

## LCPS Form GBEA-E1

# Sample Letters: Employees Desiring To Do Business With Las Cruces Public Schools

*See LCPS Policy and Regulation GBEA: Employee Conflict of Interest, for more information.*



Attached are four sample letters that may be of use to individuals who are Las Cruces Public Schools employees or companies with LCPS employees, who wish to do business with Las Cruces Public Schools.

The sample letters below were actually submitted to the LCPS Board of Education by school district employees who succeeded in obtaining waivers from the board. Their requests focus on three issues stipulated in state statute that allow the Board of Education to grant such a waiver.

These three issues are:

1. What is the employee's financial interest in the business?
2. How can it be assured that the employee is not going to be shown any bias or favoritism while conducting business with the school district?
3. How are the best interests of the school district met by approving a waiver for the employee?

Any request for a waiver must be submitted to the LCPS Superintendent of Schools for consideration to be placed on the Board of Education agenda at an upcoming regular board meeting.

Information in addition to that provided on the completed waiver request form may or may not be needed by the Superintendent. It is, therefore, essential that any completed waiver request form contain complete contact information.

Any LCPS employee to whom a waiver is granted by the Board of Education is required to follow strict procedures in conducting business at school sites. Enclosed herein is a NOTICE TO VENDORS that defines the necessary authority you must obtain and the approach you must take.

On behalf of the School District, your interest in doing business with the School District is encouraged and appreciated. Should you need additional information regarding this process, please contact the Purchasing Department at 505 527-58/1/1.

For additional information, contact the LCPS Purchasing Department, LCPS Administration Building, Suite 350 (inside the Finance/Purchasing/Payroll Department), 505 S. Main St., Loretto Towne Centre, Las Cruces, N.M. 88001. Telephone: 575.527.5844. Fax: 527.6619.

# GBEA-E1a: SAMPLE Letter #1

June 28, 2011

Superintendent of Schools  
Las Cruces Public Schools  
505 South Main St., Suite 249  
Las Cruces, N.M. 88001

Dear Superintendent:

V&A Incorporated is a women owned Small Disadvantaged Company (SDBC) which offers computer and communication products and related services. We received our 8(a) certification from the Small Business Administration (SBA) this past year.

This is a request that V&A Incorporated be approved by you and the Board of Education as an outside vendor and given the opportunity to bid on computer and communication hardware, software, and related service efforts as required by the school district.

This memo is response to the New Mexico Statute Chapter 13 "Public Purchases and Property" sections:

13-1-190 "Unlawful employee participation prohibited,"

13-1-193 "Contemporaneous employment prohibited," and

13-1-1% "Waivers from contemporaneous employment and unlawful employee participation permitted."

In accordance with these statutes, it is necessary to let you know that I am both the CEO of V&A Incorporated and currently a full time employee of the Las Cruces Public Schools.

A brief summary of V&A Incorporated and our Las Cruces operation is attached to this memo. Given the type of work performed by V&A Incorporated we believe that it will be in the best interests of the Las Cruces School District to allow V&A Incorporated to participate in Las Cruces School System procurements. I, as an employee of the Las Cruces School system, will withdraw myself from any procurements where there is any issue of actual or apparent bias or favoritism in performance of my procurement functions.

If you have any questions I can be reached at my office at Las Cruces High School during the day or evenings at 575.526.6606. Or, contact me by email at TVH\_V&A@farlink.com.

Respectfully,

Theresa Valdez-Harvey, CEO  
V&A, Inc.  
212 McFee St.  
Las Cruces, N.M. 88004

attachments

## **GBEA-E1b: SAMPLE Letter #2**

June 28, 2011

Las Cruces Public Schools  
505 South Main, Suite 249  
Las Cruces, NM 88001

Dear School Board Members:

Superior Sports is a small partnership that specializes in custom screen printing and team sales. We request that Superior Sports be approved as an outside vendor and given the opportunity to solicit business within the Las Cruces school district.

Superior Sports is owned by partners Thomas (Buster) Mabrey and Cindy Knepp. Thomas is an independent contractor of the Las Cruces Schools, coaching at Mayfield High School. Cindy is a full time employee, currently teaching at Mayfield High School. Thus, we are applying for approval of a waiver to conduct business with the public schools within the boundaries of the existing procurement codes.

Superior Sports can supply the schools a quality product delivered within 7-10 days at a competitive price . Quotes are always given for each job to allow solicitors to compare prices. Upon comparison, our customers have found our prices unbeatable and our quality outstanding.

If additional information is needed, please contact us at 575.524.2415 or [cktm@hotlink.com](mailto:cktm@hotlink.com). Thank you for your time and consideration,

Sincerely,

Cindy Knepp & Thomas Mabrey  
P.O. Box 811  
Las Cruces, N.M. 88004

## **GBEA-E1c: SAMPLE Letter #3**

June 28, 2011

Superintendent of Schools  
Las Cruces Public Schools  
505 South Main St., Suite 249  
Las Cruces, N.M. 88001

Dear Superintendent:

Kc Unlimited is a small business, with a sole proprietor, which offers a variety of services. One of those services is in the area of desktop publishing and graphics layouts (i.e. business cards, certificates, brochures, transparencies, etc.). This is a request that Kc Unlimited be approved by you and the Board of Education as an outside vendor and given the opportunity to bid on these types of reprographic jobs as needed by the school district.

As sole proprietor of Kc Unlimited, it is necessary that I let you know that I am also currently a full time employee of the Las Cruces Public Schools. I am aware of procurement code "13-1-193 Contemporaneous employment prohibited" and "13-1-194 Waivers from contemporaneous employment and unlawful employee participation permitted." Therefore, I am applying for approval under the conditions set forth by the aforementioned waiver.

Kc Unlimited states that all services performed for and billed to the Las Cruces Public Schools will be performed outside of district work hours, outside of district facilities and without district equipment. If you need additional information or have any questions, please call me at 575.524.1038 (evening) or 527-6065 (day). You also can contact me at [kathaynes@kcun.com](mailto:kathaynes@kcun.com).

Thank you for your support and consideration of my request.

Sincerely,

Katherine E. Haynes, Owner  
Kc Unlimited  
P.O. Box 6338  
Las Cruces, N.M. 88004

# **GBEA-E1d: SAMPLE Letter #1**

June 28, 2011

Las Cruces Public Schools  
505 South Main, Suite 249  
Las Cruces, NM 88001

Dear School Board Members:

Pours and Props is a sole proprietorship which designs and develops merchandise for cheer and dance groups with exclusive rights to market the Finger Pom (a new patented pon pon designed by Sylvia Gomez). I request that Pours and Props be approved as a vendor and granted a waiver under Section 13-1-194 of the Procurement Code utilized by Las Cruces Public Schools.

Pours and Props is owned by myself, Sylvia Gomez Holguin. I am currently a teacher at Las Cruces High School and have been the Pon squad advisor/coach for the past five years. As of July 1998, the school board has agreed to purchase one uniform/bag for high school Pom squads to be kept by the schools and re-issued on a yearly basis. Pours and Props can supply quality products to the squads in a shorter time period, and for a lesser or equal dollar amount than the competitors.

Pours and Props is currently approved as a vendor with New Mexico State University and the University of Texas at El Paso.

For additional information,, please call me at (575) 522-4240. Thank you for your time and consideration.

Sincerely,

Ms. Sylvia Holguin