

Carbon Stewardship Program Contracting Specialist RFP: Decision Memo

Review Panel Meeting: 12/17/2025

Panel Members:

- Erin McElroy *Erin McElroy* 12/18/2025
- Peggy De'Scoville *Peggy De'Scoville* 12/18/2025
- Victor Lucero *Victor Lucero* 12/18/2025

Scoring Results:

Applicant:	Review Panel Total Score:	Review Panel: Average Score (100 point possible):	Budget Score (20 points possible):	TOTAL:	Panel Decision
American Forests	276	92	20	112	Award

Determination Narrative:

The New Mexico Forestry Division (NMFD) sought a contractor to serve as the fiscal agent for the Carbon Stewardship Program (CSP). The scope of work includes issuing payment agreements and disbursing payments to landowners on NMFD's behalf, ensuring projects conform to CSP program guidelines, conducting field visits to assess project implementation, and providing semiannual reporting. Additional services requested included planning support for forest thinning, and post fire recovery practices such as erosion control and reforestation.

This RFP received a single applicant: American Forests. The review committee met on December 17, 2025 to evaluate the technical proposal against the requirements of the scope of work, considering demonstrated experience, staffing capacity, technical expertise, and ability to manage contracts using state and federal funds. Budget scoring was conducted separately by the procurement manager as further detailed on page 2.

American Forests demonstrated extensive experience in southwestern ecosystems, with emphasis on restoration, post fire recovery, and watershed recovery. Their proposal highlighted strong grant and contract management experience, with clearly defined team roles and programmatic alignment outlined in the project plan. The panel noted that American Forests' expertise in reforestation planning would directly complement NMFD's existing capacity and strengthen the Division's ability to develop reforestation plans for private landowners, a key outcome of the CSP grant funding. The organization is well established, having managed more than \$30 million in reforestation implementation contracts, and includes team members with significant expertise in post fire recovery and coordination specific to New Mexico.

The committee concluded that American Forests' qualifications, statewide reach, and programmatic capacity are sufficient to fulfill the scope of work and meet NMFD's needs. Accordingly, the committee recommends awarding the contract to American Forests to ensure successful implementation of the Carbon Stewardship Program across the state.

Budget Scoring Explanation

Per the RFP Evaluation Criteria, budget points are calculated using the following formula:

Lowest responsive Offeror's cost (all items identified in Section II.D are equally weighted) divided by each Offeror's costs. This is multiplied by available points."

Because American Forests was the sole applicant, their proposal automatically represented the lowest responsive cost. As a result, full points were awarded in each budget category under the formula.

Applicant	Program Administration Fee (5 points)	Avg. Hourly Rates (5 points)	Supplies & Materials (5 points)	Travel Rates (5 points)
American Forests	5	5	5	5