

SUNSHINE PORTAL FREQUENTLY ASKED QUESTIONS

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Q: *How do agencies post indefinitely delivery indefinite quantity (IDIQ) contracts or price agreements that don't have defined dollar value?*

A: We are currently working on a solution that will enable an agency to enter a "Contract Type" that will then allow an agency to enter a \$0 value for certain categories – such as IDIQ contracts. We will update this FAQ when that is in place. Until then, agencies should post IDIQ or price agreements and enter a \$1 value.

Q: *How should agencies report amounts for contracts initially valued under \$20K, but that subsequently exceed that threshold?*

A: When a contract's value, including amendments, crosses the \$20,000 threshold, the agency is required to post the contract and amendments on the Sunshine Portal. For contract value, enter the cumulative amount including the base contract and all amendments. In the notes field, add detail regarding each amendment number, amount, and execution date.

For example:

A1 – \$5,000, May 15, 2018

A2 – \$0, June 30, 2018

A3 – \$17,000, August 31, 2018

Q: *How should agencies post contracts that involve multiple vendors/contractors?*



A: A contract is between the agency and one party – the prime contractor – although subcontractor may work under a contract. Enter the contract information using the prime contractor name. If an agency wants to capture information regarding subcontractors, list these in the notes field.

Q: *How should agencies post vendors who are distributors who sell for contracted manufacturers?*

A: A contract with a value-added reseller (VAR) or other distributor, selling on behalf of contracted manufacturers, should be entered using the VAR or distributor's name. Agencies should add information in the notes field to indicate which manufacturer's product(s) they purchased.

For example:

Software license VAR might be CDW-G, which would be listed as the contractor.

Notes might state:

Quest Software, TOAD software, 5 licenses

Q: *What are the dates for which agencies must enter contracts?*

A: Agencies are required to post all contracts, and associated amendments, with a total contract price greater than \$20,000 and a start date on or after July 1, 2011. Agencies also are required to post any contract entered into on or after July 1, 2011, for the lease, sale or development of state land.



Q: *What are the dates for which agencies must enter Rules/Hearings Notices?*

A: Agencies are required to post all Rules/Hearings notices after January 1, 2018.

Q: *If a contract had a start date in an earlier year (e.g., 2016), but has amendments in the current year, must the agency post the whole contract and the amendments?*

A: The original contract should already be posted on the Sunshine Portal, assuming it had a value greater than \$20,000, or it must be posted when the combined value of the base contract and amendments exceeds \$20,000. You do not have to re-post the contract each time you amend it; the existing contract can always be edited to add amendments.

Q: *Are agencies required to enter contracts that have already expired, but that weren't entered when they first started?*

A: Yes, if the contract was executed and/or active on July 1, 2011, or later, and if the contract value, including any amendments, exceeded \$20,000. Agencies also must post any contracts they entered into for the lease (*if the lease is not developed through the General Services Department*), sale or development of state land, also beginning July 1, 2011.

Q: *What is the URL for the Sunshine Portal?*

A: The public-facing portal is at www.sunshineportalnm.com .

The portal that agencies use to post contracts and rule-making information is at <https://state.nm.my.salesforce.com/> .



Q: *How do I obtain an account on the “Postings” page?*

A: Send a request via email to Sunshine.Portal@state.nm.us. In the email, state:

- Your name
- Your organization (e.g., department, agency, administration, commission)
- Your title
- Your telephone number

You will receive a return email with instructions for accessing your new account.

Q: *What is the User ID and Password for the Sunshine Portal?*

A: The public-facing portal does not require a Username or Password – it is open to everyone.

For the portal that agencies use to post documents and information:

- Username is your full state email address (e.g., firstname.lastname@state.nm.us)
- When logging in to this portal for the first time, you will be prompted to create a new account. Once you’ve taken this step, you will receive an email with instructions for your Password.

Q: *How do I change my Password?*

A: Access the Sunshine Portal at <https://statenm.my.salesforce.com/> and look for the small “Forgot Your Password” box at the bottom left edge of



the screen, below the “Log In” button. Click on that box. You will receive a prompt to enter your Username, which is your full state email address. You will receive an email with Password reset instructions.

Q: *Is there a limit on what contracts should be posted on the Sunshine Portal?*

A: Agencies are required to post all contracts that were executed or were active after July 1, 2011, and that have a total value (including base contract and any amendments) greater than \$20,000. Agencies also are required to post any contracts they enter into for the lease, sale or development of state land.

Q: *Who do I contact to get a contract or rules/hearings posted to the Sunshine Portal?*

A: Each agency is responsible for publishing its own contracts and rules-related content to the Sunshine Portal. For the most part, agencies already have identified users with licenses and access to the Portal. If you do not know your agency point of contact, send an email to Sunshine.Portal@state.nm.us and we will tell you who at your agency can help you.

Q: *Is training offered related to posting contracts or rules/hearings?*

A: The Department of Information Technology offers users classroom training approximately once per quarter. The training class is publicized about two weeks before the class date by email. In addition, the training document - which provides step-by-step instructions for posting to the Portal - is available on the first screen after you log in to the Sunshine Portal. The training manual, FAQ, Sample



Templates for the Rules/Hearings, and a video training for Rules/Hearings are accessible at the far right side of the screen.

Q: *Why must we post rules/hearings, and what are agencies required to post?*

A: Agencies are required by Section 14-4-5.4 NMSA 1978 to make information related to rulemaking publicly available via the Sunshine Portal. This section also specifies that agencies must post.

“Section 14-4-5.4 NMSA 1978 Agency record in rulemaking proceeding.

“A. An agency shall maintain a rulemaking record for each rule it proposes to adopt. The record and materials incorporated by reference in the proposed rule shall be readily available for public inspection in the central office of the agency and available for public display on the state sunshine portal. If an agency determines that any part of the rulemaking record cannot be practicably displayed or is inappropriate for public display on the sunshine portal, the agency shall describe that part of the record, shall note on the sunshine portal that the part of the record is not displayed, and shall provide instructions for accessing or inspecting that part of the record.

“B. A rulemaking record shall contain:

- (1) a copy of all publications in the New Mexico register relating to the proposed rule;
- (2) a copy of any technical information that was relied upon in formulating the final rule;
- (3) any official transcript of a public rule hearing or, if not transcribed, any audio recording or verbatim transcript of the hearing, and any memoranda summarizing the contents of



the hearing prepared by the hearing officer or agency official who presided over the hearing;

- (4) a copy of all comments and other material received by the agency during the public comment period and at the public hearing;
- (5) a copy of the full text of the initial proposed rule and the full text of the final adopted rule and the concise explanatory statement filed with the state records administrator or the administrator's designee; and
- (6) any corrections made by the state records administrator pursuant to Section 14-4-3 NMSA 1978."

Q: *Can an agency create a new rules/hearings record without automatically posting it on the public-facing website – to allow the agency to review it and then post it when ready?*

A: No, that capability doesn't exist at this time. As soon as an agency "saves" a post, it is visible on the public-facing portal

Q: *Is there a limit on the size of fields, for instance, on the proposed rule summary?*

A: Yes, all fields have limits; however, they are large (approximately 131,000 characters) and should not affect an agency posting information. If an agency encounters an issue with the size of a field, please contact us at Sunshine.Portal@state.nm.us.

Q: *When entering a contract, can the agency enter "0" in the field "total contract price" or "amount spent" when we don't know the actual value yet?*



A: The fields “Total Contract Price” and “Amount Spent” must have an amount other than “\$0” entered. We are currently working on a solution to address IDIQ and price agreement contracts for which there is not a specified contract price at award.

Q: *How should an agency enter a service contract versus a price agreement?*

A: Currently there is no distinction between a service contract and a price agreement. We are currently working on a solution to this.

Q: *How can an agency find vendor information to post in that field?*

A: In the space where you type “Vendor Awarded” you can enter any partial value and you will get a list of included vendors which you can choose from. If the vendor you need does not appear in the list, send an email to Sunshine.Portal@state.nm.us and include the name of the vendor and vendor ID. We can immediately add the vendor to the list which you can then use in your post.

Q: *What is each agency’s responsibility for posting on the Sunshine Portal?*

A: Each agency is responsible for posting its own content, including:

- Any contracts executed or active on or after July 1, 2011, with a total value greater than \$20,000 (including any amendments);
- Any contracts an agency enters into for the lease (*if the lease is not developed through the General Services Department*), sale or development of state land, also beginning July 1, 2011;
- Memorandums of Understanding (MOUs) or Joint Powers Agreements (JPAs), if there is an associated purchase order;
- All required content regarding rulemaking.



Q: *I understand that some items - such as cash balances, budget, purchases, revenue, annual operating budget, and employee salaries - are derived from SHARE. Who is responsible for posting special appropriations?*

A: SHARE does provide data to meet some requirements for the Sunshine Portal. DoIT also posts financial data (e.g., special appropriations) on behalf of the Department of Finance and Administration and the General Services Department.

