

**PUBLIC NOTICE
REQUEST FOR PROPOSALS
ISSUED BY THE
STATE OF NEW MEXICO, ENERGY, MINERALS AND NATURAL RESOURCES
DEPARTMENT, FORESTRY DIVISION
FOR WILDLAND FIRE TRAINING INSTRUCTOR SERVICES**

The State of New Mexico, Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Division) is seeking proposals from individuals, firms, entities, and colleges or universities who are qualified under the National Wildland Fire Coordinating Group (NWCG) publication PMS 310-1 to instruct the wildland fire training courses listed below, using the NWCG course specifications, primarily for volunteer fire departments. EMNRD may enter into multiple agreements as a result of this Request for Proposals (RFP).

This RFP is directed to individuals and organizations who must provide their own instructor material such as instructor guides and videos (this reference material shall not be disseminated to students and is for instructor use only) and that can:

- instruct various wildland fire training courses as directed by the Division using the NWCG course specifications. For the Basic Wildland Firefighter Suppression Course: S130/190, I-100, L-180, successful Offeror(s) shall use NWCG instruction books and training materials and Division-approved workbooks and slides. For intermediate course instruction, successful Offeror(s) shall use the NWCG instructions books and training materials. Successful Offeror(s) instructor qualifications must meet NWCG's requirements listed in the PMS 901-1 (Field Manager's Course Guide) (see <https://www.nwcg.gov/publications/pms901-1>) as lead instructor for the level of the course they intend to instruct and the **currency requirements as indicated in the PMS 310-1** (Qualifications and Certifications Guide) (see <https://www.nwcg.gov/publications/pms 310-1>);
- maintain these qualifications for the contract's duration;
- provide audio-visual equipment Offeror uses for presentations;
- provide their own instructor material such as instructor guides and videos;
- provide the training either virtually or in person, to be determined in conjunction with the Division Program Manager;
- accommodate volunteer fire department trainee schedules (the Division may modify some NWCG basic and intermediate courses by compressing schedules); and
- meet Division geographic location and availability needs for wildland fire training.

For each course, successful Offerors must be able to:

- ✓ provide course instruction;
- ✓ conduct a course review and course test and grade tests;
- ✓ provide written recommendations for certification for each student;
- ✓ document student daily attendance;
- ✓ record total volunteer student "seat hours";
- ✓ submit results and documentation, along with invoice for services to the Division; and
- ✓ attend in person or virtual training covering required documentation as determined by the Division.

Potential Offerors may obtain complete copies of the RFP from Gabriel Cordova, Program Manager, EMNRD, Forestry Division, Wendell Chino Building, 1220 South. St. Francis Drive,

Santa Fe, NM 87505, telephone (505) 629-2041, email: Gabrielf.cordova@emnrd.nm.gov. Offerors may also download proposals from the Division website:

<https://www.emnrd.nm.gov/sfd/requests-for-proposals-and-grants/>

Offerors shall submit via email one proposal, no later than 5 p.m. MDT, August 18, 2023. The Forestry Division shall not accept proposals received after this date and shall make absolutely no exceptions for proposals not received by the appointed time. **RFP responses MAY NOT be sent by facsimile.**

The Procurement Code, NMSA 1978, §§13-1-28 through -199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.