

REQUEST FOR PROPOSALS
ISSUED BY THE STATE OF NEW MEXICO ENERGY, MINERALS AND NATURAL
RESOURCES DEPARTMENT FORESTRY DIVISION FOR
FOREST AND WATERSHED PLANNING & FACILITATION SPECIALISTS

RFP Questions

Budget and Cost Structure

1. Are you requesting a total project budget or just specific rates and costs?

We are requesting hourly labor rates, travel costs, and whether materials and supplies will be billed at cost or with a markup. Multiple rates may be provided for different job classifications. The Forestry Division recommends that Offerors include overhead labor costs within hourly rates.

2. Is there a total or annual budget already defined for this work?

No, there is no defined total or annual budget. A flexible pricing structure is desired to accommodate emerging opportunities over the contract term.

3. Should costs for facility rental, parking, and permits be included in the budget?

Yes. These fall under “supplies and materials” and should be listed either at cost or with a specified percentage markup.

4. What is the source of funding, and are there any grant-specific requirements?

The work may be funded through multiple sources, including federal dollars. Please refer to the attached PSA and GSA templates for any contractual requirements.

Meetings and Facilitation Logistics

5. Can you provide details on the expected number and type of meetings (in-person vs. virtual, location, attendees)?

The number and format of meetings have not been finalized. Meetings may include small community gatherings or large statewide events (100+ attendees) and may be held throughout the state. Offerors should demonstrate flexibility and capacity for a range of facilitation needs.

6. Are there any existing committees or working groups, and how frequently do they meet?

Yes, the Division has multiple existing committees and teams with varying meeting frequencies. Support needs for these groups will be determined by staff on a case-by-case basis.

7. Will large meetings be scheduled outside of the field season?

Scheduling will be flexible and project-dependent. Offerors should describe their capacity to accommodate meetings across seasons.

Deliverables and Work Structure

8. Will the RFP result in specific deliverables or task orders?

Deliverables are not defined at this stage. Task orders and specific deliverables will be issued by Division staff on a project-by-project basis.

9. Should applicants propose a timeline or milestone deliverables?

No. Timelines will be developed per task order issued after contract award.

10. Will any task orders span multiple years?

Yes, some services or projects may extend beyond one year.

Continuing Education and Training

11. How many trainings are expected, and how many attendees per training?

The number of trainings and attendees is not yet determined.

12. Who provides CE credits, and do they incur costs?

CE credits may be pursued through organizations like the Society of American Foresters, International Society for Arboriculture, or Ecological Society of America. These do not typically incur costs, but time spent coordinating them can be billed at standard labor rates.

13. Do we need to be licensed CE providers, or can we subcontract?

You do not need to be licensed. CE credits can be secured via online applications.

Staffing and Subcontracting

14. Can we propose using subcontractors?

Yes. Subcontractors may be used as long as they comply with Section 8 of the PSA/GSA templates.

15. Does “ability to travel anywhere in the state” imply long-term field placements?

No, travel is expected to be for short-duration trips, not permanent placements.

16. How much notice will be given for work assignments?

Notice will vary. The Division may reach out to multiple contractors to assess availability for a specific project.

Contractual and Technical Details

17. What is the anticipated contract start date and duration?

Contracts are expected to begin in fall 2025 and will last for a four-year term.

18. Are there upload limits for work product submissions on the online platform?

Yes. Submittable limits individual files to 400 MB and the total submission to 800 MB.

Program Context

19. Has any work been done to implement the 2020 NM Forest Action Plan?

Yes. This RFP is intended to build on the implementation efforts of the 2020 Forest Action Plan and expand capacity for continued progress.