



Federally Funded Equipment Pre-Acquisition Screening Certification

ROUTING	PMM MSC 3890 purchasing@nmsu.edu Phone 646-2916
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(For shared use of federally funded capital equipment with a unit cost of \$1,000 or more)

Instructions: In accordance with Federal Regulations, sponsored requirements and University business procedures, all proposed purchases of equipment using federal funding and having an acquisition cost of \$1,000 or more are subject to the screening program. The intent is to determine if like equipment might already be on campus and available for use. To remain compliant, Principle Investigator's (no designee authorized) are required to complete this form and attach it to the electronic purchase request. This requirement is based on funding being contingent upon use of the federal acquisition regulations for screening. Screening procedures will be as follows:

- Screening for equipment with a unit value of \$1,000 to \$9,999 will be carried out by the department and will be restricted to the screening of like equipment in the custody of that department. The Property Office will furnish an inventory list of all equipment for which the department is accountable.
- Screening for equipment with a unit value of \$10,000 or more (\$25,000 or more on computer equipment) will be carried out by a joint effort of the department and the Property Office. This screening will encompass the total like equipment on campus. Property Office maintains a list of all items with a cost of \$10,000 or more.

SECTION 1: REQUESTOR INFORMATION

Source of Funds (Sponsored Contract Number): _____

Department: _____ College: _____

Principal Investigator Legal First Name: _____ Principal Investigator Legal Last Name: _____

SECTION 2: REQUEST DETAILS

Equipment Summary

Description	Manufacturer	Model No

Approximate Value of Equipment: _____

SECTION 3: REQUESTOR APPROVAL

Certification: To the best of my knowledge, the above-described item of equipment or substantially similar item is not available for shared use.

Printed Name: _____ Signature: _____ Date: _____

- Principal Investigator Dean/VP/CC President Designee

SECTION 4: OFFICIAL APPROVAL

Certification: The above-described item of equipment has been screened against the inventory of NMSU Property Office.

- No such item or substantially similar item is surplus.
 The following items are available from the NMSU Property Office:

Equipment	Item 1	Item 2	Item 3
Equipment Description:			
Model No:			
Serial No:			
Manufacturer:			
University Asset No:			
Acquisition Cost:			
Location:			

Printed Name: _____ Signature: _____ Date: _____



Vendor Conflict of Interest, Debarment/Suspension Certification

ROUTING
PMM
MSC 3890
purchasing@nmsu.edu
Phone 646-2916

Instructions: In accordance with Federal Regulations, sponsored requirements and University business procedures, all proposed purchases using federal funding and having an acquisition cost of \$30,000 or greater are subject to the certification requirements for Conflict of Interest, Debarment/Suspension. To remain compliant, Principle Investigator's must have vendor complete, sign and return to department. Completed certification must be attached. This requirement is based on the federal acquisition regulations and utilizing federal funds.

SECTION 1: REQUEST DETAILS

THE FOLLOWING MUST BE CERTIFIED IF THIS PURCHASE ORDER IS **\$30,000** OR GREATER

CONFLICT OF INTEREST

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:

No employee or Regent of New Mexico State University (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any New Mexico State University employee, Regent or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator:

Legislator: _____

Vendor shall notify New Mexico State University Purchasing of any change of status related to conflict of interest.

Vendor Name: _____

List below the name(s) of any New Mexico State University employee, Regent or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor:

First Name	Last Name

SECTION 2: Vendor Certification

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or in receipt of a notice or proposed debarment from any Agency. The vendor agrees to provide immediate notice to New Mexico State University Purchasing Department Buyer in the event of being suspended, debarred or declared ineligible by any department or federal agency, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

*The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor **named and that the information contained in this document is true and accurate to the best of their knowledge.***

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Company Name: _____

Address: _____ City/State/Zip: _____

Reset



Payments to Influence, Clean Air/Water Pollution Certification

ROUTING	PMM
	MSC 3890
	purchasing@nmsu.edu
	Phone 646-2916

Instructions: In accordance with Federal Regulations, sponsored requirements and University business procedures, all proposed purchases using federal funding and having an acquisition cost of \$150,000 or greater are subject to the certification requirements for Payment to Influence and Clean Air/Water Pollution Certification. To remain compliant, Principle Investigator's (no designee authorized) are required to complete this form and attach it to the electronic purchase request. This requirement is based on funding being contingent upon use of the federal acquisition regulations.

SECTION 1: REQUEST DETAILS

THE FOLLOWING MUST BE CERTIFIED IF THIS PURCHASE ORDER IS **\$150,000** OR GREATER

CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (September, 2007)

- a. In accordance with FAR 52.203-11, the definitions and prohibitions contained in the clause at FAR 52.203-12, Limitation on Payments to influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- b. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after; December 23, 1989
 - 1. No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to Influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract.
 - 2. If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal Transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
 - 3. He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.
- c. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

The undersigned company agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

SECTION 2: OFFICIAL APPROVAL

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTION (APR 1991) and CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named below.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Company Name: _____

Address: _____ City/State/Zip: _____