Consolidated RFP Questions and Answers

Federal Compliance Training & Legal Consultation on Federal Compliance

RFP #27-92400-00001

No. / Topic	Question	Answer
1. Organizational Reference Questionnaire	Is the due date for the organizational reference questionnaire (Appendix F) the same as the due date for the RFP submission (June 19th)?	Yes, all completed Organizational Reference Questionnaires must be submitted by each business or government reference to the Procurement Manager, Melissa Garcia, at melissa.garcia@ped.nm.gov by 3:00 p.m. MST on June 19, 2026.
2. Cost Proposal Chart	Can the cost proposal chart (Appendix D) be modified by the offeror to align the positions in the "type" column with the offeror's position titles at its organization? For example, eliminating "paralegal" in place of a different title, or eliminating "clerical staff"?	Yes, the Cost Proposal Form may be adjusted to remove positions that will not be involved in the delivery of services or to reflect the title of offerors' positions within its organization. If position titles do not reflect common understanding of the respective positions' job duties, the offeror may consider providing additional information or notation regarding the positions identified. For example, if the position title "Senior Law Clerk" was included in the form, the form may indicate "(Paralegal)" or "(Legal Assistant)" if that position's job duties would be understood to be most akin to the typical work of a paralegal or legal assistant.
3. Requested Deliverables	How many hours of training does New Mexico Public Education Department anticipate requiring in a calendar year?	As defined in the RFP, the agency anticipates that it will require no more than 5 full days (8 hours each) of internal trainings for agency staff. The agency cannot provide an estimated or anticipated amount of additional trainings that may be requested as it will depend entirely on the needs of the agency and those of local education agencies (LEA) throughout the state. However, in past years, the training of LEAs has been a minimal amount relative to other deliverables. However, this amount is within the term of the contract, which is one fiscal year, as opposed to a calendar year.
4. Requested Deliverables	How many hours of legal consultation services does New Mexico anticipate requiring in a calendar year?	The agency cannot provide an estimated or anticipated amount of time that will be needed for legal consultation during the term

		of the contract as this amount will depend entirely on factors that are primarily out of the agency's control. The potential amount of time for these services will depend on the total compensation in the awarded contract and the agreed upon hourly rate of the ultimate awardee.
5. Requested Deliverables	When calculating the cost for training, should offerors include the costs of preparing the training and providing any additional materials (i.e., handouts, slides, etc.) in the daily rate?	Yes, the proposed hourly rate may include/contemplate the cost of preparing the training and any training materials.

Notes

- Some incoming questions may have been revised and merged from multiple submitted email inquiries to reduce duplication and streamline the official response set.
- Newly added questions from subsequent vendor emails have been consolidated where topics overlapped.