



**VILLAGE OF CHAMA  
REQUEST FOR PROPOSALS  
RFP # 2021-01**

**MUNICIPAL ON-CALL SURFACE WATER TREATMENT PLANT  
OPERATION SERVICES**

**PROPOSAL DUE DATE/TIME/PLACE:**

Wednesday, May 26, 2021

11:00 A.M.

Village Hall

299 W 4<sup>th</sup> St.

Chama, NM 87520

**FINAL DATE FOR QUESTIONS**

Thursday, May 13, 2021

Tentative Council Contract Approval Date

Wednesday, May 26, 2021

**For further information contact:**

Maggie Valdez

Village Clerk

Village of Chama

Phone: 575-756-2184

Email: [maggiev@villageofchama.org](mailto:maggiev@villageofchama.org)

**VILLAGE OF CHAMA  
MUNICIPAL ON-CALL SURFACE WATER  
TREATMENT PLANT OPERATOR SERVICES  
REQUEST FOR PROPOSALS NUMBER 2021-01**

**I. INTRODUCTION**

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The VILLAGE OF CHAMA (VOC) is requesting competitive proposals for Municipal On-Call Surface Water Treatment Plant Operator services. Applicant must be a licensed Surface Water Treatment Plant Operator in the State of New Mexico.

B. SCOPE OF PROCUREMENT

Provide to VOC daily and as required on site hands-on operation of the VOC Surface Water Treatment Facility. Applicants must have a minimum of three years' experience in **SURFACE WATER TREATMENT, must possess a minimum New Mexico LEVEL 3** Water Operator Certification and a valid Commercial Drivers License (CDL). Applicants must be prepared and able to offer 7-day a week continuous operation, with a minimum of level 3 coverage at all times, be available and respond to after-hours emergencies and must:

- Be knowledgeable of proposed and current EPA regulations and compliance requirements as mandated by the Federal Safe Drinking Water Act and NMED (State) regulations.
- Know responsibilities of employer and employee regarding safety in the workplace and be able to develop safety programs for waterworks operators.
- Know the health significance of various chemicals when found in water exceeding required or recommended limits: how to plan, organize and implement corrosion control programs; how to plan, organize and implement an emergency management program related to disaster preparedness; how to develop and implement energy and water conservation programs; types of water-borne diseases infectious agents, modes of transmission and methods of control; how to interpret pump curves.
- Know techniques used in managing a water system and supervising employees. Be able to plan, organize, staff, direct and control the operations of a public water system.
- Treatment/Production: Know how to implement special treatment process related to stabilization, iron and manganese problems, control of trace organics, and taste and odor control. Must know methods and treatment processes related to removal of organics and other treatment technologies.

- Disinfection: Know chlorination procedures, how to manage and calculate CT requirements for inactivation of viruses, know chemical dosing at an expert level, know and practice safe chemical handling, storage and clean up/remediation. Know alternative methods of disinfection of public water supplies. Be able to optimize chlorine usage in the water system; have a thorough understanding of chlorine properties, chlorine reactions in water, and factors affecting disinfection; have a thorough understanding of dosing mechanics, chemical feed pumps, and in line analyzing units/components.
- Know and demonstrate knowledge of all operations mathematics. Know how to solve all types of calculation problems encountered in water system operations, with a demonstrative knowledge of all chemical dosing, treatment techniques, and troubleshooting
- Be able to conduct and interpret results of jar testing for chemical dosing application.
- Know the basic concepts regarding causes of unstable water, methods of measuring corrosiveness, and procedures used to control corrosion; problems associated with thermal stratification, source water quality changes, and how to correct them. Must identify issues in the distribution system regarding corrosion/scaling.
- Treatment/Production: Be able to diagnose and correct complex problems in surface water treatment processes.
- Be knowledgeable in collecting, preserving, and conducting required field analysis of samples for process control, and compliance.
- Be knowledgeable in solids handling and removal.
- Laboratory: Know steps in performing basic chemical laboratory analyses; be able to interpret results of lab tests and make proper adjustments to treatment processes; be familiar with methods used in bacteriological examinations.
- Storage/Production: Be able to diagnose and correct complex problems regarding storage and distribution.
- Know and perform general equipment/pump/motor maintenance, and be able to develop, implement, and maintain an Operations and Maintenance program for the facility.
- Maintain, audit, and update state required sampling plans, emergency preparedness, source water protection, sustainability, and master water plans and be subject to ongoing, periodic review and revision.
- Prepare, complete, and submit periodic and required reports, present such monthly to VOC Council and to all regulatory agencies as required.
- Assist other VOC officials/ staff as needed.

### C. COMPENSATION

Proposers shall provide to the VOC a schedule of fees to be charged for services required under this RFP as well as any other services offered by the proposer that the proposer will provide through employees or by subcontractors. Proposers shall provide a proposed fee schedule quoting the separate bill rates for licensed Surface Water Treatment Plant Operators, for each category of technical staff and clerical staff and indicate whether employed by or subcontracted with the proposer. Subcontractors and their billing rates shall be identified and are subject to prior approval by VOC on a case-by-case basis. Proposers shall state whether or not they have in-house licensed Surface Water Treatment Plant Operators or will use contract Surface Water Treatment Plant Operators and shall provide a fee schedule for such services.

Any contract entered into for Surface Water Treatment Plant Operator services shall contain a requirement that at all times the Surface Water Treatment Plant Operator shall assign/reassign staff to work at their appropriate level of expertise, for example if a Surface Water Treatment Plant Operator is performing work appropriate for lower-level technical or administrative staff billing for such services shall be at the lower rate quoted for the appropriate level of expertise.

Any contract entered into for Surface Water Treatment Plant Operators shall provide for monthly billings for services and such to be paid by the 20<sup>th</sup> day of the month following receipt of billing. In the event VOC has an issue with regard to a billing VOC and the Contractor shall immediately meet and resolve such issue amicably.

### D. TERMINATION

The contract entered into with the successful proposer shall contain a clause reserving the unqualified unilateral right of both Contractor and VOC to, on 30 days written notice to the other, terminate the contract for any or no reason. In the event of such termination any amounts owed to the Contractor by VOC shall be promptly paid and the Contractor shall turn over to VOC without additional charge any books, records, documents and work product related to services provided to VOC so that it may provide the materials to VOC staff or successor Contractor.

### E. PROCUREMENT OFFICER

VOC has designated a Procurement Officer who is responsible for the conduct of this procurement whose name and address are listed below. All Deliveries should be **addressed to the Village Clerk, and mailed via CERTIFIED MAIL, USPS with a postmark by 11:00 a.m. MST Wednesday, May, 26, 2021** and addressed as follows:

**Village of Chama  
Maggie Valdez, Village Clerk  
PO Box 794  
Chama, NM 87520**

Proposals not postmarked on or before 11:00 a.m. Wednesday, May 26, 2021 will not be considered. Submit one original and five (5) copies of the proposal.

Any inquiries or requests regarding this procurement should be submitted to the Village Clerk in writing. Offerors may contact **ONLY** the Village Clerk regarding the procurement. Any question, comment or concern will be shared with all interested parties to this proposal.

#### F. AWARD AND CONTRACT TYPE

The Village Mayor may select an Advisory Committee to rank, in the order of their qualifications, firms it deems to be the most highly qualified to perform the services described in this request for proposals. If such a Committee is selected, it shall evaluate the proposals, taking into consideration the evaluation factors set forth in this request for proposals. Interviews may be conducted, as requested by the Committee. The Contract period will be for four years.

An award shall be made by VOC Governing Body after a contract has been negotiated.

#### G. PROPOSAL OPENING

All proposals submitted to VOC must be an original and 5 copies. Proposals shall not be opened until the time specified in this request for proposals. Proposal envelopes shall be clearly marked on the outside of the envelope:

**Competitive Proposal RFP # 2021-01  
Municipal On-Call Surface Water  
Treatment Plant Operator services**

Any amendment to a submitted proposal, made prior to the expiration of the proposal submission deadline, must be acknowledged as having been received by VOC.

Each sealed proposal submitted shall include a completed mandatory campaign Disclosure form.

#### H. QUESTIONS

Questions concerning this proposal should be directed in writing until 4:00 p.m., Monday, May 13, 2021 to Maggie Valdez, Clerk, Village of Chama, PO Box 794, Chama, NM 87520 or by email to [maggiev@villageofchama.org](mailto:maggiev@villageofchama.org). Prospective offerors who have provided an email address to the Village Clerk will be included as recipients of the Village's answers to any questions submitted by any potential offeror.

An award shall be made by the VOC Council after a contract has been negotiated.

## II. **SUBMISSION GUIDELINES AND REQUIREMENTS**

### A. ACCEPTANCE OF CONDITIONS GOVERNING THE PROCUREMENT

Submission of a proposal constitutes acceptance of the Conditions Governing the Procurement and the Evaluation Factors contained in this RFP.

B. INCURRING COST

Any cost incurred by the offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.

**III. GENERAL REQUIREMENTS**

A. AMENDED PROPOSALS

An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. VOC personnel will not merge, collate, or assemble proposal materials.

B. OFFERORS' RIGHTS TO WITHDRAW PROPOSAL

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request signed by the offeror's duly authorized representative addressed to the Village Clerk. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

C. DISCLOSURE OF PROPOSAL CONTENTS

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Village Clerk will not disclose or make public any pages of a proposal on which the offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, VOC shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

D. NO OBLIGATION

This procurement in no manner obligates VOC or any of its agencies to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

E. TERMINATION

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when VOC determines such action to be in the best interest of VOC.

F. SUFFICIENT APPROPRIATION

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Sending written notice to the contractor will effect such termination. VOC's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

G. LEGAL REVIEW

VOC requires that all offerors agree to be bound by the General Requirements contained in this RFP. Any offeror concerns must be promptly brought to the attention of the Procurement Officer.

H. GOVERNING LAW

The laws of the State of New Mexico shall govern this procurement and any agreement with offerors that may result.

I. BASIS FOR PROPOSAL

Only information supplied by VOC in writing through the Village Clerk or in this RFP should be used as the basis for the preparation of offeror proposals.

J. OFFEROR'S TERMS AND CONDITIONS

Offerors must submit with the proposal a complete set of any additional terms and conditions, which they expect to have included in a contract negotiated with VOC.

K. CONTRACT DEVIATIONS

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between VOC and the selected offeror and shall not be deemed an opportunity to amend the offeror's proposal.

L. OFFEROR QUALIFICATIONS

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

M. RIGHT TO WAIVE MINOR IRREGULARITIES

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation

B. NUMBER OF COPIES

Offerors shall deliver **five (5) identical copies** of their proposal to the location specified in Section I, Paragraph E on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

D. PROPOSAL ORGANIZATION

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- a. A company profile describing the organizational objectives, services available, years of operation and any other information useful in determining the capabilities of the firm.
- b. The name and address of the principal member or officer of the firm who will be responsible for administration of the contract.
- c. Resumes of all personnel who will be assigned to perform services for VOC. Key personnel should have at least five (5) years' experience in their respective fields.
- d. A reference list of up to four current or former Municipal clients for whom similar services have been performed, with names and telephone numbers of contact persons. Projects performed for the Village of Chama may be included.
- e. Firm should describe their experience and knowledge of federal and state grant and loan programs which might be used to fund infrastructure projects. The firm's knowledge and experience in assisting public bodies in obtaining special legislative appropriations should also be addressed.
- f. A letter of interest should include a statement that the proposer has read the specifications and the scope of work and fully understands the work to be performed.
- g. The letter of interest should set forth the proposed method of cost to be charged to the Village to perform these services.
- h. The letter of interest should include any valid Resident Business or Resident Veteran Business Certification or both issued by the New Mexico Taxation and Revenue Department.
- i. Time is of the essence in the performance of this work. Proposers should state when they are ready to start work, and explain how the work **will** be performed in the event its employees are unable to work due to illnesses or other issues.
- j. The firm's Equal Employment Opportunity practices.
- k. Campaign contribution disclosure form.

Proposals not including all of the above listed shall not be considered incomplete, but will be weighed along with proposals of competitors.



Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

N. CHANGE IN CONTRACTOR REPRESENTATIVES

VOC reserves the rights to require a change in contractor representatives if the assigned representatives are not, in the opinion of VOC, meeting its needs adequately.

O. NOTICE

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

P. VILLAGE OF CHAMA RIGHTS

VOC reserves the right to accept all or a portion of an offeror's proposal.

Q. RIGHT TO PUBLISH

Throughout the duration of this procurement process and contract term, potential offerors, offerors and contractors must secure from VOC written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the contract.

R. OWNERSHIP OF PROPOSALS

All documents submitted in response to this Request for Proposals shall become the property of VOC. However, any technical or user documentation submitted with the proposals of non-selected offerors shall be returned after the expiration of the protest period.

S. ELECTRONIC MAIL ADDRESS REQUIRED

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

**IV. RESPONSE FORMAT AND ORGANIZATION**

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal.

Offerors may attach other materials that they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

**E. ACKNOWLEDGEMENT OF RECEIPT**

Offeror's proposal must be accompanied by the Acknowledgement of Receipt Form which must be completed and signed by an individual person authorized to obligate the company.

**IV. SPECIFICATIONS**

**A. INFORMATION**

The award of the contract shall be made to the responsible offeror whose proposal is the most advantageous to VOC, which will take into consideration various evaluation factors. (Please note, however, that regardless of overall score, a serious deficiency in any one criterion may be grounds for rejections).

**B. VILLAGE RESERVATIONS**

VOC reserves the right to reject any or all proposals, to waive any technicalities, to accept in whole or in part such proposal as may be deemed in the best interest of the Village. The Village's decision to accept or reject a submitted proposal is final and not subject to appeal.

**V. EVALUATION OF PROPOSALS**

**A. EVALUATION POINT SUMMARY**

The following is a summary of evaluation factors with point value assigned to each. These, along with the general requirements, will be used in the evaluation of Offeror proposals, but are not limited to, price, quality, quantity or delivery requirements.

Proposals should address each of the following criteria. Each proposal may be awarded points up to the amount listed in parentheses.

1. Specialized Operations and Technical Competence. (10)
2. Capacity and Capability (10)

Must be available 24/7. Demonstrate the Firm's capacity and capability to perform assignments on short notice and on an efficient basis. How they are able to meet Federal and State requirements for record preparation and providing analysis through proscribed format, forms and government systems.

3.	Past Record of Performance	(10)
	The firm's past record of performance on contracts with government agencies with respect to such factors as availability, control of costs, quality of work and ability to meet schedules.	
4.	Familiarity with the Village of Chama	(30)
	The firm's and proposed key personnel's familiarity with the Village of Chama surface water treatment plant operations and experience and ability in dealing with New Mexico and Federal funding, administrative and regulatory agencies, as they relate to VOC.	
5.	Cost	(25)
	Describe how services will be efficiently allocated and provide a service schedule to include price for all services including each staff member to be billed:	
	<ul style="list-style-type: none"> <li>• Name, qualifications, license and expected work.</li> <li>• Hourly billing rates.</li> </ul>	
6.	Valid Resident Business	(5)
7.	Valid Resident Veteran Business	(10)
	<b>TOTAL</b>	<b>(100)</b>

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**VILLAGE OF CHAMA**

**RFP NO. 2021-01**

**Municipal On-Call Surface Water  
Treatment Plant Operator Services**

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution " includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**" Representative of a prospective contractor "** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

#### **Names and Titles of Applicable Public Officials:**

Billy Elbrock, Mayor  
Jolene Jones, Councilor  
Matthew Gallegos, Councilor  
Scott Flury, Councilor  
Ernest Vigil, Councilor

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s): \_\_\_\_\_

Nature of Contribution(s): \_\_\_\_\_

Purpose of Contribution(s): \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR --**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**PROPOSAL NO.: 2021-01**

**REQUEST FOR QUALIFICATIONS BASED PROPOSAL: MUNICIPAL ON-CALL SURFACE WATER TREATMENT PLANT OPERATOR SERVICES- VILLAGE OF CHAMA**

**15 PAGES (INCLUDING ACKNOWLEDGEMENT AND CAMPAIGN DISCLOSURE FORM).**

***NOTE: ONLY POTENTIAL OFFERORS WHO COMPLETE AND RETURN THIS FORM WILL RECEIVE COPIES OF ADDENDUMS, IF ISSUED.***

**PROPOSAL INFORMATION:**

In acknowledgement of receipt of the above referenced Proposal Packet, the undersigned agrees that he/she has received a complete copy.

\_\_\_\_\_  
OFFEROR NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED REPRESENTATIVE

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**RETURN TO:**  
Village of Chama  
Maggie Valdez, Village Clerk  
PO Box 794  
Chama, NM 87520  
[maggiev@villageofchama.org](mailto:maggiev@villageofchama.org)

**Emailed copies of the Acknowledgement of Receipt Form will be accepted.  
Emailed Proposal responses will not be accepted.**