

## Responses to CRAFT RFP Questions

- Clarify the timeline for the work? -
  - The majority of the deliverables have due dates in six months or 1 year from the notice to proceed. However, there is also a June 2028 deadline listed. How do you see those fitting together?
    - The multiple Notices-to-Proceed (NTPs) within the RFP are not meant to all start at the same time. An NTP is not a general authorization for all work but for each specific task. The work is meant to be staggered as it will be assigned on a task-order basis. Task orders will allow for flexibility in project execution, ensuring that the work can be assigned on an as-needed basis, without requiring a new contract for each individual task or changes to tasks.
  - In a related note, what are the expectations for the theme-based working group meetings? It was unclear to us from the RFP if they were to meet once each (six meetings) or each group was to have six meetings (for example: two meetings a year for three years)?
    - ECAM anticipates holding at least two (2) NM Resilience Interagency Working Group meetings. The first meeting will serve as a kickoff to introduce the facilitation plan, and the second will close out the work while providing a summary of progress to the group. ECAM also estimates that each of the six (6) themes (Community & Culture, Ecosystem & Natural Resources, Human Health & Wellness, Infrastructure, Local Economies, and Water Systems) will need at least two (2) meetings each to complete all necessary work. In total, ECAM estimates there will need to be a minimum of 14 meetings with the interagency working group members to update the CARP. ECAM also estimates that it will take one year to complete all estimated meetings.
- Are there outside funding limitations on the timing of work and specific dates when the project needs to be completed.
  - All projects identified in the scope of work under this procurement must be completed by June 1, 2028.
- Can you share the expected level of effort and budget for the overall projects and the individual tasks? We know that agencies are generally reluctant to do this, but some tasks such as marketing and outreach can expand or shrink based on the available budget.
  - The overall budget for this work is not to exceed \$250,000.00 including gross receipt taxes.

- The State requests translation of materials into Spanish and one Indigenous language. Can you specify whether this will be **Diné Bizaad** (Navajo) or another language?
  - Ultimately, this would be something that the contractor would determine, in consultation with ECAM, based on their expertise on and outreach with New Mexico's Tribes, Pueblos, and Nations.
- How does EMNRD see the Interagency Working Group and the Community Resilience Advisory Board working together?
  - EMNRD foresees that the Community Resilience Advisory Board will offer valuable on the ground support and insight into the challenges faced by their community. They will share this information with the Resilience Interagency Working Group to inform outreach strategies to build resilience in their communities and around the state.
- Does the State expect all working group, community, and Tribal working group meetings to be held in person? Or can some of them be held virtually?
  - The State expects that for the New Mexico Resilience Interagency Working Group the main determining factors will be the presented material and the level of interaction that the meeting will require. For the Community Resilience Advisory Board and the Tribal Working Group, ECAM understands that not all participants will be able to travel to Santa Fe for the meetings as they are from regionally diverse areas. When needed, the interagency, community, and Tribal meetings can be virtual/hybrid to meet the needs of the participants.
- Does EMNRD see the Tribal working group as providing input on the plan? It may not be appropriate for Tribal working group members to capture, share, or record cultural information for their communities? Is that a critical part of this work, or can support on resilience move forward without that information?
  - ECAM is seeking the Tribal Working Group's perspective on how the State's plan can support their own resilience planning. The State will work with Tribal officials to design policies that are equitable pursuant to the State and Tribal Consultation & Collaboration Act (STACC). Additionally, ECAM foresees the Tribal Working Group as an opportunity for Tribal community-based organizations as well as Tribes, Pueblos, and Indian Nations to participate so they can develop their own climate change resilience and adaptation plans.
- K-12 Curriculum related questions
  - Is the expectation a single STEM unit or multiple courses? Will courses or classes need to be developed for all age groups?
    - The expectation is that this would be a single unit devoted to climate education in New Mexico that is supplemental to what is currently being taught. This educational unit will need to be developed for elementary, middle, and high school-aged children.

- Who evaluates and approves the proposed curriculum?
  - ECAM will work with appropriate Public Education Department (PED) staff to evaluate and approve the proposed educational unit for alignment to relevant state adopted academic content and performance standards and pedagogical methodology.
- Will the contractor be involved in the statewide rollout of the curriculum, and what is the timeline for that rollout?
  - The contractor will only need to be involved in two (2) workshops with schools, but they will need to ensure that the material can be presented at additional workshops without the contractor needing to be present. The selected contractor should prepare relevant materials to handoff to ECAM (i.e. facilitator guides, slides, handouts, etc...). The expected timeline for this rollout is Fall of 2026.
- **Attachment 4, Section 2:** The draft professional services agreement lists 3 types of contract types (work product, lump sum, and time & materials). Please confirm what type of contract this project will be structured as.
  - This will be a Time and materials contract. Please view the state's business portal at <https://www.nm.gov/business/>, for guidance on doing business with State government.
- **Cost:** Is there a costing template we should use for the proposal? If so, please share.
  - The state does not provide a costing template.
- With potential partial awards, can you articulate preferred price points for the desired deliverables?
  - The price points will be entirely dependent on the potential contractor's expertise and rates. The decision to award will be based on the proposal that is most advantageous to EMNRD and ECAM.
- What is the process for deciding on multiple contracts and the scopes they would cover under the RFP?
  - The process will follow the state's procurement code and ECAM will select contracts and contractors based on achieving the scope of the project and in the agency's and the State's best interest.
- When will awards be announced?
  - ECAM estimates that it will be able to issue a notice of award by mid-April.
- When is the anticipated start date for the project?
  - Once a contractor is selected, ECAM anticipates issuing the first NTP in mid-June.

- What if anything has been implemented from the CARP?
  - The CARP identifies state agency priorities and initial strategies for building resilience, and the next phase supported by this RFP will focus on implementation and further articulation of actions and strategies. Onboarding with ECAM as well as initial meetings with the Interagency Resilience Working Group will be an opportunity to learn the progress agencies have achieved since their last convening.
- What is the source of funding for the \$250,000 that will be invested in this project? Is it funding that is already available and in the State's control or will it be distributed over time by federal agencies/departments?
  - The source of the funding is State Energy Program (SEP) Infrastructure Investment and Jobs Act (IIJA). This is a fully executed grant agreement between U.S. Department of Energy and ECAM.
- Does the ECAM expect the contractor to propose the relative level of investment between tasks? Is ECAM looking for the contractor to propose the number of meetings for the Working Groups, Community Advisory Group, Tribal Working group, etc.?
  - Yes, ECAM is looking for a contractor to give their expertise on the relative level of investment between tasks and the number of meetings that are needed for each group to best support the work.
- How many community members are expected to be on the Community Advisory Board?
  - ECAM estimates that there will be between 10-15 community members on the Community Advisory Board. The Board will need to have representation from all six (6) EDD regions of New Mexico.
- What is the long-term vision for supporting implementation of the work beyond the next round of planning? For example, to inform how we approach relationship building with communities and the CARP, establishing expectations, etc. (Section 3. Scope of Work)
  - This RFP supports the next phase of work, which will be to develop a long-term vision for the implementation of the CARP. This will be accomplished through engagement with the Interagency Resilience Working Group as well as State leadership.
- The RFP states multiple deliverables to be completed within one year after receiving a written notice to proceed from ECAM. What level of flexibility is the ECAM team open to related to the tasks outlined in "Section 3. Scope of Work"? Specifically in terms of how the offeror decides to approach each task, and to what depth, given the limited funding and large project scope.
  - ECAM is open to discussion, however, all tasks must be completed by June 1, 2028, as this is when the project funding expires. Multiple NTPs will be given for this

project. Please note, that not all the work will need to be completed within one year and can be staggered.

- **Cost:** Do subcontractor rates need to be shown separately in the cost estimate, or can they be merged into one set of billing rates with the prime contractor?
  - Each proposal should outline the separate cost estimates for subcontractors as well as the billing rate for the prime contractor.
- **Task 1, Deliverable 1:** Does EMNRD have an existing contact list for the resilience theme groups?
  - The resilience theme groups are solely composed of members of the Interagency Resilience Working Group. ECAM has an existing contact list for these individuals.
- **Task 1, Deliverable 2:** Does EMNRD have an existing contact list for community members and community-based organizations that can be built on for this task?
  - Yes.
- **Task 1, Deliverable 4:** How does ECAM envision the contractor to contribute to the Annual Climate Strategy? What expertise would be needed?
  - Selected offerors will not need to lead the development of the Climate Strategy report, but could potentially be asked to write a section on the CARP and progress on the State's climate adaptation and resilience plan.
- **Task 2, Deliverable 3:** What web platform does EMNRD anticipate using (or prefer to use) to host the interactive dashboard? What content management system (CMS) does EMNRD use for the EMNRD website (e.g., WordPress, Drupal)?
  - The majority of the information on the CARP is hosted on <https://www.climateaction.nm.gov/CARP/> and currently uses WordPress. ECAM is open to other platforms that could be incorporated into the current site.
- **Task 3, Deliverable 1:** Are the public workshops intended to be informational or vehicles for gathering feedback to inform the strategies?
  - The public workshops are intended to be both informational and an opportunity for the public to give feedback on the strategies and what future adaptation and resilience implementation measures the community would like to see.
- **Task 3, Deliverable 3:** One of the purposes of these adaptation workshops is to “improve understanding of... how the CARP is working to meet these challenges.” Are these three meetings intended to take place after the CARP implementation strategy is completed?
  - Yes
- **Task 3, Deliverable 1 & 4:** Is there an existing educational toolkit? If so, can we have access?

- There is not an existing educational toolkit for the CARP.
- **Task 4, Deliverable 1:** Does EMNRD have an existing contact list for New Mexico Tribes, Nations, and Pueblos? Are there current efforts EMNRD has underway with New Mexico Tribes, Nations, and Pueblos that this process can build on?
  - ECAM does have an existing contact list for those who attended the Tribes, Nations and Pueblos Workshop in the Summer of 2024. The Indian Affairs Department is also a member of the Interagency Resilience Working Group and can help facilitate collaboration and communication with the Tribes, Nations and Pueblos.
- **Task 4, Deliverable 2:** When are the monthly technical meetings and assistance expected to start in the project (e.g., before finalization of the CARP implementation strategy or after)?
  - The monthly technical meetings are expected to take place before the finalization of the CARP.