

August 22, 2025

The following questions have been received related to RFP # EDD-International Trade Export Assistance 2026-1. Answers follow each question in blue text.

Questions-

Scope & Deliverables

1. For Export Promotion activities, does the State anticipate a specific number of New Mexico companies to be supported during FY26?
 - a. Based on the past several fiscal years, it's safe to assume 50-75 companies.
2. For Trade Missions, does the State have priority markets already identified for outbound missions, or should the contractor propose them?
 - a. EDD prioritizes markets that align with the nine target industries identified by leadership and listed on the website, as well as company interest when considering Trade Missions. We would consider recommendations from the contractor.
<https://edd.newmexico.gov/choose-new-mexico/key-industries/>
3. Regarding Foreign Direct Investment (FDI) attraction, are there priority sectors or industries that New Mexico would like us to focus on?
 - a. <https://edd.newmexico.gov/choose-new-mexico/key-industries/>
4. For Market Intelligence, will the State provide access to existing research subscriptions and tools, or is the contractor expected to procure these independently?
 - a. The Department has a subscription to WiserTrade. Additional tools would not be required but would be considered based on relevance and budget availability.

Budget & Contract

5. The RFP mentions a consulting services budget of up to \$125,000. Is this amount inclusive of all administrative costs, or is it intended strictly for professional services?
 - a. It is inclusive of all expenses and applicable taxes.
6. Can the contractor allocate part of the budget toward marketing and outreach materials, or will those be provided separately by the State?
 - a. Yes, part of the budget could be allocated toward marketing and outreach materials.
7. Will compensation be based on performance milestones, or will invoicing be structured monthly/quarterly?
 - a. Invoicing may be bi-weekly, monthly, or quarterly.

Reporting & Metrics

8. What reporting format and frequency is expected (monthly, quarterly, annual)?
 - a. Progress reports and metrics are expected to accompany invoices. Format is up to the contractor and specific content will be agreed upon during the contract negotiation.
9. Are there specific Key Performance Indicators (KPIs) the contractor will be measured against (e.g., number of firms supported, trade missions organized, export value generated)? Yes, the

metrics mentioned here are typical and would be included. Final metrics are agreed-upon at the contract negotiation stage.

Proposal Submission / Evaluation

10. Since proposals must be submitted via email, is there a maximum file size allowed? **No, if files are too large for one email, they may be sent in a series of emails.**
11. In Section V (Evaluation), several criteria overlap (export assistance, trade missions, training). Could you clarify how scoring will differentiate between these categories? **Scoring will differentiate between those items that are specific to New Mexico companies versus general knowledge and experience.**
12. For staff references, does the State prefer U.S.-based clients, or will international references be acceptable? **US-based clients would be preferable, but international references would also be acceptable.**
13. In Section III (Response Format and Organization), could you clarify whether the State prefers proposals to be submitted primarily in a Word-style narrative format, or if the inclusion of visual/graphic elements (charts, infographics, tables) is encouraged? This will help us balance the level of written content with supporting visuals in a way that is most effective for the Evaluation Committee. **There is no preference, however the inclusion of visuals that support and illustrate the narrative are welcome. A balance between narrative and visuals is acceptable.**