

**REQUEST FOR PROPOSALS
ISSUED BY THE
STATE OF NEW MEXICO,
ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT,
FORESTRY DIVISION
FOR
TRIBAL FOREST AND WATERSHED PLANNING & ENGAGEMENT PROJECTS**

RFP Questions

Project Funding & Budget

- What is the funding cap for a project proposal and scope of work? How much can we apply for?

There is no pre-determined funding cap for projects. A flexible funding structure is desired to accommodate emerging opportunities over the contract term and will be based on project needs.

- Are matching funds required for an application?

No matching funds are required.

- Does this solicitation allow for indirect funding and if so at what percentage?

Rates must include fringe and benefits for each position and associated administrative fees.

- For budgeting purposes, is it allowable to provide rates for any additional periods (not exceeding 48 months) to allow for annual rate escalation?

It is allowable for offerors to provide a rate schedule that would be followed within the term of agreement.

Application Technical Details

- Are there page limits for (a) the overall proposal, or (b) any of the sections or specific RFP requests? This excludes work product highlights, which is limited to a maximum of 1 page per project.

All applications must be submitted via Submittable where short answers for Summary of Qualifications are limited to 500 words. Page limits are only applicable to the Work Product Highlights (1 page per product highlight, 3 products total).

Role of Contractor

- In the Scope of Work, it lists several things/activities that the offeror can/shall do. Can a proposal only include training and facilitation activities? Or does a project have to include implementation of fuels reduction, restoration Rx burning, etc. and workforce development?

Offerors are not required to satisfy all projects listed in the Scope of Work to be considered for award and can specify in their application the services they are able to provide.

- Tribal Student Internship Opportunities: Please expand on what the expectation of the contractor for this piece of the SOW. What is the contractor expected to coordinate specifically?

Contractor will be responsible for identifying opportunities for the Forestry Division to support student internships with partners such as the Youth Conservation Corps. Contractor will also be responsible for identifying students and entities interested in hosting interns.

Training & Workshops

- How many trainings and workshops are anticipated?

Number of training courses will vary based on need and topic and may range from 1 to 4 annually.

- Is there a recommended length of time for each training course or meeting?

Length of training time is approximately 4 hours. However, this time may vary depending on the topic and need.

- What is the preferred format (e.g., webinar, in-person, virtual, asynchronous)? If requested, is there a learning management platform in place or website that will host recordings of the training? How many participants attend?

In-person meetings are preferred although virtual trainings may be allowed on a case-by-case basis. Training recordings will be hosted either on the Forestry Division website or within a file-sharing platform, such as Microsoft Teams. Any training and workshops for TFFWG will be hosted on the TFFWG website. Attendance will vary between 20 people and up to 200 for trainings related to the State Tribal Collaboration Act.