submit your proposal to the Division Director at:

Pueblo of Laguna
Attn: Edwin G Martinez, Tax Administration Division Director
P.O. Box 194
Laguna, NM 87026

If overnight delivery service is utilized, the physical address is:

Pueblo of Laguna
Attn: Tax Administration Division
22 capital Road
P.O. Box 194
Laguna, NM 87026

IV. STATEMENT OF WORK

A. *REQUIREMENTS*

Contractor shall develop and conduct an evaluation and assessment of each of the three programs in accordance with the objectives and directives provided in this RFP, and make recommendations for improvement based upon their findings. However, the Contractor shall have sufficient latitude in order to adapt and work within the parameters of any directive so long as the integrity of the scope and overall purpose and objectives are maintained. Should the Contractor need more information or is unclear

about any of the objectives or directives made within this Request for Proposal the Contractor should contact the Division Director to discuss.

At the conclusion of all evaluations and assessments the contractor shall produce a final Evaluation Report and Recommendations addressing the five (5) Key Operational Areas identified under Section I, Subsection A.

V. SCOPE

UPON RECEIVING AN OFFICIAL OFFER THE AWARDED PARTY SHALL

Have three (3) business days, from the date of receipt of the offer to provide the Division written notice of its decision to accept or deny the offer;

- A. *PURSUANT TO A) ABOVE, BE GIVEN ACCESS TO ALL NECESSARY MATERIAL AND INDIVIDUALS THROUGHOUT THE EVALUATION PERIOD IT WILL REQUIRE IN ORDER TO CONDUCT ITS EVALUATION AND ASSESSMENT;***
- B. *CONDUCT ITS EVALUATION AND ASSESSMENT AS PRESCRIBED WITHIN ITS PROPOSAL;***
- C. *MAKE ITSELF AVAILABLE PERIODICALLY (I.E. WEEKLY BI-WEEKLY) THROUGHOUT THE EVALUATION TO MEET WITH THE DIRECTOR OF THE DIVISION AND PROVIDE A PROGRESS REPORT AND DISCUSS ANY ISSUES OR CONCERNS; AND***
- D. *THE ASSESSMENT AND FINAL REPORTING WILL BE COMPLETED WITHIN 6 WEEKS ONCE OFFICIAL INDEPENDENT SERVICES AGREEMENT IS EXECUTED BY BOTH PARTIES.***

VI. ENTRANCE AND EXIT CONFERENCES

Entrance and Exit Conferences shall be held with the Tax Administration Division, and must be coordinated with the Tax Administration Division, Treasurer, Secretary, Governmental Affairs Department Director/or designee, IT Manager and HR Manager. Written notice shall be given to assure availability of appropriate Pueblo and technical staff for each of these meetings.

VII. PAYMENT

- A. *PAYMENT AND SUBMISSION OF INVOICES***
- B. *PAYMENT FOR WORK PERFORMED UNDER THIS CONTRACT SHALL BE IN ACCORDANCE WITH THE PUEBLO'S PROCUREMENT PROCESS WITHIN THE ACCOUNTING DEPARTMENT.***
- C. *PAYMENT SHALL BE MADE TO THE CONTRACTOR BASED ON PROGRESS ACHIEVED. THE CONTRACTOR MUST SUBMIT EACH INVOICE IN SUFFICIENT DETAIL TO DOCUMENT THE PROGRESS OF THE STUDY. TOTAL PAYMENT WILL NOT EXCEED THE AGREED UPON AMOUNT, UNLESS OTHERWISE AGREED UPON, IN WRITING, BY BOTH PARTIES.***
- D. *INVOICES REFLECTING CHARGES FOR SERVICES PERFORMED INSIDE AND OUTSIDE THE PUEBLO OF LAGUNA RESERVATION ARE REQUIRED TO BE SEPARATED INTO TWO CATEGORIES: "INSIDE POL RESERVATION" AND "OUTSIDE POL RESERVATION" RESPECTIVELY. FURTHERMORE, WHEN INVOICING, GROSS RECEIPTS TAXES MUST BE***

CONSIDERED AND APPLIED TO THE CHARGES FOR WORK PERFORMED IN EACH OF THE RESPECTIVE JURISDICTIONS.

1. Invoices will not be accepted on more frequent intervals than once a month.
2. Invoices requesting payments shall be prepared and submitted in duplicate and contain the following information: contract number, description of services, and detail expense and total cost.

VIII. ADDITIONAL INFORMATION AND REQUIREMENTS

A. TAXPAYER REGISTRATION

Pursuant to Section 7.B of the Gross Receipts Tax Cooperative Agreement between the New Mexico Taxation and Revenue Department and the Pueblo of Laguna Tax Administration Division, which requires both parties to maintain the information of taxpayers subject to the jurisdiction of either party for the purpose of ensuring the fair and equitable administration and enforcement of the Gross Receipts Tax applicable within the jurisdictions of either, upon notification of an award of contract, the contractor must register with the Pueblo of Laguna Tax Administration Division and obtain a Pueblo of Laguna Tax ID Number. If an application hasn't already been given in the award packet, please contact the Division at (505) 552-5787 or at emartinez@pol-nsn.gov to request one.

B. *WORK SPACE AND OTHER ACCOMMODATIONS WILL BE MADE AVAILABLE TO THE CONTRACTOR MONDAY – FRIDAY BETWEEN THE HOURS OF 8:00AM AND 4:30PM THROUGHOUT THE DURATION OF THE CONTRACT TERM.*

C. *FOR TECHNICAL QUESTIONS RELATED TO THIS REQUEST FOR PROPOSAL PLEASE EMAIL THE DIVISION DIRECTOR AT EMARTINEZ@POL-NSN.GOV*