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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):**       |
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| **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.

\*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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