

**PUBLIC NOTICE
REQUEST FOR PROPOSALS**

**ISSUED BY THE STATE OF NEW MEXICO
ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT
FORESTRY DIVISION
FOR
CARBON STEWARDSHIP PRACTICES CONTRACTING SPECIALIST**

The State of New Mexico, Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Forestry Division) is seeking proposals for a Carbon Stewardship Practices (CSP) Contracting Specialist from individuals or firms who have professional forest expertise and extensive knowledge of New Mexico's forest ecosystems, New Mexico Administrative Code rules regarding forest practices, and forest industry financial processes. The selected Offeror(s) will serve as the fiscal agent for the CSP program, responsible for issuing payment agreements and disbursing payments to landowners on EMNRD's behalf. Offerors shall be capable of providing payments to applicants prior to being reimbursed by EMNRD. Offerors may be selected to provide one or more planning services on select projects and must have extensive knowledge of post-fire recovery practices, prescribed fire planning, and/or reforestation to be considered for any of those services.

This RFP is directed to individuals and firms who meet the following criteria.

Mandatory Criteria:

- Possess a Bachelor of Science degree in forestry, forest management, natural resource management, or the equivalent;
- Experience working in southwestern forest ecosystems;
- Ability and experience with management of contracts using state and federal funds;
- Experience working with private landowners;
- Ability to provide professional forestry assistance on requests for information about program guidelines through written materials such as applications and brochures to interested parties; and
- Ability to verify that projects conform to the professional forestry standards as outlined in contracts and communications with EMNRD.

Preferred Criteria

- Experience in plan preparation and technical writing;
- Experience in developing thinning prescriptions that meet standards established in the New Mexico Forest Practices Guidelines;
- Experience and certification in prescribed burn plan writing, including completion of NMFD's Certified Burn Manager Program (<https://nmforestryrx.instructure.com/enroll/XBHF9Y>);
- Experience in post-fire forestry practice planning, including:
 - Erosion control practices including seeding, mulching, and contour felling
 - Site preparation and reforestation activities
- Ability to respond promptly to requests for on-site visits and project meetings.
- Availability to respond to requests year-round.

Potential offerors may view the RFP and submit proposals using the Division's Submittable webpage: <https://emnrd-sfd.submittable.com/submit>.

Questions regarding this RFP may be sent to:

Erin McElroy
Forest Resilience Officer
EMNRD, Forestry Division
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Telephone: 505-490-7378
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Proposals are due no later than 4:30 p.m. MDT, November 21, 2025. EMNRD will deem such proposals sealed in accordance with state statute. EMNRD shall not accept proposals received after this date and shall make absolutely no exceptions for proposals not received by the appointed time.

This public notice is given pursuant to NMSA 1978, Section 13-1-113. The Procurement Code, NMSA 1978, Sections 13-1-28 through – 199 imposes civil and misdemeanor criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.