

**NEW MEXICO ENVIRONMENT DEPARTMENT  
REQUEST FOR SERVICES  
TO FACILITATE A TECHNICAL ADVISORY GROUP RELATED TO CLIMATE CHANGE STRATEGIES**

The New Mexico Environment Department (NMED) Environmental Protection Division (EPD) is seeking a provider to facilitate a series of meetings to review and advise the New Mexico Climate Change Task Force (the Task Force) on climate change strategies. This process will consider strategies identified by the state's Climate Change Task Force to meet the 45% by 2030 greenhouse gas reduction target identified in [Governor Michelle Lujan Grisham's 2019-003 Executive Order](#). These additional strategies will build on the policy directives specified in the Executive Order. EPD and Energy, Minerals and Natural Resources Department (EMNRD) Energy Conservation and Management Division (ECMD) support the Task Force leadership.

EPD is seeking quotes including gross receipts taxes, from an individual, entity, or team (Offeror) to provide facilitation services to lead a series of virtual technical workshops. The facilitation services to be provided shall entail the services listed in the below Scope of Work.

**SCOPE OF WORK**

EMNRD and NMED seek an Offeror to plan, convene, facilitate and manage a series of approximately eight (8) virtual or in-person stakeholder workshops on climate change mitigation strategies. Offeror responsibilities include:

- Preparing meeting agendas, presentation slides, and informational material;
- Inviting participants identified by NMED and EMNRD;
- Providing thorough documentation of workshop discussion and outcomes, updates for agencies to use on agency websites, and a final summary report documenting stakeholder recommendations in a concise, easy-to-understand format;
- Hosting virtual workshop platform and managing meeting controls and participants, including coordinating interpretation services as needed;
- Following up with stakeholder participants and NMED and EMNRD staff on unresolved issues between workshops; and
- Assisting with tasks related to public outreach regarding the stakeholder workshops and recommendations such as drafting materials for public outreach and hosting virtual public input sessions.
- Develop a work plan for completing the scope as outlined above and participate in weekly meetings with the contract manager throughout the engagement.
- Provide all draft material to the EPD contract manager for review and revision before finalizing.
- The EPD contract manager will solicit feedback from the leadership team, EMNRD, and other state agencies throughout the project as necessary.

This is a time-sensitive project; EPD seeks a provider who can complete high-quality work on a fast-paced schedule. All work must be completed by January 31, 2022.

## MINIMUM QUALIFICATIONS

The successful Offeror shall have the following minimum qualifications:

- Three years of experience facilitating public and stakeholder engagement for state government agencies working on climate change or related fields;
- Experience in meeting facilitation, with expertise and technical capabilities to host productive and engaging virtual meetings;
- Experience in working with people with diverse backgrounds; and
- Experience in concisely writing workshop material and documenting meeting results.

## RESPONSE CONTENTS

Responses must, at a minimum, include:

- The Offeror's name, address, e-mail address, and telephone number;
- A narrative of maximum two-page length on the Offeror's organizational structure, background, resources, and demonstration of meeting the minimum qualifications;
- A narrative of maximum two-page length describing how the Offeror would approach this project;
- A description of capabilities, training, and any other resources useful in accomplishing the required work;
- A list of three references including name, email address, and telephone number of recent clients for whom the Offeror has completed similar work;
- A list of all team members and subcontractors; and
- Project costs as specified in the attached table. The Offeror is responsible for Gross Receipts Tax.

Proposal responses are due via e-mail to the contact person listed below by 4:00 p.m. on July 8, 2021.

Claudia Borchert, Climate Change Policy Coordinator  
Environmental Protection Division, New Mexico Environment Department  
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Santa Fe, NM 87505  
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**\*\*\*\*\* USE THIS COST-FOR-SERVICES TABLE \*\*\*\*\***

NEW MEXICO ENVIRONMENT DEPARTMENT			
COST FOR SERVICES, Revised 6/23/2021			
Offeror Name			
Task	Cost per Event	Estimated Number of Events	Cost for Series
Technical Advisory Group Facilitation			
Participation Stipend			
Additional Group Facilitation Cost if Meetings Are In-person in Santa Fe			
Additional Group Facilitation Cost if Meetings Are In-person in Albuquerque			
Additional Group Facilitation Cost if Meeting Is Translated Live			
Communications Material			
Language Translation of Communication Materials			
Final Summary Report		1	
Cost for Translating Final Summary Report		1	
<b>Total Sum of Services:</b>			
<b>Gross Receipt Tax:</b>	Rate:		
<b>Total Sum of Services, Inclusive of GRT:</b>			



**New Mexico Environment Department and Energy Minerals and Natural Resources Answers to Questions Posed at the June 19, 2021 Meeting on Facilitation Services for the Climate Change Task Force Advisory Group**

Q1: Are you assuming the 8 technical advisory group meetings will be virtual, or whether some may potentially be in-person. For purposes of the budget, should we assume these will all be virtual, or that they'll be a mix?

*A: For the base cost, please assume the meetings will be virtual. NMED would like the proposals to identify the format, number (planned for 6, with no more than 8), sequence, and duration of the meetings needed to accomplish the advisory group process goals within the required timeframe. The cost table allows responders to identify the per event and total costs needed to implement their designed process.*

Q2: In terms of providing support for public outreach, from the RFP it sounds like this would be limited to tasks such as helping develop materials and providing a platform for online public input sessions — but that, for purposes of a response to the RFP, we should assume that would not include leading public meeting strategy/planning/design + facilitation.

*A: Yes, that is right. One of the advisory group meetings may report out to and solicit input from the public.*

Q3: Do you have an estimated budget range for this project?

*A: To have a fair and competitive outcome and follow the Department's procurement process, we do not have a budget range for this project that we can share.*

Q4: What is the goal of the advisory group meetings?

*A: The goal of the advisory group is to review, comment on, and potentially augment the climate actions proposed by the climate action teams that collectively reach the Governor's 2030 emission reduction target and to present their options to the Climate Change Task Force.*

Q5: If meetings were in person, is there budget for supporting participant travel to the meeting — should that be part of the respondents' scope or would that be handled separately? (or not at all?)

*A: This is addressed in the response to the question below. NMED has modified the cost-for-services table to include compensation for participants.*

Q6: In addition, has there been any discussion about providing compensation to participants?

*A: NMED has revised the cost-for-services table to include compensation for participants, which will be addressed in the contract, if allowed by state procurement rules and if requested by any participants.*

Q7: For possible in-person meetings, can the State of NM provide meeting space?

*A: It is possible to reserve meeting spaces in state buildings with sufficient notice, pending pandemic restrictions*

Q8: Does the State prefer to manage the virtual platform for meetings or want the contractor to use their platform?

*A: The State prefers to have the contractor use their platform.*

Q9: How many in the advisory group?

*A: The State has not yet determined the number of participants in the advisory group. The current estimate is 15-20 people.*

Q10: Are the interpretation and translation services for the public or the advisory members?

*A: The interpretation and translation services are for the public.*

Q11: What is the scope of the translation services needed?

*A: The scope of the translation services would be to translate the final report into Spanish and to provide interpretation services at any advisory group meeting to which the public is invited. The cost-for-services table has been revised to reflect this change. Please submit your costs in the revised cost-for-services table below.*

Q12: Regarding the translation requirement, do you have multiple languages in mind for translation services?

*A: The translation requirement is for Spanish-speaking participants.*

Q13: Under communication material: do you expect printed or e-communication or both?

*A: Both, depending upon the needs of each advisory group participant and the design of the process.*



# New Mexico Environment Department

Solicitation for Facilitation Services

Claudia Borchert, Climate Change Policy Coordinator

June 18, 2021, 1 pm





# Today's Agenda

- ❑ **Welcome and Introductions**
- ❑ **Overview of Climate Change Task Force**
- ❑ **How this Solicitation Fits into the CCTF's Outreach Strategy**
- ❑ **Scope of the Facilitation Services**
- ❑ **Submitted Questions**
- ❑ **Your Questions**

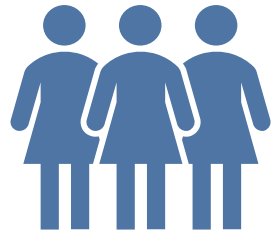




# Climate Change Task Force And Existing Strategies



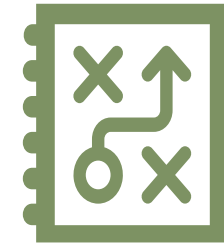
Governor's  
2019  
Executive  
Order



Climate  
Change  
Task Force



Interagency  
Climate Action  
Teams (CATs)



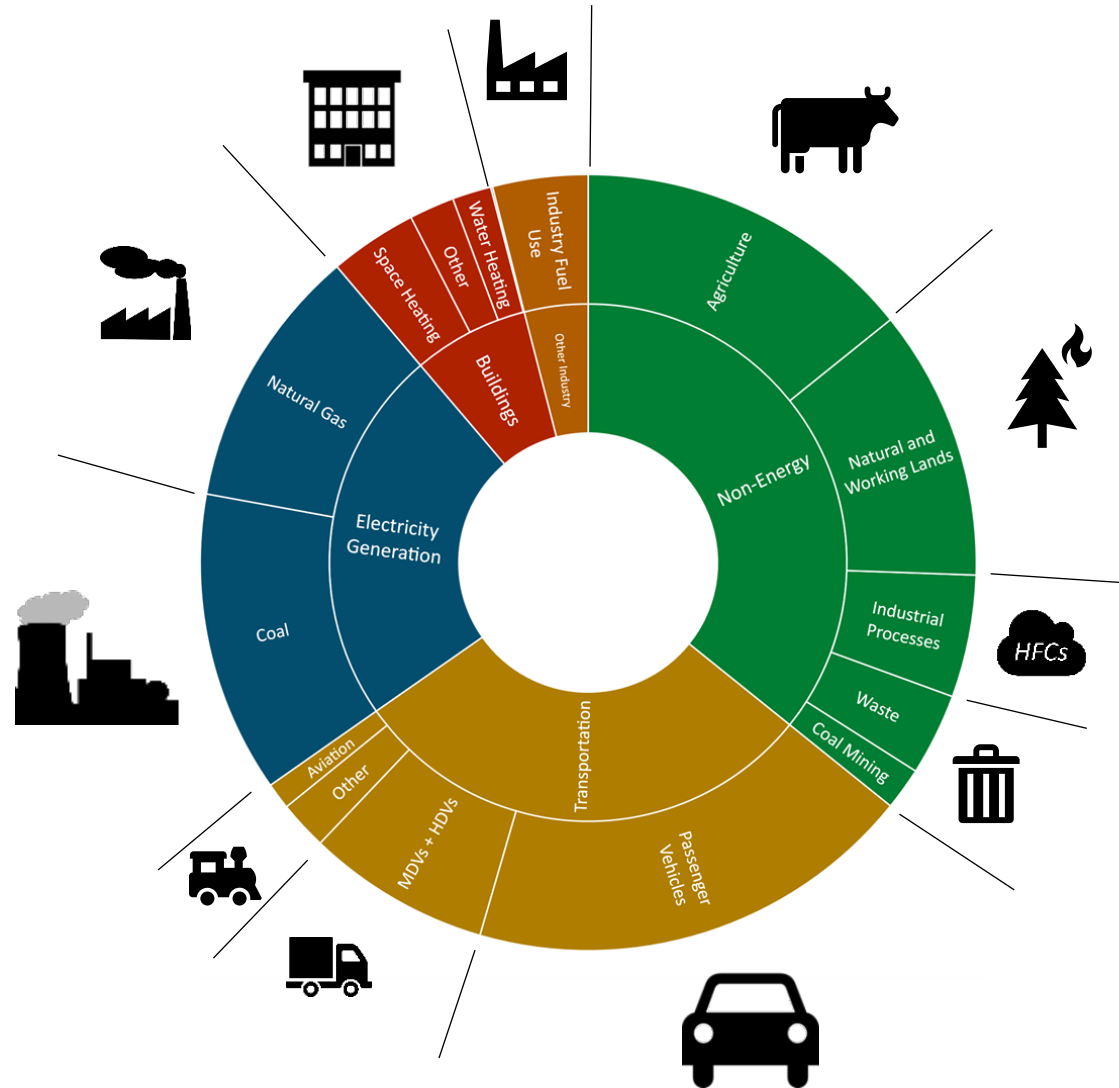
Climate Mitigation  
and Adaptation  
Policies





# 2018 Emissions Summary Without the Oil & Gas Sector

The draft Climate policies will address all sectors. Many of the policies have already been developed and are described in the 2020 New Mexico Climate Strategy





# Getting to 2030 Emission Target

Some reductions will be achieved by current policies; this work will look at what additional actions are needed.

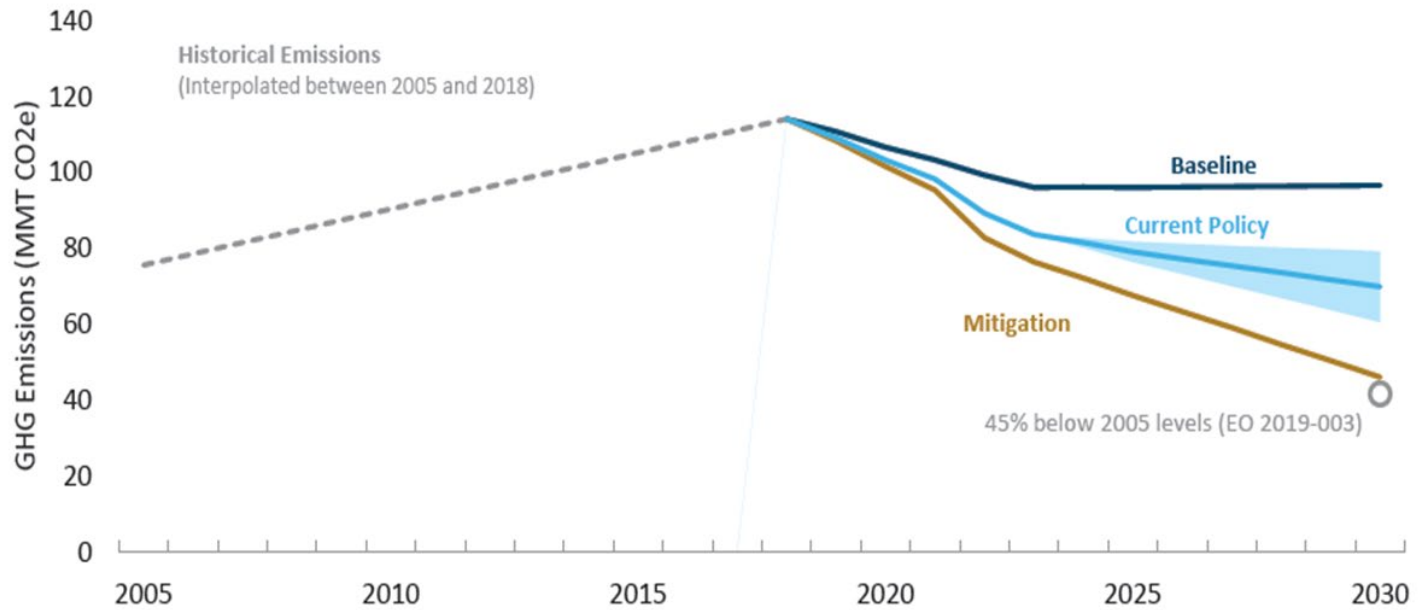
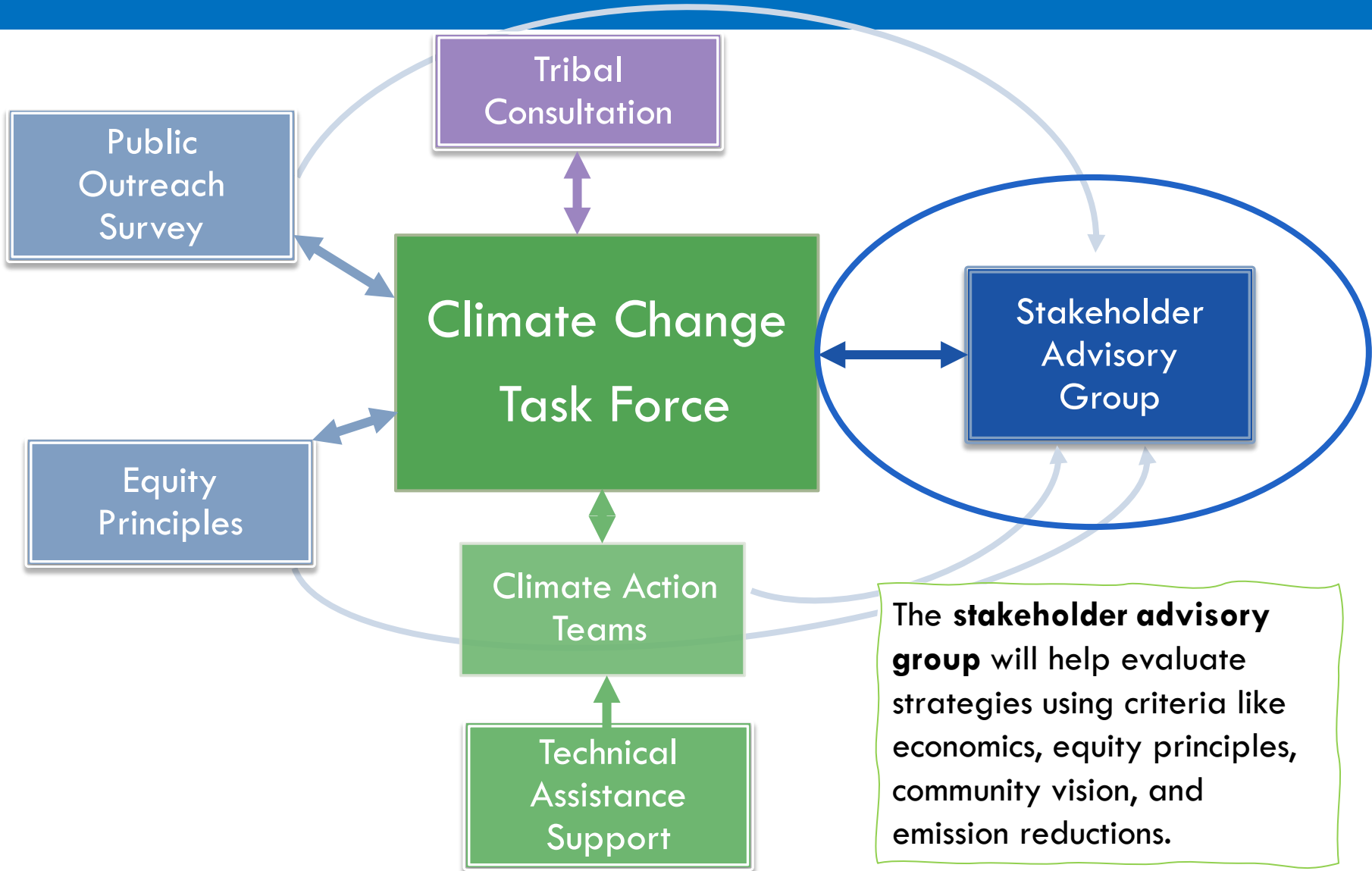


Figure 3. New Mexico Emissions Projections, 2005-2030

Source: CSU Emissions Study. Baseline scenario represents policies in place in 2018; Current Policy represents current and pending policies resulting from EO 2019-003 and indicates range of possible effects of oil and gas sector regulation; Mitigation scenario represents level of ambition necessary to approach 2030 emissions reduction goal. For additional detail on policy assumptions, see the report at <https://cnee.colostate.edu/repowering-western-economy/>

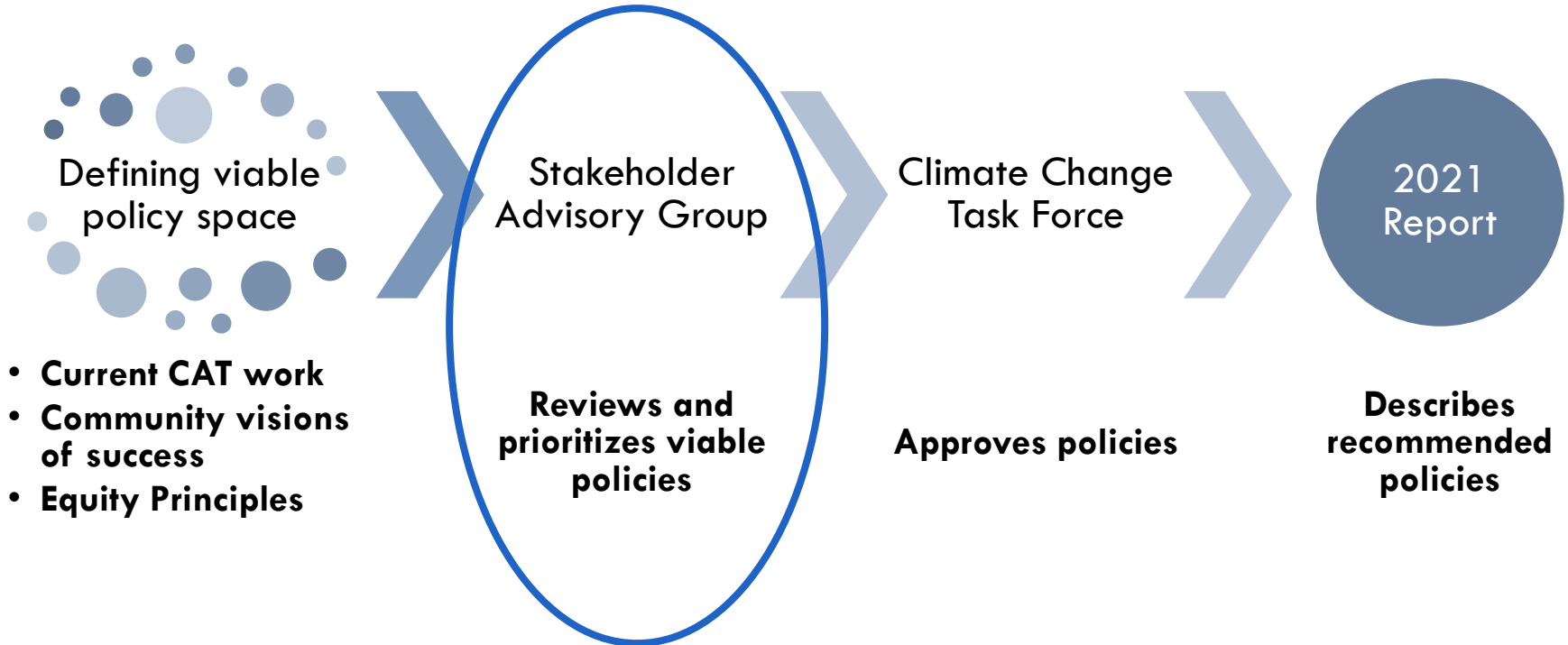


# Stakeholder Advisory Group Role





# Stakeholder Advisory Group Role, continued



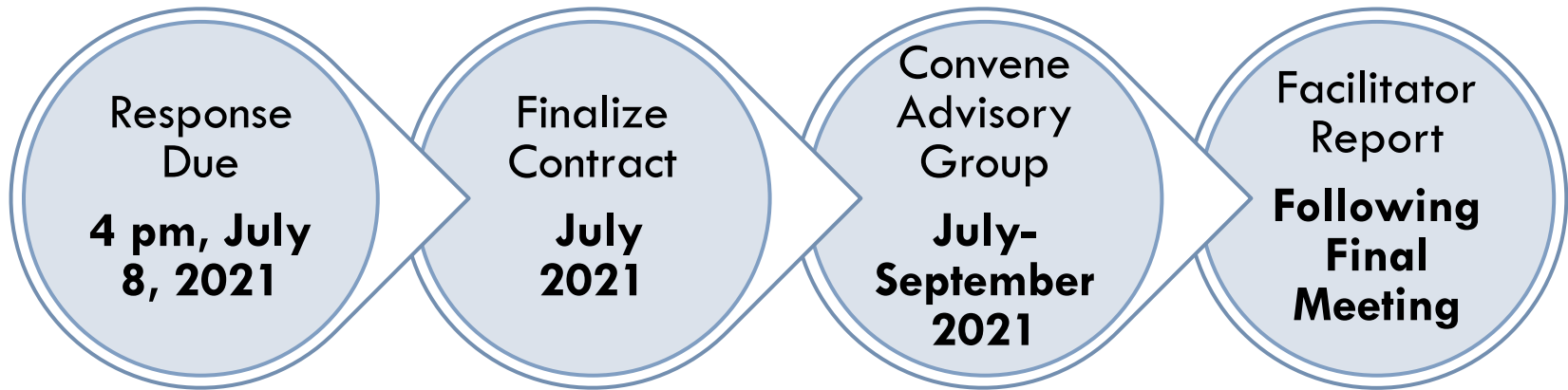


## Scope of the Facilitation Services

- ❑ **Preparing meeting agendas, presentation slides, and informational material;**
- ❑ **Inviting participants identified by NMED and EMNRD;**
- ❑ **Providing documentation of workshop discussion and outcomes, updates for agencies to use on agency websites, and a final summary report documenting stakeholder recommendations in a concise, easy-to-understand format;**
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# Draft Schedule for Facilitation Services





**Thank you!**