

Indian Affairs Department Request for Proposal (RFP) #26 609 0000 00005
 Culturally Relevant Commercial Tobacco Cessation & Prevention Services for Native American Communities in
 New Mexico
 Response to Questions



Question	Response
Total funding / caps (Sections I.A, IV.A, Appendix A, Appendix D).	
<p>Can you share the anticipated total funding available for this RFP and whether there is a maximum award amount per contract or per state fiscal year for a single contractor?</p>	<p>\$69,300.00 is available for award total, there is no maximum award amount.</p>
Multiple awards & range (Sections I.A, II.C.22, V.C). <p>If multiple awards are anticipated, is there a target or typical funding range per award (e.g., small/medium/large projects), or should Offerors propose budgets solely based on their proposed scope of work?</p>	<p>Offerors should propose budgets solely based on their proposed scope of work.</p>
Budget mix (Sections IV.A, Appendix D). <p>Do you have any expectations or preferences regarding the mix of costs (e.g., approximate percentage for staff/administration vs. program delivery vs. media/production/paid placements), or is that entirely at the discretion of the Offeror?</p>	<p>Indirect Costs cannot exceed 10% of the overall contract/award amount, provided that the Indian tribal organization has a federally approved indirect cost rate. Otherwise, there is no preferred mix of costs.</p>
Paid media and advertising (Section IV.A – Detailed Scope of Work). <p>To what extent do you anticipate or encourage the use of funds for paid media and advertising (radio, digital, social, print, etc.) as part of the “awareness campaigns” described in the Detailed Scope of Work, versus investing primarily in staffing, trainings, and technical assistance?</p>	<p>IAD can provide some media support, specifically posting on IAD social media accounts. Other paid media and advertising is the responsibility of the Offeror.</p> <p>A grass roots campaign would be satisfactory to allocate funds to project execution. However, this is at the discretion of the Offeror.</p>
Annual vs. total budget (Sections II.A, V.B.8, Appendix A). <p>Should proposed budgets be structured as an annual amount for the 1-year contract period, or as a total amount for the full anticipated term of the initial contract, with the understanding that future years may be subject to renewal?</p>	<p>Budgets should be presented in full anticipated term of the initial contract. There is no potential for renewal.</p>

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<p>Relevance of non-tobacco campaigns (Sections IV.B.3, V.B.3).</p> <p>For purposes of organizational experience and references, will public health campaigns focused on other substance use (e.g., alcohol, opioids, polysubstance use) and behavioral health be considered relevant experience, particularly where those campaigns sought to change health behaviors in Native or Indigenous communities?</p>	<p>Yes, public health campaigns that focus on other forms of substance use, as well as broader behavioral health initiatives will be considered relevant experience.</p> <p>Experience implementing campaigns specifically within Native communities is especially valuable.</p>
<p>Weighting of media/communications vs. clinical cessation expertise (Sections IV.B.3, V.B).</p> <p>In evaluating Offerors, how will you balance experience in culturally grounded media/communications and behavior-change campaigns against more clinical or programmatic tobacco cessation experience (e.g., quitlines, treatment programs)?</p>	<p>The evaluation will not prioritize one type of expertise over the other in isolation. Instead, the Committee will assess how well an Offeror integrates its media/communications experience with its understanding of effective tobacco-related behavior-change strategies. Strong proposals will demonstrate a coherent approach that aligns culturally grounded messaging with feasible, community-responsive intervention methods.</p>
<p>Native-focused creative work (Sections I.A, IV.B.3).</p> <p>For scoring purposes, will experience producing creative media or campaigns specifically for Native American, tribal, or Indigenous audiences—regardless of topic—be viewed as a significant strength under the organizational experience criteria?</p>	<p>Yes, experience developing creative media or campaigns specifically for Native American, tribal, or Indigenous audiences will be considered a strength under the organizational experience criteria.</p>

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<p>Partial scope / subset of deliverables (Sections II.C.22, IV.A).</p> <p>The RFP states that the Agency, in agreement with the Evaluation Committee, reserves the right “to accept all or a portion of a potential Offeror’s proposal.” Would a proposal that is explicitly limited to a clearly defined subset of the Detailed Scope of Work (for example, statewide media/communications campaigns and creative deliverables, but not direct-service workshops or staff trainings) be considered responsive, and, if so, how would you prefer Offerors describe and delimit that proposed scope in the narrative and cost proposal so that it can be evaluated for a potential partial award?</p>	<p>The purpose of the proposal is to provide culturally relevant commercial tobacco cessation and prevention services for Native American communities in New Mexico. This may include a media campaign but should not be the extent of the proposal as this limits the mandatory requirements of the Scope of Work.</p>

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<p>Alternatives to audited financials (Section IV.C.1 – Financial Stability).</p> <p>For organizations that do not have independently audited financial statements for the past several years, can you clarify what specific alternative documents (e.g., internally prepared financials, tax returns, bank letters, D&B report, or similar) you would consider “sufficient information” to satisfy the Financial Stability requirement?</p>	<p>Common Alternatives include but are not limited to:</p> <p>Unaudited Financial Statements</p> <ul style="list-style-type: none"> • Balance sheet, income statement, and cash flow statement • May need to be signed by a financial officer <p>Internal Controls</p> <ul style="list-style-type: none"> • Copy of internal controls or policies and procedures demonstrating that adequate accounting methods are in place. <p>Bank Reference Letter</p> <ul style="list-style-type: none"> • Confirms account standing, average balances, or credit lines <p>Credit Report from Another Provider</p> <ul style="list-style-type: none"> • Experian Business • Equifax Business • CreditSafe <p>Proof of Financial Reserves or Liquidity</p> <ul style="list-style-type: none"> • Bank statements • Documentation of available cash or accessible funds <p>A Financial Capability Statement</p> <ul style="list-style-type: none"> • A narrative plus supporting documents outlining the organization’s financial capacity to administer the contract
<p>Responsiveness and scoring (Section IV.C.1, V.B.5.C.1).</p> <p>If an Offeror provides alternative financial documentation in lieu of audited statements, will the proposal still be considered responsive, and will this affect scoring as long as the explanation and substitute documents are complete?</p>	<p>As long as the items submitted meet the following criteria, “If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report).”</p>
<p>Number of years required (Section IV.C.1).</p> <p>Where audited financials exist for fewer than three prior years, is it acceptable to submit only the available audited years along with unaudited financials for earlier years, or do you require a full three-year set of audited statements?</p>	<p>Provide a statement indicating why prior year audits do not exist.</p>

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Applicability of “most current 10K” (Section IV.C.1). The Financial Stability section references submission of the “most current 10K” for some entities; can you confirm that this requirement applies only to publicly traded entities and may be disregarded by privately held organizations that do not produce a 10K filing?	This does not apply to privately held organizations.
When a redacted version is required (Sections II.C.8, III.B, III.C). Section II.C.8 and the Response Format and Organization section discuss confidentiality and access to proposals. Can you confirm whether a separate redacted version of the Technical and/or Cost Proposal is required only if an Offeror designates information as confidential, or whether a redacted copy is expected in all cases?	This is at the discretion of the Offeror.
What may be redacted (Section I.D – Definitions “Confidential”; Section II.C.8). You note that “confidential” is limited to confidential financial information and trade secrets and that certain items (e.g., cost response, resumes) may not be labeled confidential. Could you provide examples of information you consider appropriate to redact (such as bank account numbers, detailed overhead formulas, or specific subcontractor rates) versus information that must remain unredacted?	This is at the discretion of the Offeror.
Technical vs. cost redactions (Sections III.B–C). If confidential financial information appears only in the Cost Proposal, should we submit both unredacted and redacted versions of the Cost Proposal, or do you only require redacted versions for portions that may later be subject to public inspection?	Only redacted versions for portions that may later be subject to public inspection are required.

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Labeling and format of redacted copies (Section III.B, Electronic Submission). For electronic submissions via Dropbox, how would you like redacted versions labeled and organized (e.g., separate files titled “Redacted Technical Proposal” and/or “Redacted Cost Proposal”), and is it acceptable to use standard PDF redaction tools to black out text while preserving pagination?	Only one version of technical and cost proposals should be provided and there is no required naming convention. Technical and Cost portions of the Offerors proposal must be submitted in separate uploads and must be prominently identified as “Technical Proposal” or “Cost Proposal” on the front page of each upload.
Minimum deliverables vs. flexible menu (Section IV.A – Detailed Scope of Work). The Detailed Scope of Work lists specific expectations (e.g., number of campaigns, workshops, presentations). Are these fixed minimums for all contractors, or are they illustrative examples that Offerors may adapt based on their proposed approach and budget?	These are a fixed minimum requirement.
Single vs. multiple contractors / geography (Sections I.A, II.C.22, IV.A). Do you anticipate awarding a single statewide contract, multiple regional contracts, or a mix of statewide and tribal/region-specific awards, and should Offerors explicitly indicate whether they are proposing to cover the entire state or a defined subset of communities?	The Department remains flexible regarding the structure of awards and does not predetermine whether a single statewide contract or multiple regional or community-specific contracts will be issued. Offerors should propose the geographic scope that best aligns with their organizational capacity, experience, and the approach they believe will most effectively achieve the required deliverables.

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<p>Subawards and pass-through funding (Sections II.C.4, IV.A).</p> <p>Are funds allowed to be sub-awarded or passed through to tribal governments, Native-led organizations, or community partners (for example, to support local staff or events), and if so, are there any limits or requirements around that structure beyond the general subcontractor provisions?</p>	<p>Subcontractors are permitted under this procurement. Any subcontractor must be identified in the Offeror's proposal in accordance with the RFP requirements, and the specific role, responsibilities, and scope of work to be performed must be clearly defined. The Offeror remains fully responsible for contract oversight, performance, and compliance, and subcontracted services must directly support execution of the approved scope of work.</p> <p>Pass-through funds, defined as funds provided to the contractor for the primary purpose of being distributed to third parties (such as tribal governments, Native-led organizations, or community partners) to support their independent staffing, activities, or events, are not an allowable cost under this procurement. All contract funds must be used by the contractor and/or approved subcontractors to directly carry out the contracted scope of work, consistent with the RFP and standard contractual requirements.</p>
<p>Coordination with other programs (Sections I.G – Procurement Library, IV.A).</p> <p>Should Offerors assume they will be expected to coordinate with existing state tobacco control or behavioral health initiatives (e.g., state quitline or DOH tobacco programs), and can you briefly describe any key programs in the Procurement Library that this work should align with?</p>	<p>There is no expectation or requirement for the Offeror to coordinate with existing state initiatives.</p>

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<p>Evaluation indicators and data systems (Sections IV.A, V.B.4).</p> <p>The RFP references tracking reach, engagement, knowledge, behavior change, and use of data for continuous improvement. Are there preferred indicators, reporting templates, or existing data systems you would like Offerors to use, or is the evaluation framework fully at the Offeror's discretion as long as it aligns with the listed outcomes?</p>	<p>This is at the discretion of the Offeror.</p>