



Bennett J. Baur
Chief Public Defender

Professional Services Contract Application

Application must be typed

Contractor Information

| | | | | |
|--|--|----------------|----------------------|--------|
| Service Type: | | | | |
| Legal Business Name (as appears at TRD): | | | DBA (if Applicable): | |
| Contact Name: | | Title: | | |
| Street/PO Box: | | City: | State: | Zip: - |
| Phone: () - | | Email address: | | |
| NM TRD Combined Reporting System (CRS) # (AKA Gross Receipt Tax #): - - | | | | |
| Services provided out-of-state - the litigation expert does not need to register for a CRS #. | | | | |
| Services provided in NM - the litigation expert will need to apply for a CRS#. (Example: providing court testimony.) The application process is simple and can be done on-line at http://www.tax.newmexico.gov/Businesses/register-your-business.aspx . For questions regarding the application or process of obtaining a CRS number please contact the NM Taxation and Revenue office at (505) 827-0700. | | | | |
| Qualifications | | | | |
| Are you a former or current NM government employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a retiree of state government? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Have you done business with State of NM within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Complete DFA W9, as DFA will not accept a Federal W9. Part 5 required for direct deposit. Include a VOIDED check or letter from bank confirming account # and routing #. | | | | |
| Scope of Work: | | | | |
| Qualifications to include License Number and Expiration if applicable. (Please also attach a resume/CV): | | | | |

Service Rates

| Service with brief description | Rate (flat or hourly) | Amount |
|--------------------------------|-----------------------|--------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

Instructions/timelines

- Complete the PSC Application and attachments. Send complete packet to theresa.edwards@lopdmn.us.
 *Application *W9 *Copy of current Licensure (if applicable) *Resume/CV
- W9 Processing—up to **6 weeks** (new or inactivated expert) -Evaluation/contract process—up to **8 weeks** -Maximum Timeline **14 weeks**
- Notification of application status will be sent via email to the applicant and LOPD staff requestor (if applicable).

THIS IS NOT A CONTRACT! DO NOT PROVIDE SERVICES WITHOUT A FULLY EXECUTED CONTRACT.

FOR LOPD USE ONLY:

LOPD Requestor Contact Information (if applicable)

| | | |
|-------|--------|--------------|
| Name: | Email: | Phone: () - |
|-------|--------|--------------|

| | |
|--|--|
| <u>When is fully executed contract needed:</u> | <i>Remember to allow up to 14 weeks.</i> |
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