

# **LADH0305.1 Sample Letters: Employees Desiring To Do Business With La Academia Dolores Huerta**

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

Attached are four sample letters that may be of use to individuals who are La Academia Dolores Huerta employees or companies with LADH employees, who wish to do business with La Academia Dolores Huerta.

The sample letters below all have requests which focus on three issues stipulated in state statute that allow the Governing Council 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 LADH?
3. How are the best interests of the LADH met by approving a waiver for the employee?

Any request for a waiver must be submitted to the LADH Principal for consideration to be placed on the Governing Council 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 Principal. It is, therefore, essential that any completed waiver request form contain complete contact information.

Any LADH employee to whom a waiver is granted by the Governing Council 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 LADH, your interest in doing business with the LADH is encouraged and appreciated.

For additional information, contact the LADH Administration/Principal at: 1480 N. Main St., Las Cruces, NM 88001. Telephone: 575.526-2984

# **SAMPLE Letter #1**

June 28, 2011

Principal  
La Academia Dolores Huerta  
1480 N. Main St.  
Las Cruces, N.M. 88001

Dear Principal:

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 Governing Council as an outside vendor and given the opportunity to bid on computer and communication hardware, software, and related service efforts as required by the LADH.

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 La Academia Dolores Huerta.

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 La Academia Dolores Huerta to allow V&A Incorporated to participate in La Academia Dolores Huerta procurements. I, as an employee of the La Academia Dolores Huerta, 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 La Academia Dolores Huerta during the day or evenings at 575.526.2984. Or, contact me by email at: TVH\_V&A@XXXX.com.

Respectfully,

XXXXXXXXXX, Owner/CEO  
V&A, Inc.  
212 McFee St.  
Las Cruces, N.M. 88004  
attachments

## Sample Letter #2

June 28, 2011

La Academia Dolores Huerta  
1480 N. Main St.  
Las Cruces, NM 88001

Dear Governing Council 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 La Academia Dolores Huerta's procurement system.

Superior Sports is owned by partners Thomas (Buster) XXXX and Cindy XXXX. Thomas is an independent contractor of the La Academia Dolores Huerta. Cindy is a full time teacher at La Academia Dolores Huerta. 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@XXXX.com.  
Thank you for your time and consideration,

Sincerely,

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

## **SAMPLE Letter #3**

June 28, 2011

Principal  
La Academia Dolores Huerta  
1480 N. Main St.  
Las Cruces, N.M. 88001

Dear Principal:

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 Governing Council as an outside vendor and given the opportunity to bid on these types of reprographic jobs as needed by the LADH.

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 La Academia Dolores Huerta. 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 La Academia Dolores Huerta 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@XXXX.com](mailto:kathaynes@XXXX.com).

Thank you for your support and consideration of my request.

Sincerely,

Katherine E. XXXXX, Owner  
KC Unlimited  
P.O. Box 6338  
Las Cruces, N.M. 88004

## **SAMPLE Letter #4**

June 28, 2011

La Academia Dolores Huerta  
1480 N. Main St.  
Las Cruces, NM 88001

Dear Governing Council 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 XXXXX). 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 La Academia Dolores Huerta.

Pours and Props is owned by myself, Sylvia XXXXX. I am currently a teacher at La Academia Dolores Huerta 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-XXXX. Thank you for your time and consideration.

Sincerely,

Ms. Sylvia XXXXX