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MEMORANDUM

To: All State of New Mexico CIOs, CPOs and CFOs

From: Dorothy Mendonca, State Purchasing Agent 
General Services Department

cc: Robert E. Doucette, Jr., Cabinet Secretary, GSD
Raja Sambandam, Acting Cabinet Secretary/State CIO, DoIT
Mark Melhoff, Financial Control Division DFA, Deputy Director
Shawn Elkins, CPO DoIT
David Dikitolia, Director, Enterprise Project Management Office, DoIT

Date: November 6, 2023

Subject: IT Professional Services Statewide Price Agreements 90-00000-19-00065

The General Services Department is issuing this memo to provide information and clarify the status of existing price agreements for IT Professional Services.

The current IT Professional Services Statewide Price Agreements (SWPA) will expire on December 8, 2023. There will be no renewals of those price agreements:

<https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/>.

The Department of Information Technology is working in coordination and collaboration with the State Purchasing Division, to award new IT Professional Service Statewide Agreements. Our goal is to award the new Agreements by December 8, 2023, to avoid a break in service, however, new Agreements may not be in place by that time. Agencies and entities must work with their **internal** agency procurement staff to formally extend, if allowable, the termination date on **existing** professional service contracts which are based on the *IT Professional Services SWPA 90-00000-19-00065*, **before** such contracts expire.

ACTION REQUIRED:

The termination date on existing Agency professional service contracts **must** be extended before the December 8, 2023 expiration. Only existing contracts that have not yet reached the four-year maximum may be extended. Agencies anticipating the need for IT Professional Services through the end of the fiscal year must:

1. Ensure the Agency has a valid, fully executed professional services agreement in place.
2. Determine whether the existing term of the agreement is sufficient to avoid a break in service on December 8, 2023.
3. If the existing term is insufficient, the Agency must amend the agreement to extend the term date and properly route the amendment for review and signature through the DocuSign end-to-end service. An extension through June 30, 2024, is advised.
4. The amendment must be prepared and submitted quickly to ensure all necessary approvals are received. Amendments submitted after November 27, 2023 may not be approved before the December 8, 2023 expiration date of the current Statewide Price Agreement.

Proactively following the steps outlined above should allow Agency business to continue until the process of awarding the new Agreements is completed.