



YCC Application 2023

a. Letter of Transmittal Form - ALL APPLICANTS MUST FILL OUT

1. Identify the following information for the submitting organization:

Applicant Name	
Mailing Address (City, State, ZIP)	
Telephone	
FED ID#	
NM CRS#	

2. Identify the individual(s) authorized by the organization to (A) contractually obligate, (B) negotiate, and/or (C) clarify/respond to queries on behalf of this Applicant:

	A Contractually Obligate	B Negotiate*	C Clarify/Respond to Queries*
Name			
Title			
E-mail			
Telephone			

* If the individual identified in Column A also performs the functions identified in Columns B & C, then no response is required for those Columns. If separate individuals perform the functions in Columns B and/or C, they must be identified.

3. Use of subcontractors (Select one):

- No subcontractors will be used in the performance of any resultant contract, OR
 The following subcontractors will be used in the performance of any resultant contract:

_____ (Attach extra sheets, as needed)

By signing the form below, the Authorized Signatory attests to the accuracy and veracity of the information provided on this form, and explicitly acknowledges the following:

- On behalf of the submitting-organization identified in item #1, above, I accept the Terms and Conditions of this RFP;
- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP; and
- I acknowledge receipt of any and all amendments to this RFP, if any.

_____, 2022

Authorized Signature and Date (Must be signed by the individual identified in item #2.A, above)



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b. Non-profits - please provide the following if your organization is a non-profit. Charter schools are exempt from these requirements.

- i. 501(c) IRS determination letter
- ii. a copy of your NM Charitable Organization Registration Statement from the NewMexico Attorney General's Office charitable organizations registry (<https://secure.nmag.gov/coros/>)
- iii. Campaign Contribution Disclosure form (see below)
- iv. Statement of Assurances form (see below)



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b.iii. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal



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b.iii. CAMPAIGN CONTRIBUTION DISCLOSURE FORM, cont.

process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Note: A prospective contractor shall make separate disclosures of all campaign contributions given by (1) the prospective contractor, or (2) a family member or (3) representative of the prospective contractor, or shall complete the non-disclosure statement, as applicable.

DISCLOSURE OF CONTRIBUTIONS:

**Contribution Made By:
Relation to Prospective
Contractor:**

Name of Applicable Public Official:

Contribution(s) Date(s):	Contribution Amount(s):	Nature of Contribution(s)	Purpose of Contribution(s)
	\$		
	\$		
	\$		
	\$		
	\$		

(Attach extra pages if necessary)

Signature: _____

Date: _____

Title/Position: _____

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature: _____

Date: _____

Title/Position: _____



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b.iv. STATEMENT OF ASSURANCES FORM

Each Applicant MUST complete this form and return it with Applicant's proposal or EMNRD will deem the proposal as non-responsive. By signing this form below, Applicant acknowledges and agrees to the following:

This RFP does not commit the State of New Mexico (State) to pay any costs incurred in the preparation or submission of this proposal. Any cost incurred by the Applicant in developing a proposal response shall be borne solely by the Applicant. Applicant understands that that Applicant's proposal shall become part of the official file on this matter without obligation to the State. Issuance of this RFP does not constitute an award commitment on the part of the State.

Applicant shall examine all contract documents, noting particularly all stipulations that in any way affect contract work. Failure of an Applicant to acquaint itself fully with the amount and nature of the work required to fulfill all terms of the contract documents shall not be considered a basis for extra compensation after a contract has been awarded.

Applicant represents and warrants to the State that Applicant has the staff, facilities, and competence to furnish the required services. The State may investigate Applicant's adequacy of the staff, facilities, and competence. For this purpose, representatives of the State may make an inspection of Applicant's facilities, equipment, etc., and interview staff.

To be considered, Applicant's proposal must be signed by an officer having the authority to bind Applicant.

Applicant agrees to comply with all relevant federal and state laws and regulations or rules.

New Mexico Employees Health Coverage:

If Applicant has, or grows to, six or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six-month period during the term of any Agreement which may result from this RFP, Applicant agrees, by submitting a proposal, to have in place, and agrees to maintain for the Agreement's term, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Applicant and the state exceed \$250,000.

Applicant agrees to maintain a record of the number of employees who have:

- 1) accepted health insurance;
- 2) declined health insurance due to other health insurance coverage already in place; or
- 3) declined health insurance for other reasons.

These records are subject to review and audit by a representative of the State.

Applicant agrees to advise all employees of the availability of state publicly-financed health care coverage programs.

Application of Veterans Preference or New Mexico Business Preference:

Applicant acknowledges Applicant must provide a copy of either the Resident Preference or Veterans Preference Certificate to be eligible for preference points.

Applicant Signature

Date:

Applicant's Printed Name and Title: _____



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c. Organizational Experience: Description

Describe the extent of experience, expertise and knowledge as a youth employer and trainer; and demonstrate an understanding of child labor laws. Provide descriptions for both Applicant and any subcontractors that will be used to complete the project.



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d. List of Key Personnel

Provide a list of all key personnel or positions for both Applicant and any subcontractor who will be used in performance of the project and categorize their roles into one of the following groups:

- Directors or managers (who is in charge);
- Supervisory personnel (who will supervise the crew);
- Training personnel (who will provide training)
- Administrative personnel (who will prepare the reimbursements; who will manage the project)

If a person or position will fill more than one role, please make that clear.



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e. Organizational experience: Resumé attachments

Attach resumé bios or CVs for each of the people identified in Section d. Include education, work experience, and relevant certifications and licenses that qualify personnel for this project.



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f. Project Overview

Project name: _____

Estimated start date (the date the first corps member is hired): _____

Project length (may be no longer than 52 weeks): _____

Number of Corps Members (youth between 14 - 25) to be hired; must be at least 5: _____

Age range of youth to be hired (some projects may not be suitable for all ages): _____

Type of Project - Select one;

- Summer (between May and September)**
- Seasonal (any time of year)**
- Residential (corps members and their supervisors are housed on-site)**

Primary population served (select a maximum of two):

- Native American / tribal** **Rural** **Urban**
- Other, please describe:** _____

Project location(s) Please list where the projects will take place.

Counties: _____

NM House Districts: _____

NM Senate Districts: _____

Go to https://www.nmlegis.gov/Members/Find_My_Legislator to find your house and senate districts.

Website (if you have one): _____



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g. Procedure for hiring.

Describe the procedure for recruiting and hiring corps members. Include descriptions of:

- how youth are recruited;
- the interview process;
- selection criteria; and
- how the process is inclusive for youth who may lack resources such as internet connections or transportation.



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h. Project summary description.

Please describe

- the overall goal or purpose of the project;
- how the project contributes to youth career development;
- community and environmental benefits of the project;
- who are the project partners and community supporters and what are they contributing;
- how the methods used will result in long-lasting value.



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i. **Work Plan 1 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done.

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project vicinity map:** Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.
- ii. **Site plan:** A map or diagram with finer-grained details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **All environmental and cultural evaluations and permits** necessary to do the work.



i. **Work Plan 2 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



i. **Work Plan 3 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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i. **Work Plan 4 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address OR UTM's OR Township, Range, Section AND any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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i. **Work Plan 5 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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i. **Work Plan 6 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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i. **Work Plan 7 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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i. **Work Plan 8 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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i. **Work Plan 9 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address OR UTM's OR Township, Range, Section AND any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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i. **Work Plan 10 Title:** _____

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

PROVIDE THE FOLLOWING ATTACHMENTS:

Project vicinity map: Streets, roads, trails, streams, management area boundaries, and other significant natural and developed features in the vicinity of the project should be clear.

Site plan: A map or diagram with finer-grained details such as treatments and installation locations.

Property owner certification(s) & permits: If the property owner is not the Applicant, attach a signed letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.

All environmental and cultural evaluations and permits necessary to do the work.



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j. Alternative Work Plans

- i. **For unforeseen circumstances** (e.g. inability to access property; partnership contribution falls through; natural disasters or pandemics). Plans should be similar to or complement original work plans.

- ii. **Emergency response (OPTIONAL):** Please state whether the YCC crew will respond to local emergencies, such as floods, fires, food bank help, or other assistance during an emergency, and a brief description of the functions the crew may perform safely.



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k. Training and Education Program

The YCC requires that 10% of the project time be allocated to training and education for CorpsMembers, and that at least two types of training be offered. The types of training are described below.

Job skills: Skills and competencies directly related to the YCC project.

Examples: job orientations; fire-fighting certification; first aid/CPR; defensive driving; agriculture; landscaping; interpretation and docent skills; tool safety and handling; construction; welding; irrigation; and on-the-job training.

Career skills: Trainings that help prepare youth for employment after the YCC.

Examples: preparing a resumé; interview skills; how to do a job search; public speaking; sexual harassment; leadership; team-building; career presentations by professionals

Life skills: Trainings that help youth navigate life challenges.

Examples include: mental health first aid/awareness; conflict resolution; financial literacy; substance abuse topics; decision making; reproductive health

Conservation: Trainings that focus on relevant natural resource processes and issues.

Examples include: focused educational field trips to parks, forests and nature centers; bee-keeping; restoration training; flora and fauna seminars or workshops; water harvesting; conservation biology; wildlife management; forestry; climate change; ecology.

Cultural: Trainings that focus on cultural traditions and knowledge.

Examples include: traditional ways workshops; educational field trips to cultural sites; site stewardship; archaeological methods; restoration or conservation methods.

Further education: Training sessions that earn high-school or college credits, or a GED.



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m. Training & Education program, continued.

Descriptive Name of Training	Presenter / Provider	Training Type (see list above)	# of hours per person	Certification or License Earned?	# Credits Earned

Enter the total number of training hours per Corps Member:

Ensure the total number of hours is 10% of the project time for each corps member.

Example: A 13 week project with each corps member working 40 hours / week. $(13 \text{ weeks} \times 40 \text{ hours}) \times 0.10 = 52 \text{ hours}$ of training per corps member to meet the required 10%.