



YCC Pre-Proposal Conferences

August 7, 2026 & August 19, 2026



Pre-Proposal Training Guidelines and Purpose

- **Must read the full RFP for comprehensive guidance – The information in this training is meant to supplement the RFP and is not considered official guidance.**
- This training is not being recorded.
- The PPT will be posted on the NMYCC website.
- Questions – Please submit questions in the chat today so we have a written record. Responses to questions during today's training are considered unofficial. Official responses will be posted on September 9th through the **Deadline for Written Questions** process outlined in the RFP. You may also email David Chené questions up to September 3rd.



Pre-Proposal Conference Agenda

- Brief Overview of the New Mexico Youth Conservation Corps
- Introduction to the 2027 YCC RFP
 - Sequence of events/timeline
 - Eligible applicants
 - **Key items to track**
 - Scoring criteria and evaluation
 - Application(s) Submission
 - Walk through of Proposal Response
 - Walk through of Cost Response
 - Application Materials





Overview of YCC

YCC funds programs that employ youth between the ages of 14 to 25 (Corps Members) to carry out projects serving a public interest through conserving, improving or beautifying New Mexico's lands and facilities and provide long-term community or regional benefits. Our program is authorized and bound by statute (NMSA 1978, Sections 9-5B1-11 1992).

Sequence of Events



Action	Responsible Party	Due Dates
1. Issue RFP	YCC	July 7 2026
2a. Pre-proposal conference 1- online (Usually 1 HR)	YCC	July 22, 2026, from 10:00AM – 11:00AM
2b. Pre-proposal conference 2- online (Usually 1 HR)	YCC	August 19, 2026, from 10:00 – 11:00AM
3. Deadline to submit Written Questions	Potential Offerors	September 3rd, 2026, by 5:00pm MT
4. Response to Written Questions	Contact Person	September 9, 2026
5. Submission of Proposal	Offerors	4 p.m. MT September 23, 2026
6.* Proposal Evaluations	Evaluation Committee	September 25 -November 13, 2026
7.* Selection of Finalists	Evaluation Committee	November 6-12, 2026
8.* YCC Commission Review and Approval of Funding for Finalists	YCC Commission	Between November 16 – December 4, 2026
9. Notification of Funding	YCC	Between December 7 – 18 2026
10.* Protest Deadline	YCC	+ 15 days
11.* Finalize Contracts with Awardees	YCC Staff / EMNRD / NMDNJ / Awardees	+ 1 to 180 days in order of Project start dates

*Dates indicated in events 6 through 11 are estimates only and may change without notice or an amendment to this RFP.

Eligibility

This RFP is open to:

- A. local units of government including but not limited to counties, municipalities, villages, cities, towns, land grants, Soil and Water Conservation Districts (SWCDs), community acequia/ditch associations, school districts, public universities and colleges, and charter schools;
- B. state agencies;
- C. federal agencies operating within the state;
- D. federally recognized Native American tribes with a reservation within the boundaries of the state.
- E. Non-profit organizations as described in Section 501(c) of the United States Internal Revenue Code, and registered with the New Mexico Department of Justice, as required by the New Mexico Charitable Solicitations Act, NMSA 1978, Sections 57-22-1 to -e (1983 and as amended).



Applicants must be eligible to receive payment from the State of New Mexico Department of Finance and Administration, either through transfer payments or state purchase orders.

General

Key Items to Track

- Minimum 5 corps members must be proposed and employed.
- Maximum amount applicants can request, \$225,000.
- May not duplicate applicant's routine services already provided.
- Ages 14-25 – Need a work permit if under 16.
- Project Length: **Projects must be completed in 26 weeks or less.**
The project starts when the first Corps Member is hired and ends 26 weeks later.
- Two applications per organization may be submitted
- 10% of the total hours budgeted for each Corps Member for the entire Project allocated for training.
- **Budget Allocation:** Wages, unemployment insurance and workers' compensation insurance for corps members shall account for a minimum of 70% of the total funds requested.
- **Budget Match:** Sponsors shall be prepared to match a minimum of 10% of total funds requested with in-kind or cash contributions.



Key Items to Track - Continued

Activities

- May include, but need not be limited to, projects that protect, conserve, rehabilitate or increase resiliency of terrestrial and aquatic species, forests, refuges, rangelands and waters of the state; improve use and access to public parks, greenways, historic sites, libraries, museums, zoos; improve or enhance recreational areas and associated facilities; reinforce the “Keep New Mexico True” campaign; provide emergency assistance, disaster relief or recovery; improve disaster preparedness; increase energy efficiency; beautify, improve and restore urban areas; renovate community facilities; and *provide or improve services for the elderly or indigent.

* new focus



Key Items to Track

Pass/Fail

- A **FAIL** in any **PASS/FAIL** category will result in the proposal being disqualified
- Disqualified applications will not be evaluated

Prohibited activities:

- The displacement or substitution of an existing employee by a Corps Member;
- Assigning Corps Members to general services such as routine maintenance, clerical or janitorial duties, except where these activities are necessary preparation for the project;
- The participation by Corps Members in the removal or cleaning up of any toxic or hazardous waste or toxic or hazardous waste site;
- **Funding permanent capital improvements on privately owned property. Building any kind of structures, significantly improving facilities etc. Watershed restoration is largely exempt.**



Criteria
and
Evaluation
– Point
Summary



Criteria	Points Available
NON-PROFIT SPONSORS: Non-profit Sponsors must provide the documents listed below in the YCC Proposal Response 2027. Failure to do so will result in the proposal being disqualified.	
YCC Proposal Response 2027	
b. i. 501(c) authorization letter from the Internal Revenue Service	PASS/FAIL
b. ii. Registration with NM Dept of Justice OR Letter of Exemption from the NM Dept of Justice	PASS/FAIL
b. iii. Campaign Contribution Disclosure Form	PASS/FAIL
b. iv. Statement of Assurances form	PASS/FAIL
ALL SPONSORS: All Sponsors must complete and submit the following items.	
YCC Cost response 2027	
Corps Wages are at least 70% of funding requested	PASS/FAIL
Maximum amount of funding requested is \$225,000.00.	PASS/FAIL
Sponsor Contribution at least 10% of funding requested	PASS/FAIL
YCC Proposal Response 2027	
a. Letter of Transmittal Form	PASS/FAIL
d. Organizational Experience: Description	10
e. List of Key Personnel & Resumés	10
f. Project Overview	PASS/FAIL
g. Recruitment and Hiring	10
h. Project Summary	15
i. Safety Protocol	15
j. Work Plans	20
k. Alternative Work Plans and Activities	5
l. Training and Education Curriculum	15
TOTAL AVAILABLE POINTS:	100

Proposal Format and Contents

For each proposal, applicants must download and complete the "YCC Proposal Response 2027" (PDF format) AND the "YCC Cost Response 2027" located on <https://www.emnrd.nm.gov/about-ycc/yccrfp/>. Applicants may submit more than one proposal in response to this RFP but submit only one proposal per email. **We will only accept 2 proposals per organization.**

- Proposal Response – Narrative packet
- Cost Response – Budget proposal



"YCC Budget Development Worksheet" is available on <https://www.emnrd.nm.gov/about-ycc/yccrfp/> that may help applicants determine and prepare the Cost Response portion of the proposal. Do not submit this worksheet with the proposal.

General guidelines:

- Applicants shall not insert documents as "clickable links"
- All maps, permission letters, resumes and other materials must be inserted into the body of the proposal.
- Do not re-arrange the order of the YCC Application.
- Do not alter the proposal other than to provide requested information.
- Do not include information not requested, such as photos of previous years' projects.

Submission Instructions

Applicants shall submit completed proposals as two file attachments in one e-mail addressed to david.chene@emnrd.nm.gov with the subject line "YCC PROPOSAL - APPLICANT NAME". Applicants shall submit only one proposal per e-mail. Proposals must be received NO LATER THAN **4 p.m. MT on September 23, 2026**. The YCC is not responsible for issues such as transmittal times or internet connectivity and encourages applicants to send proposals early. Files larger than 20MB and zip files will not be accepted by YCC's email system.

NO LATE PROPOSAL CAN OR WILL BE ACCEPTED AND YCC SHALL MAKE ABSOLUTELY NO EXCEPTIONS FOR PROPOSALS NOT RECEIVED BY THE DESIGNATED TIME.

Any proposal that does not adhere to the format and requirements as described in Sections V-VI may be deemed non-responsive and rejected on that basis.



Contract Templates and Appendices

Contract Templates – Please review in detail!

1. Professional Services Agreement (PSA) or Governmental Services Agreement (GSA)
2. May propose changes
3. Will not entertain contract change request after applications are submitted

Other Appendices

1. Photo release form
2. New Mexico Child Labor Law

Staff Walkthroughs

1. Cost Response
2. Proposal Response





Other Resources

Budget Development Worksheet

<https://www.emnrd.nm.gov/wp-content/uploads/YCC-Budget-Development-Worksheet.xlsx>

Training Sessions

<https://www.emnrd.nm.gov/wp-content/uploads/Examples-of-Past-Trainings-FY27.xlsx>

Field Trip Sites

<https://www.emnrd.nm.gov/wp-content/uploads/Field-Trip-Sites-2026.xlsx>

Past Projects

<https://www.emnrd.nm.gov/about-ycc/ycc-projects/#pastprojects>

Questions?