

LEA COUNTY PROPOSAL TRANSMITTAL COVER LETTER

RFP # 8 – (25 – 26)

COUNTY – WIDE ECONOMIC DEVELOPMENT SERVICES

DUE DATE: February 27, 2026

Zayra Jacobs, Procurement Officer

zjacobs@leacounty.net

As applicable, all items below must be completed in full. Failure to complete may be grounds for disqualification.

Legal Name of Submitting Organization: _____

Person authorized to negotiate and contractually obligate the organization:

Name: _____ Title: _____

Email: _____ Phone: _____

Street Address: _____

City/State/Zip: _____

Alternate Contact Information:

Name: _____ Title: _____

Email: _____ Phone: _____

Prior Year Funded Amount: \$ _____ Fiscal Year 2026-2027 Request: \$ _____

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Description of Agency: Brief description of the organization

Achievements: Goals met by your organization during FY 25/26

Scope of Work: Brief description of services to be provided

Proposal attached addresses all Evaluation Criteria: Yes No

Services offered meet Specifications: Yes No

**Any options, exceptions or variations are to be set forth on a separate page.*

NM State Resident of Veterans Preference #, if applicable (certified copy must be attached) _____

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On behalf of the submitting organization above:

- I accept all Terms and Conditions Governing this Procurement as required
- I acknowledge the receipt of any and all amendments to the this bid or proposal
- I have read and concur with the terms and conditions of the County's contract documents, and, if objections, I have provided suggested alternative language in my response
- I concur, as applicable, that submission of this bid or proposal continues acceptance of Evaluation Factors
- I concur, as applicable, to FOB Point: Destination, Lovington, NM, acknowledge brand names and number are for reference only, that equivalents will be considered and that I must be prepared to furnish complete data to prove product(s) / services meet or exceed specifications
- Our organization is committed to and will comply and act in accordance with the following:
 - Federal Executive Orders relating to the enforcement of civil rights;
 - New Mexico State Statutes and County of Lea Ordinances regarding enforcement of civil rights;
 - Federal Code, 5 USCA 7201 et. seq., Anti-discrimination in Employment;
 - Executive Order No. 11246, Equal Opportunity in Federal Employment;
 - Title 6, Civil Rights Act of 1964; and
 - Requirements of the Americans with Disability Act of 1990 for work performed under this contract.

Authorized Signature _____

Printed Name _____

Date _____