



**State of New Mexico
General Services Department
State Purchasing Division**

Master Agreement Amendment

Awarded Vendor:
Baystate Interpreters, Inc.
205 School Street, 4th Floor
Gardner, MA 01440

Contact: Riley Brooks
Email: rbrooks@baystateinterpreters.com
Telephone No.: (978) 632-1662 ext. 2071

Agreement Number: **40-00000-24-00076AA**

Amendment No.: **One**

Term: **August 12, 2025 - July 28, 2027**

Ship To:
As requested at time of order

Procurement Specialist: **Susan Inman** *SI*

Telephone No.: **505-795-5551**

Invoice:
Same as above

Email: **susan.inman@gsd.nm.gov**

Title: Remote Interpreting and Translating Services

This amendment is to be attached to the respective Master Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately:

- **Replace Master Agreement Page 2, Paragraph 1.**

Except as modified by this amendment, the provisions of the Contract shall remain in full force and effect.



**Master Agreement No. 40-00000-24-00076AA
Amendment No.: One**

THIS AGREEMENT is made and entered into by and between the **State of New Mexico, General Services Department** (hereinafter the "Lead State" or a "Participating Entity" and **Baystate Interpreters, Inc.**, hereinafter referred to as the "Contractor".

The purpose of this Amendment is to replace Master Agreement Paragraph 1.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

1. **Master Agreement Paragraph 1 (Page 2)**
 - a. THIS AGREEMENT for Remote Interpreting and Translating Services is entered into by and between the **State of New Mexico, General Services Department** (hereinafter the "Lead State" or a "Participating Entity" and **Baystate Interpreters, Inc.** (hereinafter the "Contractor").

All other Articles and Deliverables of the original contract remain the same.

The remainder of this page intentionally left blank.

**Master Agreement No. 40-00000-24-00076AA
Amendment No.: One**

IN WITNESS WHEREOF, the Parties hereby execute this Agreement, which will take effect on the last signature date of the required approval authorities below. Each of the signatories, below, may execute this Agreement by hard copy original, facsimile, digital or electronic signature, any of which shall be deemed to be a true and original signature hereunder.

By: *Riley Brooks*
Riley Brooks, Executive Director
Baystate Interpreters, Inc.

Date: 10/10/2025

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State to pay gross receipts and compensating taxes:

BTIN: All services are provided out-of-state

NOTE: Taxation and Revenue is only verifying the registration and will not confirm or deny taxability statements contained in this contract.

By: *Ann Marie Lucero*
Taxation & Revenue Department

Date: 10/10/2025

This Agreement has been approved by the State Purchasing Agent:

By: *Dorothy Mendonca*
Dorothy Mendonca
State Purchasing Agent
State of New Mexico

Date: 10/10/2025

Certificate Of Completion

Envelope Id: 821F90DB-A6B5-457A-9170-A3A7031C75F1	Status: Completed
Subject: Please Docusign: Amendment One - 40-00000-24-00076AA	
Source Envelope:	
Document Pages: 3	Signatures: 3
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Susan Inman
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	1100 S Saint Francis Dr
	Santa Fe, NM 87502
	Susan.Inman@gsd.nm.gov
	IP Address: 164.64.62.10

Record Tracking

Status: Original	Holder: Susan Inman	Location: DocuSign
10/9/2025 2:13:09 PM	Susan.Inman@gsd.nm.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: General Services Department	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Natalie Martinez natalie.martinez1@gsd.nm.gov Deputy Director New Mexico General Services Security Level: Email, Account Authentication (None)	<i>NM</i> Signature Adoption: Pre-selected Style Using IP Address: 172.59.3.110	Sent: 10/9/2025 2:29:01 PM Viewed: 10/9/2025 4:38:14 PM Signed: 10/9/2025 4:38:40 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Susan Inman Susan.Inman@gsd.nm.gov New Mexico General Services Department State Purchasing Division Security Level: Email, Account Authentication (None)	<i>SI</i> Signature Adoption: Pre-selected Style Using IP Address: 174.218.16.82 Signed using mobile	Sent: 10/9/2025 4:38:41 PM Viewed: 10/9/2025 4:40:29 PM Signed: 10/9/2025 4:40:33 PM
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Electronic Record and Signature Disclosure:

Accepted: 6/2/2020 7:56:58 AM
ID: 85ae9af5-d784-487f-80b0-046bfdde9d3d

Riley Brooks rbrooks@baystateinterpreters.com Executive Director Baystate Interpreters, Inc Security Level: Email, Account Authentication (None)	<i>Riley Brooks</i> Signature Adoption: Pre-selected Style Using IP Address: 50.187.157.9	Sent: 10/9/2025 4:40:35 PM Viewed: 10/10/2025 7:54:21 AM Signed: 10/10/2025 7:54:38 AM
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Electronic Record and Signature Disclosure:

Accepted: 10/10/2025 7:54:21 AM
ID: bee12fdc-cde3-4706-9ed0-7441aabb1495

Ann Marie Lucero annmarie.lucero@tax.nm.gov District Mgr. State of New Mexico Taxation and Revenue Signing Group: 33300 - CRS Verification Security Level: Email, Account Authentication (None), Login with SSO	<i>Ann Marie Lucero</i> Signature Adoption: Pre-selected Style Using IP Address: 164.64.133.222	Sent: 10/10/2025 7:54:39 AM Viewed: 10/10/2025 8:24:25 AM Signed: 10/10/2025 8:24:36 AM
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Electronic Record and Signature Disclosure:

Accepted: 6/2/2020 2:28:54 PM
ID: 4e14c1ed-cee7-47c4-9f77-dc41a9cef910

Signer Events	Signature	Timestamp
Dorothy Mendonca dorothy.mendonca@gsd.nm.gov SPD Division Director / State Purchasing Agent General Services Department Signing Group: 35000 - State Purchasing Agent Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 10/10/2025 8:24:38 AM Viewed: 10/10/2025 8:52:15 AM Signed: 10/10/2025 8:52:19 AM
Electronic Record and Signature Disclosure: Accepted: 4/14/2023 7:24:59 AM ID: 51f6380f-50f7-4227-afb5-572b373dfb7c		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/9/2025 2:29:01 PM
Certified Delivered	Security Checked	10/10/2025 8:52:15 AM
Signing Complete	Security Checked	10/10/2025 8:52:19 AM
Completed	Security Checked	10/10/2025 8:52:19 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact GSD:

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: GSD.SPInfo@state.nm.us

G. To advise SPD of your new email address

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of such request you must include your previous and new email addresses.

H. To request paper copies from SPD

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a \$1.00 per page copy fee plus postage.

I. To withdraw your consent with SPD

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to GSD.SPInfo@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.