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**Bennett J. Baur**

**Chief Public Defender**

**Litigation Contract Application**

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| **Litigation Contractor Information** | | | | | | | |
| **Service Type:** | | | | | | | |
| **Legal Business Name (as appears at NM TRD):** | | **DBA (if applicable):** | | | | | |
| **Contact Name:** | **Title:** | | |  | | | |
| **Street/P.O. Box:** | **City:** | | **State:** | | **Zip: *-*** | | |
| **Phone: ()*-*** | **Email Address:** | | | | | | |
| **NM TRD Business Tax ID Number (BTIN) # (AKA Gross Receipt Tax #):**  All contractors will need to apply for a BTIN. The application process is simple and can be done online at <https://tap.state.nm.us>. For questions regarding the application or process of obtaining a BTIN number, please contact the NM Taxation and Revenue office at 866-285-2996.  *As of July 1, 2021, the GRT and Compensating Tax for most goods and services applies at the location where they are delivered. For more information on destination-based sourcing, please see* [*FYI-200, Your Business Location and the Appropriate Tax Rate*](https://www.tax.newmexico.gov/businesses/wp-content/uploads/sites/4/2021/03/FYI-200.pdf)*. This and many other useful publications are available at* [*https://www.tax.newmexico.gov/forms-publications/*](https://www.tax.newmexico.gov/forms-publications/)*.* | | | | | | | |
| **Qualifications** | | | | | | | |
| **Are you a former or current NM government employee? Yes No Are you a retiree of NM state government? Yes No** | | | | | | | |
| **Have you done business with State of NM within the last 12 months? Yes No**  If no, complete and submit a W-9. Part 5 is required for direct deposit. Include a voided check or official letter from your bank confirming account # and routing #.  A W-9 template may be found here: <https://www.nmdfa.state.nm.us/wp-content/uploads/2021/08/NM-SUBSTITUTE-W9.pdf> | | | | | | | |
| **Detailed Scope of Work:** | | | | | | | |
| **Qualifications to include License Number and Expiration if applicable (Please also attach a resume/CV):** | | | | | | | |
|  | | | | | | | |
| **Rate Schedule**  **(include all possible rates and services)** | | | | | | | |
| **Service with brief description** | | | | | | **Rate (Flat or Hourly)** | **Amount** |
|  | | | | | |  | *$* |
|  | | | | | |  | *$* |
|  | | | | | |  | *$* |
|  | | | | | |  | *$* |
|  | | | | | |  | *$* |

**Instructions/Timelines**

1)Complete the application and attachments. Send complete packet to: [litigation.services@lopdnm.us](mailto:litigation.services@lopdnm.us).

\*Application \*W9 \*Copy of current Licensure (if applicable) \*Resume/CV

1. W-9 Processing – up to **6 weeks** (new or inactivated expert) - Evaluation/contract process–up to **8 weeks**  - Maximum Timeline - **14 weeks**
2. 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.**

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| **FOR LOPD USE ONLY:** |  |  |  |  |

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| **LOPD Requestor Contact Information** (if applicable) | | |
| **Name:** | **Email:** | **Phone: (*)     -*** |
|  |  |  |
| **When is fully executed contract needed:** *Remember: allow up to 14 weeks.* | | |
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