

New Mexico Rodeo Council Project Protocol

At present the New Mexico Rodeo Council is accepting project request in two different structures. This document outlines the process in which projects and request are submitted and evaluated for recommendation to the Governor by the Council

Request for Proposal (RFP)

1. Council determines the objective of said RFP
2. Council submits objective, distribution and evaluation criteria information to Department of Finance and Administration (DFA) for review and draft of RFP and evaluation matrix.
3. DFA distributes RFP
4. DFA receives RFP's,
5. DFA qualifies RFP's
6. DFA submits qualified proposals to the New Mexico Rodeo Council for evaluation.
7. New Mexico Rodeo Council evaluates proposals and submits recommendations to the DFA.
8. DFA submits recommendations to Governor's office and pending Governor's approval issues contracts accordingly.

Individual Requests for Assistance: (IRA)

1. New Mexico Rodeo Council Member receives IRA
2. New Mexico Rodeo Council Chair determines appropriate committee designation for request.
3. New Mexico Rodeo Council Member submits IRA to Chairman of that committee (See attached Committee list) ‘
4. Committee Chairman distributes IRA to committee members and coordinates meeting or conference call for discussion.
5. Committee determines appropriate “due-diligence” for IRA and conducts accordingly
6. Committee determines need for presentation and coordinates accordingly
7. Committee submits recommendation for the IRA to the Department of Finance and Administration (DFA) for review and qualification.
8. Upon qualification of IRA by the DFA, the IRA is placed on the agenda of the next scheduled meeting of the New Mexico Rodeo Council for discussion and or approval. Committee Chairman is responsible for communicating statuses of proposal throughout the process and for notifying the presenter that item is on the agenda.