PUBLIC NOTICE

The State of New Mexico, Energy, Minerals and Natural Resources Department (EMNRD), State Parks Division (Division), requests quotes to provide outdoor-based natural or cultural resource education programming as part of the statewide Outdoor Classroom Program. The Division may award multiple agreements as a result of this request for each program area outlined below. The total amount of all the contracts awarded for each program area shall not exceed $60,000 exclusive of New Mexico Gross Receipts Tax.

The successful Offeror(s) shall, in consultation with Division staff, oversee one of the following program areas for the Outdoor Classroom Program (OCP).

Kids 'n Parks transportation grants program administration:
The State Parks Kids 'n Parks (K'nP) Program offers transportation grants to New Mexico schools to pay for transportation costs for teachers to take their students on field trips New Mexico State Parks where hands-on, minds-on experiences reinforce the standards and benchmarks being taught in the classroom. The Division provides the funding for the transportation grants on a reimbursement basis. The Division has allocated $34,000 for transportation grants this fiscal year. The Offeror must have the financial capacity to issue the grants to the schools up front and request reimbursement from the Division after the field trips have been completed. The awarded contractor reviews and processes all travel grant requests they receive from schools/teachers, then sends an award letter to the applicant. The school/teacher pays the travel costs upfront, and then when the trip is completed, they send an invoice to the contractor, who reimburses the applicant. At the end of the fiscal year, the contractor submits a single total invoice to the Division for all the grants they paid out.

Task 1. Distribute existing K'nP grant application forms to New Mexico schools. Compile completed applications for review. Review the applications and select schools to receive transportation grants from the K'nP program to take their students on field trips to state parks. Work directly with selected schools to pay the costs of school bus transportation to and from the parks.

Task 2. Assist Division staff in providing curriculum-based outdoor classroom programs or assist staff with existing park programs directed toward recipients of K'nP transportation grants. Offerors must include the estimated number of programs they will provide in their quote.

Task 3. Deliver engaging, place-based, hands-on science educational programming to schools in State Parks to foster information and awareness about the local ecosystems, enhance students' scientific literacy, and generate awareness of New Mexico State Parks. Offerors must include information about the programs they offer, how long the programs are and how many they plan to deliver.

Task 4. Complete an evaluation of each OCP experience, using existing OCP evaluation forms. Prepare a final written report for the Division evaluating each task under the OCP program area for 2026-2027. The awarded contractor must provide the

Division with a final written OCP report By June 30, 2027. The report must include a summary of the Outdoor Classroom Program; names of participating schools districts and schools; number of students participating; types of programming conducted; transportation grants awarded; teacher satisfaction with the outdoor classroom experience and program; and how experiences are tied to standards and benchmarks. The contractor will provide the Division with one electronic copy of the final report, including the Division- provided spreadsheet, in Microsoft Word.

Educational programming:

Task 1. Provide the Division with Outdoor Classroom Programs that include educational content regarding the wildlife, plants, geology, cultural heritage and history of the parks. Offerors must include information about the programs they offer, how long the programs are and how many they plan to deliver.

Task 2. Complete an evaluation of each OCP experience, using existing OCP evaluation forms. Submit a final written report for the Division evaluating each task under the OCP program area for 2026-2027. by June 30, 2027. The report must include a summary of the Outdoor Classroom Program; names of participating state parks; number of attendees at each program; types of programming conducted;; attendee satisfaction with the outdoor classroom experience and program; and how experiences are tied to standards and benchmarks. The contractor will provide the Division with one electronic copy of the final report, including the Division- provided spreadsheet, in Microsoft Word.

RESPONSE REQUIREMENTS

Responses must, at a minimum, include:

- Offeror's name, address, e-mail address, and telephone number; and
- the OCP program area the Offeror is proposing to provide services for; and
- written description of how each task under the program area will be accomplished; and
- a quote that describes and quantifies each element of cost (*e.g.*, labor, materials, insurance, travel, tax, etc.).

The Division may require the successful Offeror(s) to provide proof of comprehensive public liability protection covering property damage and personal injury liability that may arise under any agreement issued as a result of this request, in amounts equal to or greater than liability limits set forth in NMSA 1978, Section 41-4-19, as may be amended from time to time, prior to starting work.

PUBLIC NOTICE

Offerors may contact with questions:

Gianna Farrell, Education and Outreach Program Coordinator
EMNRD, State Parks Division
1220 S. Saint Francis Drive
Santa Fe, NM 87505
(505) 618-0733

Offerors shall provide one original proposal by email to: gianna.farrell@emnrd.nm.gov no later than 5 p.m., MDT, November 13, 2026.