

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, May 27, 2010

Moran Building – Multi Purpose Room

3:30 p.m.

AGENDA

- | | |
|--|----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of April 15, 2010 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Fiscal Watch Reports | Dan Hardin |
| 6. Consideration of Severance Tax Bonds | Dan Hardin |
| 7. Consideration of Western Heritage Museum Advisory Board Member | Steve McCleery |
| 8. Consideration of RFP #106 – Professional Design Services Roofing Engineer | Regina Choate |
| 9. Consideration of RFP #108 – Restoration of Steinway Grand Piano | Regina Choate |
| 10. Consideration of RFP #109 – Consulting Services for Oil & Gas Curriculum | Regina Choate |
| F. Public Comments | Larry Hanna |
| G. Closure of Open Meeting | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

APRIL 15, 2010

MINUTES

The New Mexico Junior College Board met on Thursday, April 15, 2010, beginning at 4:00 p.m. in the Multi Purpose Room of the Moran Building. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Ron Black; Mrs. Yvonne Williams; Mrs. Mary Lou Vinson; and Mr. Guy Kesner.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Beth Hahn, News-Sun.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the agenda was unanimously adopted.

Upon a motion by Mr. Black, seconded by Ms. Chappelle, the Board unanimously approved the minutes of March 18, 2010.

Under President's Report, John Gratton recognized Cheryl Lang, Shelly Murphy, and Delores Thompson for their successful completion of the CNE certification requirements. Calvin Smith reported on The Western Heritage Museum activities, as well as providing handouts. Larry Sanderson gave the 2005-2010 enrollment report.

Under New Business, Dan Hardin presented the March financial reports and with a motion by Mr. Jones, seconded by Mrs. Vinson, the Board unanimously approved the expenditures for March, 2010.

Dr. McCleery presented the 2010/2011 budget for Board consideration. After some discussion and upon a motion by Ms. Chappelle, seconded by Mr. Black, the board unanimously approved the 2010/2011 budget, as presented.

Regina Choate presented Request for Proposal #107 – Audit Services. The administration recommended acceptance of the professional services of

Accounting & Consulting Group, LLP for audit services for the 2010-2011 fiscal year at an annual cost of \$54,600. The college may opt to renew the contract annually for up to two additional years. The total multi-year cost is \$163,800. Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the Board unanimously accepted the recommendation. Mr. Kesner abstained from the vote.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for Thursday, May 20, 2010, beginning at 4:00 p.m.

Upon a motion by Mrs. Vinson, seconded by Mrs. Williams, the board meeting adjourned at 4:50 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: May 7, 2010
RE: Expenditure and Revenue Reports for April 2010

April is month ten or 83% of the budget for the 2009/2010 fiscal year. The expenditure report represents funds expended and encumbered. The total year-to-date funds expended and/or encumbered through the month of April is \$38,885,154.00. Current Unrestricted Expenditures for the month of April are \$1,176,293.00. The total YTD Current Unrestricted Funds through April are \$18,910,158.00, which is 85% of the original budget. We are currently over budget in Student Aid, which is due to the tuition waivers. Auxiliary Enterprises is at budget, but we should be receiving credit back from some of the Book vendors that will lower the year to date expenditures. We are showing a credit for the month in Internal Services Department due to the monthly charge outs being greater than the expenditures. The other unrestricted departments are expending normally as compared to prior year.

In the Restricted Funds Grants continue to expend their budget, most grants do not end their year until September or October. Year-to-date expenditures for the Grants are \$1,197,261.00 which is 64% of their budget. Restricted student aid has expended \$5,523,603.00 for the year. Total restricted funds expended through April 2010 is \$6,720,864.00

In the Plant Funds, expenditures are for the Central Plant remodel & expansion, the new electrical service, Pannell Library remodel, and Caster annex remodel. The total year to date expenditures or encumbrances in Plant Funds is \$13,254,154.00.

Total expenditures for the month were \$1,545,420.00, with year to date expenditures of \$38,885,176.00.

Revenue generated in April was \$2,243,669.00. This mostly consists of the monthly allocation from the state, the oil and gas and oil and gas equipment tax income, property tax, and drawdowns on grant funds.

Restricted Funds had \$381,988.00 in revenue for April, the result of drawdowns from grants and student aid for students.

Total revenue for April 2010 is \$2,243,669.00, with year-to-date revenue of \$34,945,224.00 or 100% of projected budget.

The actual oil and gas tax revenue for February was \$737,216.00, the accrual for April was \$350,000.00. Total oil & gas and oil & gas equipment tax revenue year-to-date is \$8,008,978.00, which is \$3,508,978.00 over the projected budget through ten months of the budget.

The investment report shows an ending balance in the Local Governmental Investment Pool of \$9,625,000.00. The balances for capital projects are currently \$8,705,541.00. Of the \$9,625,000.00 invested at the State LGIP fund, the LGIP reserve fund remains at \$46,741.01

The HED (Higher Education Department) budget was delivered on time to the department staff. I would like to thank the Board for your diligent work on the budget and for allowing the time to complete the HED budget.

This concludes the Financial Report for April 2010.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
April 2010

83% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Budget	Current Expended or Encumbered	Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	8,624,591	7,413,952	86%	7,820,784	527,998	7,171,054	92%
Academic Support	2,885,737	2,232,211	77%	3,285,463	123,684	1,998,824	61%
Student Services	1,470,063	1,145,429	78%	1,430,105	175,344	1,405,520	98%
Institutional Support	3,607,122	2,166,652	60%	3,344,861	161,635	2,535,273	76%
Operation & Maintenance of Plant	2,791,702	2,645,824	95%	3,050,775	155,573	2,294,736	75%
Subtotal - Instruction & General	19,379,215	15,604,068	81%	18,931,988	1,144,234	15,405,407	81%
Student Activities	205,220	178,711	87%	0	0	0	0%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	610,436	541,980	89%	204,800	(115,135)	123,883	60%
Student Aid	504,417	577,334	114%	473,713	23,069	692,658	146%
Auxiliary Enterprises	1,734,342	1,810,930	104%	1,696,741	71,162	1,695,158	100%
Athletics	1,126,436	1,060,489	94%	1,003,644	52,963	993,052	99%
Total Current Unrestricted Fund	23,560,066	19,773,512	84%	22,310,886	1,176,293	18,910,158	85%
CURRENT RESTRICTED FUND							
Grants	1,938,553	1,134,870	59%	1,857,643	97,563	1,197,261	64%
Student Aid	4,000,000	3,455,965	86%	4,050,000	27,934	5,523,603	136%
Total Current Restricted Fund	5,938,553	4,590,835	77%	5,907,643	125,497	6,720,864	114%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	15,178,195	4,234,614	28%	12,746,856	114,763	7,343,216	58%
Projects from State GOB Funds	1,555,621	227,115	15%	4,007,556	0	3,784,969	94%
Projects from State STB Funds	1,910,000	728,268	38%	1,938,068	31,364	1,740,732	90%
Projects from General Fund	178,282	29,543	17%	98,380	0	36,049	37%
Projects from Private Funds	589,243	456,961	78%	176,487	26,390	92,523	52%
Projects from State ER&R	166,505	0	0%	340,024	63,382	221,117	65%
Projects from State BR&R	676,648	0	0%	1,268,966	7,731	35,548	3%
Projects from Auxiliary BR&R	95	0	0%	0	0	0	0%
Subtotal - Capital and BR&R	20,254,589	5,676,501	28%	20,576,337	243,630	13,254,154	64%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	20,254,589	5,676,501	28%	20,576,337	243,630	13,254,154	64%
GRAND TOTAL EXPENDITURES	49,753,208	30,040,848	60%	48,794,866	1,545,420	38,885,176	80%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
April 2010

83% of Year Completed

Fund	2008-09			2009-10			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Budget	Current Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	3,259,000	3,212,197	99%	3,313,000	30,128	3,481,513	105%
State Appropriations	8,299,600	7,078,523	85%	7,676,400	727,185	6,267,380	82%
Advalorem Taxes - Oil and Gas	5,200,000	10,291,202	198%	5,200,000	804,688	8,008,978	154%
Advalorem Taxes - Property	3,100,000	2,677,204	86%	3,504,278	220,789	3,561,025	102%
Interest Income	508,252	142,180	28%	287,000	2,101	19,101	7%
Other Revenues	246,100	629,019	256%	271,100	6,032	294,384	109%
Subtotal - Instruction & General	20,612,952	24,030,325	117%	20,251,778	1,790,923	21,632,381	107%
Student Activities	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	0	0	0%	24,000	0	16,125	0%
Auxiliary Enterprises	2,331,600	2,329,444	100%	2,298,000	47,761	2,194,567	95%
Athletics	320,500	263,750	82%	310,400	22,997	246,239	79%
Total Current Unrestricted	23,265,052	26,623,519	114%	22,884,178	1,861,681	24,089,312	105%
CURRENT RESTRICTED FUND							
Grants	1,938,553	1,192,831	62%	1,857,643	190,370	1,384,963	75%
Student Aid	4,000,000	3,160,466	79%	4,050,000	191,618	5,404,801	133%
Total Current Restricted	5,938,553	4,353,297	73%	5,907,643	381,988	6,789,764	115%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	1,586,048	186,184	12%	4,007,556	0	3,103,024	77%
Projects from State STB Funds	1,810,000	837,676	46%	1,790,668	0	830,678	46%
Projects from General Fund	178,282	45,000	25%	140,621	0	132,446	94%
Projects from Private Funds	0	0	0%	118,987	0	0	0%
Interest Income	0	0	0%	0	0	0	0%
Total Plant Funds	3,574,330	1,068,860	30%	6,057,832	0	4,066,148	0%
GRAND TOTAL REVENUES	32,777,935	32,045,676	98%	34,849,653	2,243,669	34,945,224	100%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

April 2010

83% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2009-10 Original Budget	Variance Over (Under) Budget
Actual	July	\$66.39	2,665,937	\$4.35	17,522,974	608,832	350,000	258,832
Actual	August	\$61.14	2,739,779	\$4.22	17,347,785	577,184	350,000	227,184
Actual	September	\$63.27	2,896,053	\$4.53	17,047,870	602,864	350,000	252,864
Actual	October	\$63.37	2,898,967	\$5.46	16,949,015	540,649	350,000	190,649
Actual	November	\$72.57	2,782,110	\$5.42	14,853,054	633,493	350,000	283,493
Actual	December	\$71.31	2,699,856	\$6.53	14,391,942	674,883	350,000	324,883
Actual	January	\$71.32	2,720,036	\$6.48	14,554,848	645,278	350,000	295,278
Actual	February					737,216	350,000	387,216
Accrual	March					350,000	350,000	0
Accrual	April					350,000	350,000	0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						5,720,399	3,500,000	2,220,399
Y.T.D. Equipment Tax Revenue						2,288,579	1,000,000	1,288,579
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						8,008,978	4,500,000	3,508,978

Source: New Mexico Taxation and Revenue Department

NEW MEXICO JUNIOR COLLEGE

Schedule of Investments

April 2010

83% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	9,625,000	N/A	N/A	N/A	7102-1348	0.118%	930
Total Investments	<u>9,625,000</u>						<u>930</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	0
Capital Projects	8,705,542
Reserves Invested	919,458
Total LGIP Investment	9,625,000

Capital Projects	4/30/2010
Drawings & Master Plan	12,805.63
Marketing	49,932.06
Technology Upgrade	15,111.80
Workforce Training Center	0.00
High Tech Startup	1,346.40
JASI	94,791.64
Baseball Field	5,213.56
Rodeo Arena	4,814.52
Equestrian Center	367,236.61
Infrastructure	26,078.81
Student Housing Construction	53,506.78
Testing Center Remodel	2,234,841.04
Frame & Door Replacement	150,000.00
Campus Village Development Proj	17,515.42
Luminis Software	11,568.00
Landscaping	450,874.42
Facility Painting	1,749.01
Millen Drive Signalization	95,000.00
Electrical Upgrade	522,739.50
Campus Signage	37,056.00
Campus Paving	7,561.17
Roof Replacement	255,927.90
Interior Lighting-Energy Retrofit	52,346.53
Old Dorms Renovation	45,089.51
Millen Dr. Sewer & Water	53,218.82
Board Room	15,786.44
Concrete Upgrade	31,641.65
Campus Construction	20,770.46
Oil & Gas Training Center	302,853.06
Workforce Training/Outreach	0.00
Professional Writing/Publishing	2,861.60
Public Sector	1,826.53
Campus Security	8,021.71
Caster Bleachers	9,805.66
Caster Old CHOF Remodel	750,440.51
Track/Arena Area Enhancement	65,044.46
Roadway Entrance-Rodeo/CDL	60,000.00
Lumens Software-Distance Learnig	5,000.00
Welding Lab	50,000.00
Copier Replacement	12,501.00
Distance Ed Equipment	0.00
Non-Recurring Compensation	700,000.00
Athletics	401,878.47
Student Life Programming	3,147.72
Title V (Institutional)	138,142.56
CDL Truck Driving Program	43,262.14
Central Plant Upgrade	1,515,000.00
Workforce Training Contingency	1,232.67
Total	8,705,541.77

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: Board Members
From: Dan Hardin
RE: Fiscal Watch Reports
Date: April 5, 2010

Attached for your approval are the Fiscal Watch reports to be submitted to the Higher Education Department by the end of May. The first report is the Balance Sheet for March 31, 2010. The total current assets consist of Cash and Cash Equivalents in the amount of \$4,209,420.00, which represents cash in the vault and balances in the bank. Investments totaling \$9,625,000.00 are the funds that we have in the Local Government Investment Pool. Accounts Receivable is the gross receivables less allowance for uncollectible. Accounts Receivables are from students, grants, drawdown from the state for capital projects, third party billing, etc. Inventory is held at the bookstore. Prepaid expense is the college insurance and maintenance agreements prepaid for the entire year. Total current assets are \$15,840,610.00

Non-Current Assets are the same as is in the 2009 audit for Property, Plant and Equipment, net \$45,911,779.00 and Construction in Progress \$4,109,060.00. Total Non-Current Assets are \$50,020,839.00. Total Assets are \$65,861,449.00

Current Liabilities begin with Accounts Payable of \$706,602.00. Under the Banner system, when an invoice is entered into the system there is a credit posted to Accounts Payable, as checks are cut there is a debit made to Accounts Payable. When Financial Aid memo posts an award to a student there is a debit made to Accounts Payable, an offsetting credit is made when there is an actual award posted to the student. There is a large amount of activity in and out of Accounts Payable. Accrued wages payable is salaries payables and accrued vacation payable. At 3-31-2010, accrued wages payable was \$993,569.00. Deferred revenue is normally income for tuition and fees that we receive in the Spring semester for the coming Summer and Fall semesters, which are in a different fiscal year. Currently, Deferred revenue is zero. Accrued Liabilities include all of the withholding payables for Federal Income Tax, State Income Tax,

ERA, Health Insurance and other payroll related withholdings. Total accrued liabilities as of March 2010 are \$408,590.00. Other Payables are a combination of gross receipts payable, voluntary withholding payables, agency accounts, and scholarships payable. Agency accounts are funds held for the various clubs and organizations around campus. The total of other payables is \$190,704.00. Total Current Liabilities are \$2,299,465.00 as of March 2010. Long Term Liabilities include the student housing project for \$4,119,919.00. The total liabilities are \$6,419,384.00.

The Net Assets include Invested in Capital Assets, net of related debt, for a total of \$45,900,920.00. Unrestricted net assets have a total as of March 2010 of \$13,541,145.00, with the total net assets of \$59,442,065.00.

The next fiscal watch report is the Comparison of Operating and Plant Funds. This report was generated using the same numbers that were presented in the Board reports for March 2010. This report compares the March 2009 current revenues to the March 2010 current revenues. Tuition and Fee revenue is higher in March 2010 as compared to March 2009 due to the increase in student credit hours. State Appropriations are showing to be lower in 2010 as compared to 2009. Local appropriations are lower in 2010 than in 2009, as Oil & Gas revenues have decreased. Sales and Service revenue as of the end of March 2010 is slightly less than 2009. Other revenues are also lower than in the previous year. Other revenues include indirect revenue from grants, GEO revenue, copier, interest, and vending. Total operating revenue through March 2010 was \$22,227,631.00 compared to \$24,965,060.00 as of March 2009.

In comparing the year-to-date operating expenditures as of March 2010 to the year-to-date operating expenditures for March 2009, we have some variances. The Instruction and General expenditures are down by \$41,702.00. Internal Services departments are showing a decrease from FY 09 to FY 10. This is due to moving College Communications from Internal Services to Instructional Support in Instruction and General. There are increases in the expenditures for Student Aid and a decline in Bookstore expenditures. Athletics expenditures are down compared to this time last year. Total expenditures for operating funds as of March 2009 were \$18,321,403.00 compared to \$17,733,865.00 as of March 2010.

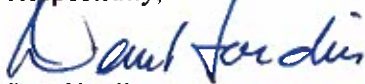
In comparing the Plant funds from March 2009 to March 2010, the College received several draws from the State during the second quarter. As you compare the expenditures you will see a large increase in expenditures for fiscal year 2010 as compared to 2009. This is directly related to the constructions projects that are currently in progress, electrical upgrade, Central Plant remodel and upgrade, Caster old Cowboy Hall of Fame remodel, and the Pannell Library remodel.

The next report is the comparison of the budget to actual as of March 2010. These numbers are also taken from the Board reports that were presented at the April Board meeting. Revenues are steady, but we are behind our budget projections in other revenues, other revenues include interest income. Tuition and Fees are ahead of the budget projections, with the increase in student credit hours. State Appropriations are steady, but we had a \$330,800.00 cut in the FY 10 budget. The local appropriations have remained steady. The expenditure comparison of budget to actual is also the same as was presented in the April Board meeting. Encumbrances and seasonal expenditures in Student Aid, Auxiliary Enterprise, and Athletics account for budget areas being over 75% of their budget. As of March 2010, the College has received \$4,066,148.00 in Plant fund revenue. Plant Fund expenditures show the amounts that have been expended and/or encumbered for the capital projects. As previously mentioned there are several capital projects in progress at the time.

The Cash Flow statement represents the activity during the first nine months of the fiscal year. Cash flows from operating activities indicates the money coming in from tuition and fees, grants, and auxiliary enterprises, then the funds going out for salaries and benefits, payouts to students, and vendors. The net result is that it took \$7,521,579.00 more cash than was brought in. The next section shows the amount of cash from non-capital financing activities. The incoming cash from these activities is \$16,084,721.00. Next, is cash from capital financing activities, this shows the fund expended for debt service and purchase of capital assets. The total is (\$3,423,838.00). You can see the cash brought in from interest earned and then the decrease in cash on hand by (\$2,174,264.00). Basically, we began the fiscal year with \$16,008,684.00 in cash; we ended the first three quarters with \$13,834,420.00 in cash for a net decrease of (\$2,174,264.00). This gives you a snap shot of the cash in and out for the first three quarters of FY 2010.

We hope this explanation gives you a good understanding of the Fiscal Watch reports we are asking you to approve.

Respectfully,


Dan Hardin

NEW MEXICO JUNIOR COLLEGE

Balance Sheet (Unaudited and Unadjusted) As of 3/31/10

Assets

Current Assets:

Cash and Cash Equivalents	4,209,420
Investments	9,625,000
Accounts Receivable, net	1,453,860
Inventories	346,804
Prepaid Expenses	205,526

Total Current Assets 15,840,610

Non-Current Assets

Property, Plant and Equipment, net	45,911,779
Construction in Progress	4,109,060

Total Non-Current Assets 50,020,839

Total Assets 65,861,449

Liabilities

Current Liabilities

Accounts Payable	706,602
Accrued Wages Payable	993,569
Deferred Revenue	0
Accrued Liabilities	408,590
Other Payables	190,704

Total Current Liabilities 2,299,465

Long Term Liabilities

Notes/Bonds Payable	4,119,919
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Total Long Term Liabilities 4,119,919

Total Liabilities 6,419,384

Net Assets

Invested in Capital Assets, net of Related Debt	45,900,920
Unrestricted	13,541,145

Total Net Assets 59,442,065

NEW MEXICO JUNIOR COLLEGE
Comparison of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2008-2009 and 2009-2010

Operating Funds	Actuals as of 3/31/2009	Actuals as of 3/31/2010	Percentage Increase (Decrease)
REVENUES			
Tuition & Fees	3,166,914	3,451,385	9.0%
State Appropriations	6,489,714	5,540,195	-14.6%
Local Appropriations	12,288,596	10,544,526	-14.2%
Sales & Service	2,335,051	2,146,806	-8.1%
Other	684,785	544,719	-20.5%
Total Revenues	24,965,060	22,227,631	-11.0%

EXPENDITURES			
Instruction & General	14,302,875	14,261,173	-0.3%
Student Social & Cultural	156,299	-	-100.0%
Internal Services	577,390	239,018	-58.6%
Student Aid	540,978	669,589	23.8%
Auxiliary Enterprises	1,731,247	1,623,996	-6.2%
Intercollegiate Athletics	1,012,614	940,089	-7.2%
Total Expenditures	18,321,403	17,733,865	-3.2%
Increase (decrease) in Fund Balances	6,643,657	4,493,766	-32.4%

Plant Funds

REVENUES			
Interest Income	-	-	
State Funds	1,068,860	4,066,148	280.4%
Other			
Total Revenue	1,068,860	4,066,148	280.4%

EXPENDITURES			
Capital Projects	4,234,614	7,228,453	70.7%
State Funded Projects	984,926	5,538,286	462.3%
Private Funds	456,961	66,133	-85.5%
Building R&R		27,817	
Equipment R&R		157,735	
Auxiliary R&R			
Total Expenditures	5,676,501	13,018,424	129.3%

Increase (Decrease) in Fund Balances	-4,607,641	-8,952,276	94.3%
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NEW MEXICO JUNIOR COLLEGE
Summary of Operating and Plant Funds
(Unadjusted and Unaudited)
Fiscal Year 2009 - 2010

March 31 2010

Operating Funds	FY 2009-2010 Original Budget	FY 2009-2010 Actual as of 3-31-10	Percentage of Budget Earned or Expended
REVENUES			
Tuition & Fees	3,313,000	3,451,385	104.18%
State Appropriations	7,676,400	5,540,195	72.17%
Local Appropriations	8,704,278	10,544,526	121.14%
Sales & Service	2,298,000	2,146,806	93.42%
Other	892,500	544,719	61.03%
Total Revenues	22,884,178	22,227,631	97.13%

EXPENDITURES			
Instruction & General	18,931,988	14,261,173	75.33%
Internal Services	204,800	239,018	116.71%
Student Aid	473,713	669,589	141.35%
Auxiliary Enterprises	1,696,741	1,623,996	95.71%
Intercollegiate Athletics	1,003,644	904,089	90.08%
Total Expenditures	22,310,886	17,697,865	79.32%
Increase (decrease) in Fund Balances	573,292	4,529,766	

Plant Funds			
REVENUES			
State Funds	788,700	4,066,148	515.55%
Other	-	-	
Total Revenue	788,700	4,066,148	515.55%

EXPENDITURES			
Capital Projects	2,835,000	7,228,453	254.97%
State Funded Projects	521,700	5,538,286	1061.58%
Private Funds	0	66,133	#DIV/0!
Building R&R	597,281	27,817	4.66%
Equipment R&R	210,120	157,735	75.07%
Auxiliary R&R	0	-	
Total Expenditures	4,164,101	13,018,424	312.63%

Increase (Decrease) in Fund Balances	-3,375,401	-8,952,276
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New Mexico Junior College
Statement of Cash Flows
March 31, 2010

Cash flows from operating activities:

Tuition and fees	3,451,385
Federal and state grants and contracts	6,407,776
Auxiliary enterprise charges	2,146,806
Payments to employees and for employees benefits	(10,898,224)
Disbursement of net aid to students	(3,881,726)
Payments to suppliers	<u>(4,747,596)</u>
Net cash (used) for operating activities	<u>(7,521,579)</u>

Cash flows from noncapital financing activities:

State aproprations	5,540,195
Property taxes	3,340,236
Oil and gas taxes	<u>7,204,290</u>
Net cash provided by noncapital financing activities	<u>16,084,721</u>

Cash flows from capital financing activities:

Principal payments on long term debt	(143,176)
Interest paid	(118,357)
Capital appropriations	4,066,148
Purchase of capital assets	<u>(7,228,453)</u>
Net cash (used) for capital financing activities	<u>(3,423,838)</u>

Cash flows from investing activities:

Interest income	<u>17,000</u>
Net cash provided by investing activities	<u>17,000</u>

Net increase in cash and cash equivalents 5,156,304

Cash and cash equivalents - beginning of year 16,008,684

Cash and cash equivalents - 3 31 2010 13,834,420

Reconciliation of net operating loss to net cash used by

Operating activities:	(7,144,607)
Depreciation expense	
Changes in assets and liabilities:	
Accrued expenses	
Deferred expenses	
Accrued liabilities	
Inventory	
Deferred revenues	
Prepaid expenses	478,087
Compensated absences	
Accounts payable	(446,585)
Accounts receivable, net	(408,474)

Net cash (used) for operating activities (7,521,579)

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (575)492-2770
Fax: (575)492-2768

To: NMJC Board members
From: Dan Hardin
RE: Severance Tax Bond
Date: May 20, 2010

Board members,

During the legislative session, New Mexico Junior College was allocated \$3,000,000.00 through Severance Tax Bonds for roof improvement and replacement projects. There are several steps and procedures that the College must take to receive STB funds. A questionnaire has been sent to the State Board of Finance, Higher Education Department, and Sutin, Thayer, and Brown. This questionnaire starts the process and places New Mexico Junior College on the list to be included in the sale of Severance Tax Bonds. Normally, the Severance Tax Bonds will be sold in June. By rule, the College must expend 5% of the \$3,000,000.00 within six months of when the bond is issued. Currently, the proposed timeline for the roof replacement is to have a roofing engineer in place starting in June, complete an assessment of all roofs on campus, have a bid for a contractor at the July Board meeting, present to the HED Capital Projects committee in September, and then begin the roof replacement project the middle of September.

The Administration is asking for your approval of the attached Resolution, Notification and Certification and the Exhibit A for the issuance of the Severance Tax Bonds for roofing projects for New Mexico Junior College, and for the proposed timeline for the roof replacement project.

Sincerely,



Dan Hardin

New Mexico Junior College

RESOLUTION, NOTIFICATION AND CERTIFICATION

WHEREAS, money from the proceeds of severance tax revenue bonds or notes (“Bonds”) authorized in the section of the Laws of New Mexico (the “Act”) specified in Exhibit A attached hereto and made a part hereof (the “Exhibit”) is needed in the amounts and for the project or projects (the “Projects”) specified in the Exhibit.

WHEREAS, the governing body of the New Mexico Junior College met on May 27, 2010, and adopted the resolution set forth below:

NOW, THEREFORE, BE IT RESOLVED AND CERTIFIED BY THE UNDERSIGNED FOR AND ON BEHALF OF THE New Mexico Junior College:

1. Each Project has been developed sufficiently to justify the issuance of Bonds in the amount stated for each Project, and each Project can incur within six months of the date the Bonds are issued (expected to be in June 2010) a substantial binding obligation to a third party to expend at least five percent (5%) of the Bond proceeds for the Project and work will thereafter proceed diligently to completion. It is expected that at least eighty-five percent (85%) of the proceeds allocated to each Project will be used by three (3) years after the Bonds are issued. By delivery of a copy of this document, the State Board of Finance (“Board”) is hereby notified that money from the proceeds of Bonds is needed for the Projects in the amounts specified in the Exhibit.

2. The Board is hereby requested and instructed to issue and sell Bonds to fund the Projects in the amounts specified in the Exhibit.

3. All conditions, contingencies and limitations imposed by the Act with respect to each Project and the expenditure of funds with respect thereto, if any, have been satisfied.

DATED: May 27, 2010.

New Mexico Junior College

By _____
Printed Name Lawrence Hanna
Title Board Chairman

Resolution, Notification and Certification
Severance Tax Bond
New Mexico Junior College

Exhibit A

Project Number :	10-1287
Amount:	\$3,000,000.00
Agency:	Higher Education Department
Project Description & Section #:	[Section 9.2] for roof improvements and replacement at New Mexico Junior College in Hobbs in Lea County. [Chapter 4, Laws 2010 (2 nd Special Session)]

**Lea County Cowboy Hall of Fame
&
Western Heritage Center**

5317 Lovington Highway
Hobbs, New Mexico 88240
(575) 492-2675 or (575) 392-6730

To: Dr. Steve McCleery and the New Mexico Junior College Board
From: The Lea County Cowboy Hall of Fame Board
Date: April 19, 2010
Subject: Representation on the Western Heritage Museum Board

The Lea County Cowboy Hall of Fame Board has elected and recommends to the New Mexico Junior College Board that Jill Johnson, Chair, replace Helen Nave as the representative on the Western Heritage Museum Advisory Board. And should Jill be absent, David Bilbry the Vice-chairman of the board will fill in for her.

Thank you for your consideration.



NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSAL #106

**PROFESSIONAL DESIGN SERVICES
FOR ROOFING ENGINEER**

BOARD DOCUMENTS

Date: May 27, 2010
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On April 9, 2010, a legal notice was sent to the following newspaper requesting sealed proposals for Professional Design Services for a Roofing Engineer.

Hobbs News Sun

2. Proposals were sent to three potential bidders.
3. Three proposals were submitted in compliance with the opening date and time.
4. There were no bidders present at the opening.
4. The Business Office Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The companies responding to the RFP were:

Crenshaw Consulting Group LP, Hobbs, NM
Jim D. Koontz & Associates, Inc., Hobbs, NM
Lamb Engineering & Design, Lovington, NM

The proposals were evaluated by an evaluation committee, comprised of Dr. Steve McCleery, President; Dan Hardin, Vice President for Finance; and Charley Carroll, Director of Physical Plant.

The Administration recommends acceptance of the proposal for Professional Design Services for Roofing Engineer in the following order.

- 1st – Jim D. Koontz & Associates, Inc.
- 2nd – Crenshaw Consulting Group LP
- 3rd – Lamb Engineering & Design

There are specific statutes that govern the RFP for Design Professional Services [13-1-117.2 through 13-1-124 NMSA 1978] that follow the RFP section of the Procurement Code [13-1-111 through 13-1-117.1 NMSA 1978] stating "Design professionals must be **licensed and qualified** to perform the work required. The RFP is evaluated on **qualifications** alone. Price is negotiated after award of a contract, but before signing the contract. If a price cannot be agreed upon, the District may then go to the next ranked Offeror."

Evaluation Criteria	Point System	Jim D. Koontz Hobbs, NM	Crenshaw Consulting Hobbs, NM	Lamb Engineering Lovington, NM
Section I - Experience	400	370	367	282
Section II - Capacity and Capability	300	265	262	175
Section III - Past Record of Performance	100	88	88	53
Section IV - Portfolio	100	93	93	60
Section V - Methodology/Tools Employed	100	88	88	63
TOTAL	1000	904	898	633

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the Professional Services of a Roofing Engineer authorized to do business in the State of New Mexico.

The roofing engineer must be "licensed and qualified" to perform the work required and must be knowledgeable of New Mexico state standards for energy efficient roofs.

Furthermore, the roofing engineer shall assume all responsibility for compliance with all laws, codes, regulations and ordinances of the state or its political subdivisions pertaining to all documents bearing his professional seal.

B. SCOPE OF WORK

All work of successful offeror is subject to NMJC's approval.

The scope of work for the projects must include an assessment of all roofs, design specifications, working drawings and general administration of construction contracts for the various roofing projects throughout the NMJC campus. The NMJC campus has numerous types of roofs; therefore, the scope of work will vary from building to building. All roofing projects must factor in the Green Building Initiative with Energy Star Ratings and must consider a white solar reflective surface. The offeror must be familiar with all roofing material types and shall demonstrate use of proven Green Technology Roofing Projects. The following generally highlights the services that the roofing engineer will be required to perform:

1. Refine, clarify and define NMJC's project description, data and requirements as necessary to develop a schematic design of the project which meets NMJC's requirements, must meet New Mexico Construction Industries Division Requirements for permitting and is within the stipulated "design-not-to-exceed" construction cost. Respond to all questions and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
2. Provide specifications which reflect current requirements, standards and product availability.
3. Represent NMJC by presenting necessary oral and/or graphic presentations to the Higher Education Department (HED) and the NMJC Board of Directors. This would include working with the HED prior to the final development to understand the scope and demand of New Mexico roofing projects.
4. Prepare cost estimates for all roofing projects.
5. Provide services to assist NMJC in the bidding and award of the construction contract.
6. Provide services for the construction phase of the roofing projects.

II. SPECIFICATIONS

This section contains specifications and relevant information offers should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

1. New Mexico Junior College is requesting proposals for Professional Design Services for a Roofing Engineer to provide an assessment of all roofs, designs, specifications, working drawings and general administration of construction contracts for various roofing projects throughout the NMJC campus.
2. The successful Offeror must include in the proposal a resume. The resume with experience and education narratives, must clearly describe the person's relevant experience in relation to the person's proposed duties under this contract.
3. The successful Offeror must submit a minimum of five (5) client references from similar projects, with name, address, and the phone number of a primary contact for each of these projects in order for NMJC to verify the offeror's participation and performance on that project.
4. The successful Offeror must submit a general outline of techniques which will be utilized for the completion of the project and any other relevant information for NMJC to properly evaluate the services specified in this proposal.

III. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors and the point value assigned to each. These weighted factors will be used in the evaluation of the individual offeror proposals.

<u>Specification</u>	<u>Points</u>
1. Experience	400
2. Capacity and Capability	300
3. Past Record of Performance	100
4. Portfolio	100
5. Methodology/Tools Employed	100

B. EVALUATION FACTORS

Points will be awarded on the basis of the following evaluation factors:

1. Experience (400 points)

Expertise, experience and qualifications of the offeror for providing the services described in Section I, Scope of Work.

2. Capacity and Capability (300 points)

Capacity and capability of the business to perform the work, including any specialized services. Must demonstrate familiarity with all roofing material types and with white solar reflective roofing surfaces.

3. Past Record of Performance (100 points)

Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedule.

4. Portfolio (100 points)

The Offeror's portfolio will be evaluated for thoroughness and applicability to the project.

5. Methodology/Tools Employed (100 points)

Points for methodology/tools employed will be awarded based upon an evaluation of the offeror's recommended general outline of techniques which will be utilized for the completion of the project.

C. EVALUATION PROCESS

1. All offeror proposals will be reviewed for compliance with the mandatory requirements as stipulated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the offeror for clarification of the response.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II paragraph C.18.

4. Responsive proposals will be evaluated on the factors in Section V that have been assigned a point value. The responsible offeror whose proposal is most advantageous to NMJC, taking into consideration the evaluation factors in Section V, will be recommended for contract award to the Board of Directors of New Mexico Junior College as specified in Section II, Paragraph B.7. It should be noted however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSAL #108

**RESTORATION AND REBUILDING OF
STEINWAY GRAND PIANO**

BOARD DOCUMENTS

Date: May 27, 2010
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 2, 2010, a legal notice was sent to the following newspaper requesting sealed proposals for Restoration and Rebuilding of a Steinway Grand Piano:

Hobbs News Sun
2. Proposals were sent to one potential bidder.
3. One proposal was submitted in compliance with the opening date and time.
4. There were no bidders present at the opening.
4. The Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The company responding to the RFP was:

Plum Piano Restoration, Inc., La Grange, Texas

The proposal was evaluated by an evaluation committee, comprised of Mickey Best, Dean of Arts, Humanities and Career Technology; Lynda Newman, Department Chair/Professor and Regina Choate, Coordinator of Purchasing.

The Administration recommends acceptance of the proposal of Plum Piano Restoration, Inc. for restoring and rebuilding the Steinway Grand Piano at a cost of \$ 28,100.00

**Source of funding: FY 2009-2010 Equipment Renewal and Replacement
Account Number: 93114-4002-77001-921
Amount: \$28,100.00**

Description	Point System	Plum Piano Restoration, Inc.
Section I - Experience	400	391
Section II - Capacity and Capability	300	300
Section III - Past Record of Performance	200	192
Section IV - Cost	100	95
TOTAL	1000	978

I. INTRODUCTION

A. SCOPE OF WORK

All work of successful offeror is subject to NMJC's approval.

New Mexico Junior College (NMJC) is seeking professional services to restore and rebuild a Steinway Grand Piano. The scope of work for this project must include an assessment of the piano. The offeror must be qualified to perform the work required and must have experience restoring and rebuilding Steinway pianos. The offeror must be in good standing with the State of New Mexico and shall assume all responsibility for compliance with all laws, codes, regulations and ordinances of the state.

The following are the services that the offeror will be required to perform:

1. **Piano Refinishing** – standard 24 coat, full-fill hand rubbed satin finish. Includes polishing hardware, new case felt and buttons, new decals.
2. **Piano Restringing** (using the old pinblock) – includes refinishing the inside of the rim, sounding board and plate. It also includes redagging the bridge, new bridge pins, renotching the bridge, new agraffes, new string felt and board decal. Minor sounding board shimming and new dampers must be included.
3. **Piano Action Rebuilding** – must include new hammers, shanks, flanges, let-off buttons, and whippens. Hammers need to have an initial filing to remove factory cupping and the action will need a complete standard regulation. The new action should also include key bushings and either new plastic keytop or minor ivory remediation and polishing.
4. Must include any cost to move and store piano while being rebuilt and must also include cost for any parts needed.
5. Must have piano restored, rebuilt and returned to NMJC by September 30, 2010.

B. SCOPE OF PROCUREMENT

The scope of procurement shall encompass the defined Scope of Work, detailed above in this RFP. Any additional work, for the purposes of this contract, shall be understood as additional services falling outside of the successful offeror's scope. If requested by NMJC, the following services shall be paid for separately at the successful offeror's normal time rates, plus expenses if requested by NMJC in writing, or if requested verbally and confirmed in writing by the successful offeror which written confirmation is not objected to by NMJC within fifteen days.

II. SPECIFICATIONS

This section contains specifications and relevant information offers should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

New Mexico Junior College is requesting proposals for assessment, restoration and rebuilding of a Steinway piano.

1. The successful Offeror must include in the proposal a resume. The resume must clearly describe the person's relevant experience in relation to the person's proposed duties and must include the length and extent of time Offeror has been in continuous, successful business in providing these services.
2. The successful Offeror must include in the proposal the capability of the business to perform the work, including any specialized services. Must demonstrate familiarity with Steinway Grand Piano's.
3. The successful Offeror must submit a minimum of five (5) client references from similar projects, with name, address, and the phone number of a primary contact for each of these projects in order for NMJC to verify the offeror's participation and performance on that project.
4. The successful Offeror must include in the proposal the cost to restore and rebuild the Steinway piano. Cost must include parts, labor, moving and storing expenses of piano.

III. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors and the point value assigned to each. These weighted factors will be used in the evaluation of the individual offeror proposals.

<u>Specification</u>	<u>Points</u>
1. Experience	400
2. Capacity and Capability	300
3. Past Record of Performance	200
4. Cost	100

B. EVALUATION FACTORS

Points will be awarded on the basis of the following evaluation factors:

1. Experience (400 points)

Expertise, experience and qualifications of the offeror for providing the services described in Section I, Scope of Work.

2. Capacity and Capability (300 points)

Capacity and capability of the business to perform the work, including any specialized services. Must demonstrate familiarity with Steinway Grand Piano's.

3. Past Record of Performance (200 points)

Past record of performance with respect to such factors as control of costs, quality of work and ability to meet schedule.

4. Cost (100 points)

Cost to restore and rebuild the Steinway Grand piano. Cost must include parts, labor, moving and storing expenses.

C. EVALUATION PROCESS

1. All offeror proposals will be reviewed for compliance with the mandatory requirements as stipulated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the offeror for clarification of the response.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II paragraph C.18.
4. Responsive proposals will be evaluated on the factors in Section V that have been assigned a point value. The responsible offeror whose proposal is most advantageous to NMJC, taking into consideration the evaluation factors in Section V, will be recommended for contract award to the Board of Directors of New Mexico Junior College as specified in Section II, Paragraph B.7. It should be noted however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

NEW MEXICO JUNIOR COLLEGE

REQUEST FOR PROPOSAL #109

**CONSULTING SERVICES FOR
OIL & GAS TRAINING CURRICULUM**

BOARD DOCUMENTS

Date: May 27, 2010
Prepared by: Regina Choate
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On May 6, 2010, a legal notice was sent to the following newspaper requesting sealed proposals for Consulting Services for Oil and Gas Training Curriculum:

Hobbs News Sun
2. Proposals were sent to five potential bidders.
3. One proposal was submitted in compliance with the opening date and time.
4. There were no bidders present at the opening.
4. The Evaluation Committee has evaluated the proposals received and their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The Professional Consultant responding to the RFP was:

Ryan D. Tipton, Professional Consultant, Hobbs, NM

The proposal was evaluated by an evaluation committee, comprised of Dr. Robert Rhodes, Vice President of Training and Outreach; Jeff McCool, Dean of Training and Outreach; Phillip Roybal, Program Manager of Training and Outreach; Gary Buie, Owner of Pemco of New Mexico, Inc. and Gregg Fulfer, Owner of Fulfer Oil & Cattle LLC.

The Administration recommends acceptance of the proposal of Ryan D. Tipton, Professional Consultant for Consulting Services for Oil and Gas Industry Curriculum for the 2010-2011 fiscal year at a cost of \$80,000.

**Source of funding: Oil and Gas Training Account
Account Number: 91545-4002-76012-912
Amount: \$80,000.00**

Evaluation Criteria	Point System	Ryan D. Tipton Professional Consultant Hobbs, NM
Section I - Approach & Methodology	40	36
Section II - Corporate Experience	20	18
Section III - Personnel	15	12
Section IV - Cost	25	22
TOTAL	100	88

1.0. GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by the Training and Outreach Center at New Mexico Junior College (NMJC) "herein referred to as the sub recipient and fiscal agent" for the purpose of helping to plan and implement an oil and gas training program. This program will train individuals to work in:

- Entry-level positions as riggers, roustabouts, deck hands, hydro-blasters, and general oil and gas workers. They will also receive the necessary Industry and OSHA certifications..
- Technician Level workers throughout the oil and gas industry.
- Petroleum Short Courses necessary for incumbent workers and certifications

1.2 Background

New Mexico Junior College is located in Lea County, New Mexico. Lea County, in which NMJC resides, marks the extreme western edge of the arid, flat Permian Basin oil fields of West Texas, on which the local economy is primarily dependent. The area's predominantly blue-collar workforce is particularly affected when the oil and gas industry's turbulent "boom or bust" cycles impact the regional economy. In times of "boom," many workers flock to the oil fields, capitalizing on the employment opportunities found there. However, because they lack the basic skills need to advance they are unable to maintain employment when times change. Additionally, the incumbent oil and gas workforce has significant training needs to prepare them for the changing industry.

Lea County and the surrounding region has an estimated 10,000 residents who are not fully engaged in the workforce. At the same time, various surveys and anecdotal evidence indicate that the lack of an available, trained workforce is the greatest barrier to growth for as many as 70 percent of area petroleum related

businesses.

Training and Outreach at NMJC has responded to this need by creating an Energy Training Complex. This includes an eight acre training field and a classroom facility. The training field has a CDL training and Testing Track, an existing well site and a fully refurbished pulling unit. The Training Center is also working with area producers to supply additional equipment for hands-on training. In the classroom NMJC has committed to the use smart classroom technology and mechanical and computer-based simulators.

1.3 Scope of Services

New Mexico Junior College is seeking to identify and select a consultant to develop curriculum and a course/training delivery system to meet the training requirements for:

- Entry-level positions as riggers, roustabouts, deck hands, hydro-blasters, and general oil and gas workers . They will also receive the necessary OSHA certifications and TWIC cards. The purpose of this initiative is to support the ongoing demand for entry level oil and gas workers.
- Technician Level worker throughout the oil and gas industry.
- Petroleum Short Courses necessary for incumbent worker and certifications

The classes should be stand alone training modules that can articulate into certifications and potentially into the Energy Technology Degree Program at New Mexico Junior College.

The remainder of this document provides additional information that will allow a proposer to understand the scope of the program and develop a proposal in the format desired by NMJC. (See Attachments I, II, & III).

1.4 Curriculum and Course Objectives

The materials developed should give trainee the majority of the training needed to work in the petroleum industry and prepare them for success in the work environment and provide job search, placement and retention and follow-up services.

The proposed training materials must be comprehensive and include the areas covered in Attachment IV.

1.5 Key Elements of the Project

The key elements of the project are:

1. A curriculum and training guide to address each of the Industry Modules identified in Attachment IV and for other areas identified through industry research.
2. An equipment list linked to the training modules developed.
3. A training center layout based on industry standards and linkage to the training program.

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about June 1, 2010 and is anticipated ending before December 31, 2010.

Proposal Elements

Financial

Describe any potential charges for proposed services associated with the RFP program implementation administration that you wish NMJC to consider.

Technical

Each Proposer should address how the firm will meet all requirements of the RFP, with particular attention to:

- Plans and/or schedule for implementation, or orientation, or installation, etc. (whichever is relevant to the RFP requirements).
- Provision for customer service, including personnel assigned, and account inquiry, etc.
- Resumes for relevant Proposer or key staff to be assigned to this project.

- References for at least three local, state or other governmental/educational agencies or private firms for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference.
- Information demonstrating the Proposer's understanding of the nature and scope of this project.
- Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes NMJC to consider.

Certification Statement

The proposer must sign and submit the Certification Statement shown in Attachment III.

EVALUATION AND SELECTION

Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by NMJC, which will determine the proposal most responsive and advantageous to the NMJC.

Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration.

Oral Presentations

NMJC, at its sole discretion and after evaluating the written proposals, may elect to schedule oral presentations of the finalists. Following evaluation of written proposals, should oral presentations become necessary, NMJC will contact the proposers

reasonably susceptible of receiving the award to schedule oral presentations.

Evaluation and Review

Proposals that pass the administrative screening and mandatory requirements review will be evaluated based on information provided in the proposal. The Evaluation Team will evaluate and score the proposals using the criteria and scoring specified in the following table:

Criteria Maximum Score

1. Approach and Methodology (40 points)
2. Corporate Experience (20 points)
3. Personnel (15 points)
4. Cost (25 points)

Evaluation Factors

1. Approach and Methodology (40 points)
Points for approach/methodology employed will be awarded based upon an evaluation of the offeror's recommended general outline of techniques which will be utilized for the completion of the project.
2. Corporate Experience (20 points)
Expertise, experience and qualifications of the offeror for providing the services described in the Scope of Work.
3. Personnel (15 points)
Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedule.
4. Cost (25 points)
Cost to plan and implement an oil and gas training

program for the Training and Outreach Center at New Mexico Junior College.

Announcement of Contractor

New Mexico Junior College will notify the successful proposer and proceed to negotiate terms for final contract.

Unsuccessful proposers will be notified in writing accordingly.