

STATE OF NEW MEXICO  
**INDIAN AFFAIRS DEPARTMENT**  
PROFESSIONAL SERVICES CONTRACT # **26-609-P696-00011**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **INDIAN AFFAIRS DEPARTMENT**, hereinafter referred to as the “Agency,” and **NEW MEXICO COMMUNITY CAPITAL (NMCC)**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the General Services Department/State Purchasing Division (GSD/SPD Contracts Review Bureau).

IT IS AGREED BETWEEN THE PARTIES:

**1. Scope of Work.**

The purpose of this contract is to provide entrepreneurial training, education, and resources to assist tribal members in New Mexico in starting, expanding, and sustaining Native-owned businesses. This effort will promote self-sufficiency, strengthen tribal economies, and support the preservation and revitalization of cultural and traditional values through entrepreneurship. The selected contractor shall provide:

**1. Training and Education**

- Provide in-person training sessions for current and prospective Native business owners.
- Focus areas for training shall include:
  - Business startup fundamentals.
  - Strategic business planning.
  - Marketing and branding strategies.
  - Basic and advanced accounting practices.
  - Business operations and growth management.

**2. Developing Materials**

- Create and distribute written materials, toolkits, and resources for Native entrepreneurs.
- Content shall include practical guidance on business development, financial management, legal compliance, and business growth.

**3. Workforce Development and Cultural Revitalization**

- Deliver educational enrichment activities that support workforce readiness.

**4. Promotion of Native-Owned Businesses**

- Assist Native entrepreneurs in publicizing and positioning their businesses within local and regional markets, including exploring the possibility of becoming a NMTrue Vendor.
- Leverage training programs to cultivate business networks, promote collaborative ventures, and enhance visibility of Native enterprises.

**5. Reporting and Evaluation**

- Provide regular progress reports detailing:
  - Number and demographics of participants served.
  - Topics and frequency of trainings delivered.
  - Materials developed and distributed.
  - Measurable outcomes (e.g., businesses started, jobs created, revenue increases).

- Participant feedback and impact stories.
6. The contractor shall perform other work specified as it appears in Appendix A.

**2. Compensation.**

A. The Agency shall pay the Contractor for services satisfactorily performed in the amount of FIFTY THOUSAND DOLLARS AND ZERO CENTS (\$50,000.00). The total compensation under this Agreement shall not exceed FIFTY THOUSAND DOLLARS AND ZERO CENTS (\$50,000.00) including gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed FIFTY THOUSAND DOLLARS AND ZERO CENTS (\$50,000.00). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.**

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the GSD/SPD. All invoices **MUST BE** received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID**.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. The Agency will pay the Contractor pursuant to this section, subject to the maximum price set for each Deliverable stated in Exhibit A, less retainage, if any, identified in that agreement. If the Agency finds that the services are not acceptable, within thirty (30) days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

**3. Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE GSD/SPD Contracts Review Bureau. This Agreement shall terminate on **JUNE 30, 2026**, unless terminated pursuant to Paragraph 4 (Termination), or Paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

**4. Termination.**

A. Grounds. The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least sixty (60) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall: (i) identify all the Agency's material breaches of this Agreement upon which the termination is based; and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective: (i) if the Agency does not cure all material breaches within the thirty (30) day notice period; or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor: (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5 (Appropriations) of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: (1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; (2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and (3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

**5. Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this

Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor.**

The Contractor and its subcontractors, agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its subcontractors, agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**7. Assignment.**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

**8. Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Procuring Agency.

**9. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

**10. Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.

**11. Product of Service -- Copyright.**

Materials specifically created for this contract shall be property of the State of New Mexico. Pre-existing materials, curriculum, and intellectual property developed by Contractor prior to or independent of this contract, and which are incorporated into deliverables, shall remain Contractor's property with a perpetual, royalty-free license granted to the State for use in connection with this program.

**12. Conflict of Interest; Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, NMSA 1978, §§ 10-16-1 through 10-16-18. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this Agreement complies with NMSA 1978, § 10-16-7(A) because: (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process; and (v) the Agency exercised due diligence to ensure compliance with NMSA 1978, § 10-16-7(A)

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) because: (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-9(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code, NMSA 1978, §§ 13-1-28 through 13-1-199; and (v) the Agency exercised due diligence to ensure compliance with NMSA 1978, § 10-16-9(A);

5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, §§ 10-16-3 and 10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. Contractor's representations and warranties in Subparagraphs A and B of this Paragraph 12 (Conflict of Interest; Governmental Conduct Act) are material representations of fact upon which the Agency relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Subparagraphs A and B of this Paragraph 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Subparagraphs A and B of this Paragraph 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Paragraph 12(B).

**13. Amendment.**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Paragraph 4 (Termination) herein, or to agree to the reduced funding.

**14. Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Penalties for violation of law.**

The Procurement Code, NMSA 1978 §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**16. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin,

ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**17. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978 § 38-3-1 (G). By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**18. Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

**19. Records and Financial Audit.**

The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the General Services Department/State Purchasing Division and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments

**20. Indemnification.**

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Agency and the Risk Management Division of the New Mexico General Services Department by certified mail.

**21. New Mexico Employees Health Coverage.**

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have: (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage.

**22. Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**23. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**24. Notices.**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Agency:  
Indian Affairs Department  
Attn: KARMELA MARTINEZ  
1220 S. St Francis Drive, 2<sup>nd</sup> Floor  
Santa Fe, NM 87505  
[Karmela.martinez@iad.nm.gov](mailto:Karmela.martinez@iad.nm.gov)  
(505) 469-7057

To the Contractor:  
New Mexico Community Capital  
Attn: CJ MOYA  
301 Gold Ave., Suite 102  
Albuquerque, NM 87102

(505) 924-2/820 x1  
[cj@nmccap.org](mailto:cj@nmccap.org)

**25. Authority.**

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

[THIS SPACE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the GSD/SPD Contracts Review Bureau below.**

By: DocuSigned by:  
*Joseff Monette*  
CDBB30DFBAA44CE... \_\_\_\_\_ Date: 1/12/2026  
Joseff D. Monette, Esq., Cabinet Secretary

By: Signed by:  
*Adelina Gomez*  
3BBD15AEC2BE45C... \_\_\_\_\_ Date: 1/12/2026  
Adelina L. Gomez, General Counsel – Certifying legal sufficiency

By: Signed by:  
*Halona Crowe*  
40524795FF1C4B9... \_\_\_\_\_ Date: 1/12/2026  
Halona Crowe, Chief Financial Officer

By: DocuSigned by:  
*CJ Moya*  
9591FAF3194A491... \_\_\_\_\_ Date: 1/9/2026  
CJ Moya, Director of Finance NMCC

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: 03-036254-00-7

By: Signed by:  
*Aria Taylor*  
507965ACC52840E... \_\_\_\_\_ Date: 1/15/2026  
Taxation and Revenue Department

This Agreement has been approved by the GSD/SPD Contracts Review Bureau:

By: *Antonette Griego* \_\_\_\_\_ Date: 1/30/2026  
GSD/SPD Contracts Review Bureau

**New Mexico Community Capital  
Deliverables for NM IAD  
RFP: 26 609 0000 00001  
Entrepreneur Training & Support for New Mexico Tribal Citizens &  
Communities**

**Deliverable 1 — Modification of Entrepreneur Materials for 1st Cohort**

**Cost - \$3,630**

**Timeline: March 1, 2026 - April 16, 2026**

Contractor shall modify culturally responsive, practical business resource materials aligned with BME and entrepreneur technical assistance needs.

**Required Activities**

1. Create print and digital materials supporting:
  - Business fundamentals
  - Strategic planning
  - Accounting & financial literacy
  - Marketing & branding
  - Operations & growth
2. Integrate Indigenous pedagogies, storytelling, and accessibility features.
3. Ensure materials address the Future of Work (AI, digital commerce, Web3, digital kinship).

**Required Outputs / Products**

- Workbooks, ledgers, digital guides, templates
- Budget & savings planners (Product)
- Marketing/branding templates (print + Canva)
- Pitch deck templates (digital)
- Entrepreneur toolkit (digital & print)

**Performance Measures**

- Number and type of materials created
- Number of materials distributed
- Evidence of cultural/linguistic accessibility
- Alignment with curriculum modules

**Deliverable 2 — Training & Education Delivery of 1st Cohort**

**Cost - \$18,330**

**Timeline: April 16, 2026 - April 19, 2026 (Tentative)**

Contractor shall provide in-person with optional virtual training to current and prospective Native entrepreneurs using the Business & Marketing Essentials (BME) curriculum, and supplemental digital learning tools.

### **Required Activities**

1. Deliver in-person and virtual training cohorts covering:
  - Business startup fundamentals
  - Strategic business planning
  - Marketing and branding strategies
  - Basic and advanced accounting practices
  - Business operations and growth management
2. Provide hands-on learning through story circles, workshops, guest lectures, mentorship, and digital skill-building (Google Suite, Canva, e-commerce tools).
3. Incorporate culturally responsive teaching methods under the Native Sovereignty Framework.

### **Required Outputs / Products**

- **BME Training Cohorts**
  - *April 17-19 2026 (Tentative)*: 1 In-person BME (15 participants)
  - **Total Reach**: 15 Native entrepreneurs
  - Pre-/post-assessments, pitch presentations, stipends, laptop distribution

### **Performance Measures**

- Number of cohorts completed
- Participant enrollment & completion rates
- Pre-/post-test improvement
- Number of mentorship hours delivered
- Number of participants who apply for NMTrue Vendor or similar certifications

### **Deliverable 3 — Modification of Entrepreneur Materials for 2nd Cohort**

**Cost - \$3,630**

**Timeline: April 1, 2026 - May 14, 2026**

Contractor shall modify culturally responsive, practical business resource materials aligned with BME and entrepreneur technical assistance needs.

### **Required Activities**

1. Create print and digital materials supporting:
  - Business fundamentals
  - Strategic planning
  - Accounting & financial literacy
  - Marketing & branding

- Operations & growth
- 2. Integrate Indigenous pedagogies, storytelling, and accessibility features.
- 3. Ensure materials address the Future of Work (AI, digital commerce, Web3, digital kinship).

### **Required Outputs / Products**

- Workbooks, ledgers, digital guides, templates
- Budget & savings planners (Product)
- Marketing/branding templates (print + Canva)
- Pitch deck templates (digital)
- Entrepreneur toolkit (digital & print)

### **Performance Measures**

- Number and type of materials created
- Number of materials distributed
- Evidence of cultural/linguistic accessibility
- Alignment with curriculum modules

### **Deliverable 4 — Training & Education Delivery of 2nd Cohort**

**Cost - \$18,330**

**Timeline: May 15, 2026 - May 17, 2026 (Tentative)**

Contractor shall provide in-person and virtual training to current and prospective Native entrepreneurs using the Business & Marketing Essentials (BME) curriculum, and supplemental digital learning tools.

### **Required Activities**

1. Deliver in-person and virtual training cohorts covering:
  - Business startup fundamentals
  - Strategic business planning
  - Marketing and branding strategies
  - Basic and advanced accounting practices
  - Business operations and growth management
2. Provide hands-on learning through story circles, workshops, guest lectures, mentorship, and digital skill-building (Google Suite, Canva, e-commerce tools).
3. Incorporate culturally responsive teaching methods under the Native Sovereignty Framework.

### **Required Outputs / Products**

- **BME Training Cohorts**
  - *May 15-17, 2026 (Tentative):* 1 In-person BME (15 participants)
  - **Total Reach:** 30 Native entrepreneurs

- Pre-/post-assessments, pitch presentations, stipends, laptop distribution

### **Performance Measures**

- Number of cohorts completed
- Participant enrollment & completion rates
- Pre-/post-test improvement
- Number of mentorship hours delivered
- Number of participants who apply for NMTrue Vendor or similar certifications

### **Deliverable 5 — Reporting & Evaluation**

**Cost - \$6,080**

**Timeline: March 1, 2026 - June 30, 2026**

Contractor shall provide timely program reporting and participate in an Indigenous-led evaluation process to measure impact.

### **Required Activities**

1. Collect mixed-methods data (quantitative + qualitative).
2. Partner with University of New Mexico Center for Participatory Research (UNM-CPR) to design and conduct culturally responsive evaluation.
3. Track outcomes including knowledge + skills acquisition, and participant satisfaction.
4. Maintain transparent financial and program documentation.

### **Required Outputs / Products**

- **Monthly Program Dashboard**
  - Enrollment, attendance, retention
  - Materials distributed
  - Budget expenditure tracking
  - Technology distributed
  - Training schedule updates
- **Quarterly Progress Reports**
  - Cumulative participants served (with demographics)
  - Trainings delivered by type/location
  - Summary of materials & technology distributed
  - Early outcomes (businesses launched, certifications, etc.)
  - Participant feedback, challenges, lessons learned
- **Final Impact Report**
  - Summative outcomes analysis
  - Evaluation findings (UNM-CPR)
  - Recommendations for program improvement and future phases

### **Performance Measures**

- Timely submission of all required reports
- Completeness and accuracy of data
- Demonstrated progress toward program outcomes
- Evidence-based recommendations