



Call for Proposals: NM State Comprehensive Economic Development Strategy (State Plan) Development and Coordination

Background:

The EDD, as part of [Senate Bill 112](#) (SB112) was tasked with oversight in the development of the [Sustainable Economy Task Force \(SET Force\)](#) and the Sustainable Economy Advisory Council (SEAC).

SB112 requires that the SET Force develop the State's economic development strategic plan to transition the state economy away from reliance on natural resource extraction. The SEAC's purpose is to advise the SET Force on developing and achieving the goals of the strategic plan provided in Section 2 of this 2021 act.

The New Mexico Economic Development Department (EDD) is seeking proposals from contractors to help identify a partner who can assist with coordination of the SET Force/SEAC, assist with community engagement and collection of information to update the State Plan.

Expected Roles and Responsibilities:

The contractor will be responsible for working with EDD, SET Force, and SEAC along with its working groups to achieve the goals set forth in Section 2 of SB112.

Contractor's responsibilities may include but are not limited to:

Sustainable Economy Task Force and Sustainable Economic Advisory Council Coordination:

- Assist the SET Force and SEAC Chairs to coordinate the meetings (scheduling, setting, and posting agenda, taking minutes, helping to manage communication internally and externally)
- Help the SET Force identify priorities and an action plan with a timeline
- Coordinate stakeholders, other relevant work and planning documents (e.g. Climate Change Task Force, Clean Energy Workforce Development Study)
- Coordinate and compile information which should be displayed publicly on EDD website
- Develop an equity framework, drawing from existing models like the Governor's Climate Change Task Force Equity Principles

State Plan Assessment:

- Identify and compile SET Force and EDD priorities/actions
- Identify and compile report card framework
- Develop implementation framework for communities

State Plan Tracking:

- Develop and maintain timeline and metrics, to update milestones for public on EDD website for the SET Force and State Plan efforts

State Plan Information Collection:

- Compile plan and strategy to engage organizations and stakeholders representing underserved populations, rural and tribal to gather input and feedback regarding the state plan
- Continue to work with EDD and stakeholders to gather input and information to determine need for updates and changes. Ensure engagement of overly burdened communities/disproportionately impacted communities through focus groups, interviews and surveys that include language access and interpretation. Additionally, ensure all regions of the state and Tribal Communities are represented. Feedback channels could include the following: interviews, roundtables, surveys.
- Other factors to consider:
 - Maintain database of stakeholders to be interviewed
 - The information-gathering shall be coordinated with all interested parties at the regional and state level and guided by EDD in consultation with the SET Force/SEAC and COGs. The information collected will be made available to EDD, its partner organizations, and the public.
- Work with stakeholders (COGs) and other agencies to coordinate information in relevant plans.
 - Provide coordination solutions (public depository)
 - Identify priorities
 - NMDWS Clean Energy Workforce Development Study:
 - Identify steps needed to overcome barriers listed in the DWS report. For example: what needs to be changed in law, code, or regulation to allow formerly incarcerated community members to freely enter the workforce, training programs, etc.
 - Identify what steps NMEDD and other agencies need to take to make state supported/funded/sponsored training programs bi or multilingual, in addition to identifying what is the cost of this for each program

State Plan Update:

- Develop strategy on state plan update implementation.
- Compile feedback and information for editing the state plan document.
- Include uranium mine clean up as a targeted industry, as per HB164 <https://www.nmlegis.gov/Legislation/Legislation?chamber=H&legType=B&legNo=164&year=22>

Eligible Entities:

- Must be a verified state vendor. More information can be found here: <https://www.generalservices.state.nm.us/state-purchasing/online-procurement/>

- Nonprofit, public or private entity

Application Period:

- Open call for proposals, 4/1/22
- Tentative close date, 4/18/22
- Tentative Interview Schedule: TBD
- Tentative Contractor Selection: TBD

Evaluation:

Proposals will be evaluated on the following traits:

- Experience creating and managing similar projects and overall knowledge, capacity, and skills within the relevant fields, 100 points
- Experience working across sectors: federal, state, local governments, nonprofit and philanthropic, 100 points
- Price estimate to provide services including GRT, 100 points

Anticipated Performance Period:

- All work must be completed by June 30, 2022.

Compensation:

The resulting contract shall not exceed fifty thousand dollars (\$50,000), including any applicable gross receipts taxes to be paid by the contractor, and shall be completed no later than June 30,2022.

The resulting contract will be a single award.

This procurement will result in a contractual agreement between two parties; the procurement may ONLY be used by those two parties exclusively.

Procurement Manager:

The Economic Development Department has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, title, telephone number and e-mail address are listed below:

Name: Johanna Nelson, Strategic Programs Manager

Telephone: (505) 469-6204

Email: Johanna.Nelson@state.nm.us

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager. Contractors may contact **ONLY** the Procurement Manager regarding this procurement.

Proposal Guidelines:

No page limit on proposals.

Consider addressing the following:

- How will you work with EDD and SET Force/SEAC to engage underserved communities and tribal entities to ensure their voices are heard and recognized?
- How will you coordinate planning work which has already been completed?
- How would your organization improve the function of the SET Force/SEAC?

Mandatory:

- Include resume and include reference to similar projects which highlight organization's knowledge, experience, and capacity (resume and references will not be considered in the 3 page maximum)
- What experience does your organization have in working across sectors: federal, state, local governments, nonprofit and philanthropic?
- Identify 2 references
- Provide a cost estimate including GRT to perform these services

Please respond to the Procurement Manager if you plan to submit a proposal.