



INVITATION TO BID

FY19/20 NEW MEXICO RACING COMMISSION ANNUAL REPORT

The New Mexico Racing Commission is accepting bids for a contract to compile the Annual Report for the New Mexico Racing Commission for the 2019/2020 race season.

If interested in bidding on this position, please submit your bid, letter of interest, and resume.

Deadline to submit a bid for these services is Friday, July 16, 2021 by 5:00 p.m.

All bids **MUST** be sealed and either mailed, hand delivered, or sent via email to:

Attn: Ms. Anna Vigil
New Mexico Racing Commission
4900 Alameda Blvd. NE – Suite A
Albuquerque, NM 87113
anna.vigil1@state.nm.us

If you have any questions regarding this position, please contact the New Mexico Racing Commission at (505) 220-8971.

Brief overview of duties and responsibilities:

Contractor does hereby agree to and shall perform the duties relating to the New Mexico Racing Commission's Annual Report to include, but not be limited to, the following:

1. Contractor shall provide to the Commission a compilation Annual Report for the 2019/2020 race season data for the period of **December 26, 2019 through December 23, 2020**, those dates being the 2019/2020 race season, (as designated by the Commission).
2. The Annual Report shall provide quantitative data regarding race year data using ITW reports, race track financial reports and track audit reports of all financial data for each of the five (5) licensed racetracks and six (6) live race meets in the State of New Mexico.
3. Contractor shall compile statistics from all racing entities for use in the Annual Report for the New Mexico Racing Commission with comparison analysis of all five (5) racetracks and six (6) live race meets for the two previous race years, based on racetrack financial reports, year-to-date racing

summaries, and year end ITW reports.

4. Contractor shall provide to the New Mexico Racing Commission an electronic copy of statistical information compiled through ITW reports, financials, and external/internal audit reports provided.
5. Contractor agrees to and shall act on directives and instruction, as may be issued from time to time by the New Mexico Racing Commission Executive Director, designee of the Commission.
6. Contractor shall provide training to the New Mexico Racing Commission staff on ITW reports, NMAC and State Statutes.

Performance Measures:

Contractor shall substantially perform the Performance Measures as listed in the Scope of Work. In the event Contractor fails to obtain the results described, the New Mexico Racing Commission may provide written notice to Contractor of the default and specify a reasonable period of time in which Contractor shall advise the Commission in writing of specific steps it will take to achieve these results in the future and the suggested timetable for implementation.