

**REQUEST FOR PROPOSALS**  
**MOBILE OFFICE UNIT**



New Mexico Legal Aid  
2022 LSC DISASTER SUPPLEMENTAL GRANT

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## INTRODUCTION

New Mexico Legal Aid (NMLA) is a civil legal advocacy organization dedicated to opening the door to equal access to justice for all disenfranchised and low-income people and communities throughout New Mexico by providing outreach, training, education, and quality representation. The mission of NMLA is to be the voice, defender, and advocate for low-income people who are seeking justice in all forums, particularly in the communities in which they live. NMLA is committed to helping economically disadvantaged people in their efforts to access food, shelter, security, and to preserve their unique cultural heritage. Clients represent every ethnic and age group and live in rural, suburban, and urban areas. They are the working poor, veterans, families with children, farmers and migrant workers, people with disabilities, homeowners, renters, and the elderly. Legal assistance is necessary for addressing many issues that affect low-income individuals and families. NMLA provides advocacy through community education, legal advice, brief services, negotiations, administrative representation, litigation, community redevelopment, community lawyering, pro bono representation, and pro se assistance and resources. New Mexico Legal Aid has ten office locations serving all counties in New Mexico.

## PROJECT OVERVIEW

This project is for a Mobile Office Unit specifically designed for disaster-related community outreach, education and intake. The mobile office unit will improve access to justice for disaster survivors by allowing NMLA to go into affected communities and extend legal services and education to those with limited access to legal services.

This project is funded through a Disaster Supplemental Grant from the Legal Services Corporation.

## SCOPE OF WORK AND DELIVERABLES

### Mobile Office Unit

NMLA established the scope of work outlined below to achieve and implement program goals and objectives described in this document. This scope should serve as a reference in the preparation of the proposal, but proposals submitted may offer additional services to support the goals of this RFP.

The scope of this project includes all design, construction, equipment, training, and negotiated delivery/pick up of the mobile office unit. The completed unit shall meet the requirements of all applicable documents, publications and standards in effect at the time of manufacture. These shall include, but are not limited to, all U.S. Department of Transportation (DOT) and Federal Motor

Vehicle Safety Standards (FMVSS) requirements as applicable.

## General Vehicle Information

- Multiple interior and exterior power outlets (110V or 220V as applicable)
- Exterior Ethernet jack port (Cat 6)
- Interior and exterior lighting
- Exterior awning
- Exterior projector set-up with panel wired to interior of vehicle (options)
- No CDL required
- Gas-operated
- Automatic transmission
- Drive Train Options/Pricing (4WD, 2WD, AWD)
- Heating, ventilation, air conditioning (HVAC) system with cover for exterior components
- Separate temperature controls for cab and offices
- Steps/side rails for easy entrance/exit
- Exterior ladder to facilitate roof access
- Small closet/or exterior rack option for storage of extra fuel/water tanks
- Public address (PA) system
- Operation training provided for current NMLA staff
- Training material/videos for new/additional staff
- Generator (Diesel) with easy and remote start on electrical panel with enough power to operate all electronics identified (at least 8500 kw)
- Solar option for power if suggested to be superior to generator considering power needs.
- Option on electrical panel to readily change power source (i.e. Engine, Generator, Solar)
- Full graphic wrap vinyl exterior (option to include)
- Rear frame mounted Type-3 class hitch
- Shoreline cord
- Back-up camera

- First-aid kit
- Tri-view camera system (option)
- Audible alarm system with door sensors
- Satellite package
- Extra gas tank
- Interior and exterior charging stations to accommodate multiple old/new devices. Options for USB (A,B,C), Mini-USB, Micro-USB, wireless charging pad.
- Safety Equipment, including but not limited to carbon monoxide detectors, smoke detectors, fire extinguishers, etc.

## Office Information

- 2 separate offices
- Padlock hasps on interior floor for securing unattached equipment
  - Front office
    - One desk with integrated lockable drawer and drop-leaf extension
    - Two network ports and a single gang electrical outlet to the desk
    - One bench seat with integrated shredder below
    - One lockable upper cabinet, at least [30” long, 30” high, 12” deep], with shelving designed to hold heavy objects such as books
    - One monitor swing arm VESA mount with HDMI extender
    - Mini refrigerator or powered cooler set up.
    - One bench seat with storage below
    - Base cabinets with swing doors
    - Upper cabinets with lockable flip up doors
    - Countertop space for one printer
    - Two network ports and a single gang electrical outlet for the printer
- Pocket wall or similar to separate front and rear offices
  - Rear office
    - One desk with integrated lockable drawer and drop-leaf extension
    - Two network ports and a single gang electrical outlet to the desk

- One steno chair with securement
  - One upper cabinet
  - One monitor swing arm VESA mount with HDMI extender
  - One bench seat with door access for cooler
  - Cooler drain option through floor of unit
  - One base cabinet with swing doors
  - Coffee maker installed on countertop
  - Microwave installed in upper cabinet
- Ability to shut off power in each separate office area, without affecting rest of unit

### Cab Information

- Seating for driver and passenger
- Visors for both driver and passenger
- Interior and exterior speakers
- Standard motor vehicle features and options

### Technological and Communication Needs

- Enough electrical power to operate:
  - One TV, two laptops, two monitors, one micro PC, one network switch, one MFP printer, PA system, one coffee maker, one microwave, one wireless router, and charge numerous handheld mobile devices
  - Cabling to facilitate video management
- Accessible hidden wire closet/cabinet electronics rack (consolidated location)
  - HDMI termination from external TV
  - PA system control panel
  - Satellite internet termination and devices
  - Network terminations (patch panel)
  - Extra room for micro PC or video player
  - Extra room for additional network switch
- Electrical surge and power conditioning protection
- Physical network wiring to the offices

- Two drops at each office desk, two drops at printer location
- Wired/wireless stick microphones for PA system
- Satellite internet
  - Consider Star Link setups
  - Wireless internet connectivity for at least 6 devices
  - Built-in physical LAN port switch or extra network switch
- Additional ports (Ethernet, USB, HDMI, etc.)

### Pricing, Pricing Methodology and Billing

- Charitable non-profit 501(c)(3) pricing plan
- Contractual obligations or terms of service
- Identify in an itemized format all expected expenditures as completely and transparently as possible.
- Specify all associated costs to include (both one-time and recurring costs):
  - Software or hardware.
  - Installation.
  - Programming and configuration.
  - Conversion costs.
  - Ongoing maintenance fees during warranty period projected.
  - Taxes and service fees to include, FCC, state and local if applicable.
  - Travel and training (one-time and/or ongoing / training materials).
  - The cost of any other incidental expenses.
  - Delivery.
- The costs must be all-inclusive for parts and materials, labor (internal and contracted), and fees for the delivered and fully equipped mobile office unit.
- Expected billing structure such as down payment and progress payments is to be included in proposal, subject to contract negotiations.

### Delivery and Usage Information

- Provide information regarding project management, deployment/implementation plan, or assistance you will provide.



- Provide installation guides, reference guides, and configuration help.
- Identify ongoing technical support and issue resolution process.
- Provide cheat sheet guides.
- Identify training you will provide.
- Provide implementation and deployment plan.
- Identify ongoing technical support and issue resolution.
- Provide programming resources and guidance.

## STRUCTURE AND PROJECT PROPOSAL TIMELINE

### RFP Schedule

- NMLA Issues RFP 4/5/2024
- Vendor Question Period 4/5/2024 – 5/2/2024
- Deadline to Submit Proposal 5/2/2024
- NMLA Review of Proposals 5/2/2024 – 5/19/2024
- Estimated Notification of Vendor Selection 5/29/2024
- Estimated AGREEMENT Date 6/13/2024

### Proposal Structure

This is an open and competitive process. NMLA reserves the right to extend the deadline.

The quoted price should be inclusive. If the price excludes certain fees or charges, please provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

The proposal must clearly state if the execution of work requires the hiring of subcontractors. The proposal must identify all subcontractors, a description of the work they will perform, respective areas of expertise, and relevant credentials.

NMLA will negotiate contract terms upon selection. There will be no project award without the execution of a contract. The contract will outline terms, scope, budget, deadlines and other necessary items.

Proposals should contain the following:

- Vendor name, address, Federal Tax Identification Number, and description of legal status (e.g., corporation, sole proprietor, etc.).
- Vendor primary contact name, telephone number and email.
- A statement guaranteeing the proposal constitutes a firm offer valid for one hundred twenty (120) days following receipt and that NMLA may accept the offer at any time within the 120-day period.
- Vendor qualifications and background.
- Scope of work and proposed approach. Vendors may take the liberty of submitting a proposal with multiple options.

- Scaled Drawing(s) – At a minimum, provide detailed elevations of the unit that you propose, and a completely detailed scale floor plan, including cabinets, desks, doors etc.
- Electrical specification
- Warranties – Provide all vendor and manufacturer warranty information, including options and cost for any extended warranty and the nearest authorized service location(s) for warranty service including the name of the dealership, address, and phone.
- Training provided.
- Description of expectations and deliverables.
- Overview of the timeframe and major steps for completion of the project. Specify production time and estimated delivery date.
- Vendor Qualifications
  - Description of experience in designing and building mobile office units.
  - List of how many full-time, part-time and contractor staff in your organization.
    - Include a description of the portion of the scope of work for which each of these professionals will be responsible.
  - Examples of similar vehicle projects completed with photographs, specifications, and references; please provide at least three (3) examples.
- Timeline/schedule, including an approximate start date.
- Project Budget and cost estimates.
  - If vendor chooses to submit a proposal with multiple options, a budget for each option should be included.
  - Base vehicle cost, fees, standard equipment/features.
    - Optional accessories included in proposal.
    - Additional options offered.
- Disclosure of any relevant conflicts of interest, such as relatives who work at NMLA, are NMLA Board members, do business with NMLA as contractors or in any other capacity.
- State whether the vendor has been a party in any litigation during the past five (5) years: describe all such incidents and outcomes.. Present the vendor's position on the matter.

## Submission of Proposal

All proposals shall be in PDF format and submitted electronically to New Mexico Legal Aid (NMLA) at:

[disasterlegalservices@nmlegalaid.org](mailto:disasterlegalservices@nmlegalaid.org)

**We will accept proposals until 5:00 p.m. on May 2, 2024.**

To be considered, proposals must be submitted electronically in accordance with these instructions:

- Submit proposals as an attachment to an email, submitted to the email address stated above.
- The subject line of the email must state “Proposal – DSG Mobile Office Unit RFP.”
- Submit proposal documents in PDF format only.
- Proposals may not include .zip files.
- Total size of proposal email should not exceed 30MB.

NMLA may issue addendums to modify or add to the terms of the RFP, or to change the submission date for proposals.

NMLA shall issue any such addendums in writing, not less than five (5) days prior to the deadline for receipt of proposals and post to the RFP posting location.

Each vendor proposer is responsible for verification of any issued addendum prior to submission of its proposal. NMLA is not responsible for notifying possible proposers of any addendums issued.

The requirements or clarifications contained in any issued addenda must be included in the proposals received and will become a part of any resulting contract.

## Exceptions

Submit all exceptions to this solicitation on separate pages. Each exception shall reference the RFP section and briefly explain the reason for taking exception as appropriate.

Vendor should note that the submittal of an exception does not obligate NMLA to revise the terms of the RFP or agreement.

## Grounds for Rejection

Any deviation from specification requirements or any other item, whether or not stipulated herein, that affects form, fit, function, finish, durability, reliability, safety, performance, or appearance shall be cause for rejection.

All proposals must be complete and submitted following these instructions. Proposers may also submit any additional documentation they would like to support their proposal, but such submission should be timely and in the stated format.

NMLA will not consider proposals not conforming to these requirements.

NMLA reserves the right to reject the proposal of any proposer who previously failed to perform properly to our satisfaction or who previously failed to timely complete agreements of a similar nature, and to reject the proposal of a proposer who is not able to perform such an agreement satisfactorily as determined by NMLA.

Proposers are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete submission as described elsewhere herein might result in rejection of the proposal.

Alternative approaches and/or methods to accomplish the desired results of this procurement are solicited. However, proposals that materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.

**NMLA RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.**

## Modification of Proposal

NMLA will accept written modifications of submitted proposals only while the proposal period remains open.

Any modifications shall be prepared on the vendor letterhead; be signed by an authorized officer; clearly state the new document supersedes or modifies the prior proposal; and follow the same guidelines for submitting a proposal.

To ensure the integrity of the Request for Proposal process, the emails containing any modifications to a proposal shall be clearly indicated or marked accordingly in the correspondence.

## Withdrawal of Proposal

Proposers can withdraw their proposal at any time. Any withdrawals shall be prepared on the vendor letterhead; be signed by an authorized officer; clearly state that the proposal is withdrawn in its entirety; and follow the same guidelines for submitting a proposal.

To ensure the integrity of the Request for Proposal process, the emails containing any proposal

withdrawals shall be clearly indicated or marked accordingly in the correspondence.

## EVALUATION AND SELECTION CRITERIA

The contract will be awarded to the vendor who provides the best value – the most advantageous balance for NMLA of price, simplicity, flexibility, support, innovation, quality, value-added feature set, and performance. Proposals will be evaluated based on the following criteria:

### Price

- The reasonableness and completeness of the prices submitted for the proposed services.
- Whether the price is realistic (especially if it is an estimate), reflects a clear understanding of NMLA’s need, and is consistent with other parts of the proposal.

### Quality

- Qualifications and experience of proposed staff – account, support, and training assets.
- Technical expertise of the proposer.
- Project plan and approach.
- Level of detail in response.

### Performance

- Resource capacity to complete project as proposed.
- Understanding of and ability to meet NMLA’s needs.
- Responsiveness to NMLA.

### Professionalism

- Reputation for excellence in price, performance, and quality.
- Willingness to accept NMLA and LSC terms (e.g., New Mexico venue and governing law; no limitation on liability; no binding arbitration, indemnification, and estimated cost; and “not to exceed” clause).

## TERMS AND CONDITIONS

### General Terms and Conditions

Preparation of a response to this RFP will be at the sole cost, expense and risk of the proposer. Proposer waives all claims whatsoever for reimbursement from NMLA for any cost or expense incurred in the preparation of its proposal and any subsequent contract negotiation.

The issuance of this RFP is not, and shall not be construed as, an offer or an enforceable contract.

All materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by NMLA, which may use any such materials and ideas.

All proposals received shall remain confidential until the evaluation is completed, the vendor selected, and the vendor approved. Thereafter, proposals shall be deemed public records.

The selection of a vendor does not constitute an endorsement of the vendor's services. The vendor will not refer to NMLA in any written materials, promotions, or presentations without NMLA's express written consent.

NMLA reserves the right to change the RFP Schedule or issue amendments to this RFP at any time. NMLA also reserves the right to cancel or reissue the RFP. NMLA will note all RFP related actions on its website.

NMLA and the successful vendor will negotiate payment terms and incorporate said terms into the contract agreement. NMLA will not pay for work not properly authorized, contracted or performed.

Proposers certify that the individual or business entity submitting a proposal have not received compensation for participation in the preparation of the Request for Proposal; is not ineligible to receive the award or payments; and acknowledges that an agreement may be terminated and payment withheld if this certification is inaccurate.

The successful vendor will not make any press releases, public statements, advertisements or other promotional materials using LSC's or NMLA's name or logo or the name of any employee or referring to the agreement or to the purchase of goods or services without prior written approval. Requests for prior written approval of any such releases, public statements, advertisements or other promotional materials must be directed to NMLA'S Director of Communication.

## Award of Contract

Upon selection of a vendor, NMLA will notify the successful vendor and enter into contract negotiations for the construction and acquisition of the mobile office unit.

## Confidentiality

During the vendor selection and project execution phases, NMLA may provide you with access to confidential or proprietary information. You agree not to use any information obtained for your or any third party's benefit. You agree to sign an agreement to protect the interests and information of our clients and our proprietary information, and you further agree not to disclose any proprietary information to any person without prior and approved need to know.

## Conflict of interest

No NMLA board member, employee or consultant of NMLA will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official or employee of NMLA, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms.

No NMLA board member and employee of NMLA may acquire a financial interest in or benefit in any way from any activity, nor shall they have an interest in any contract, subcontract or agreement for themselves or any family members.

These rules apply to all named parties and shall be effective for the period of service and for one year after leaving said position.

## Freedom of Information Act

The Freedom of Information Act (FOIA) and associated federal regulations may require NMLA to disclose certain documents to the public, including portions of your proposal. Generally, NMLA will make an effort not to release any documents that would cause you competitive harm.

You are encouraged to label any confidential information contained in your proposal to help with NMLA's ability to withhold it from disclosure.

## Commitment To Diversity

NMLA is proud to be an equal opportunity employer, committed to building a diverse workplace.

We strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to submit a proposal.



## Locally Owned, Minority Owned, Female-Owned and Small Businesses

All necessary affirmative steps will be taken and documented to solicit participation of locally owned, minority owned, female owned and small businesses. Where feasible, evaluation criteria will include a factor with an appropriate weight for these firms.

## NMLA Rights

NMLA reserves the following rights:

- To accept or reject any and or all responses, or any part thereof.
- To waive any informalities or technicalities contained in any response received.
- To conduct discussion with responders.
- To accept revisions of proposals after the closing date.
- To make an award based upon various selection criteria determined by NMLA.
- To request clarification from any proposers on any or all aspects of its proposals.
- To cancel or re-issue this RFP at any time.
- To retain all proposals submitted in response to this RFP.
- To invite some, all, or none of the proposers for interviews, demonstrations, presentations, and further discussion.
- To select the proposal it believes to be most beneficial to NMLA. The decision-making and selection process will be discretionary and based on a variety of factors within NMLA's evaluation criteria.
- To waive or extend deadlines.
- To conduct investigations with respect to the qualifications of each proposer.
- To make field investigations with respect to such proposals.
- To supplement, amend or otherwise modify this RFP.
- To issue additional or subsequent RFPs with regard to the subject matter of this RFP.
- To negotiate with any proposer, or with all or none of the proposers.
- To request new or revised proposals, including monetary terms from any proposer at any time.

## NMLA CONTACT FOR QUESTIONS AND COMMENTS

NMLA considers the objectives and requirements of this RFP to be complete, clear, and understandable.

The contract, when executed, shall be deemed to include the entire agreement between the parties, and the successful vendor shall not claim any modification thereof resulting from any representation or promise made at any time by any NMLA officer, agent or employee, or by any other person, unless such modification is in writing and is signed by both parties.

Prior to submitting a proposal, Proposer shall contact NMLA on or before May 2, 2024 for clarification, irregularities, or apparent errors that may be contained in the Request for Proposals documents.

NMLA reserves the right to waive minor irregularities or errors contained in the submitted proposal. Failure on the proposer's part to request clarification shall obligate the proposer to abide by NMLA's decision as to the intended meaning of any portion of the proposal documents.

The evaluation of proposals shall be NMLA's sole responsibility, based on information furnished by the proposer as well as on other information available.

The preferred method of communication is by email. As the proposal process progresses, we will make ourselves available for phone calls and virtual and in-person meetings as necessary.

We will schedule and post on the NMLA website at [disaster.newmexicolegalaid.org](https://disaster.newmexicolegalaid.org) "Question and Answer" sessions during the Question Period. Please submit questions relating to this RFP by email to [disasterlegalservices@nmlegalaid.org](mailto:disasterlegalservices@nmlegalaid.org) by 5/2/2024. Subject line should state "Mobile Office Unit RFP".

We will share all questions and answers on NMLA's website .

The individuals involved in this process are available Monday – Friday between 8:00 a.m. and 5:00 p.m. Mountain Standard Time. Please allow 48 hours for response time.

Important Dates

Event

April 5, 2024

RFP Issued

April 5, 2024 – May 2, 2024

Vendor Question Period

May 2, 2024

Deadline for Vendors to Submit Proposal

May 2, 2024 – May 19, 2024

NMLA Review of Proposals Received

May 29, 2024

Estimated Notification of Selection

June 13, 2024

Estimated Agreement Date