

Indian Affairs Department Request for Proposal (RFP) #27-609-0000-00001
Entrepreneur Training & Support for NM Tribal Citizens & Communities
Response to Questions



Question	Response
1. Is there an incumbent for this project?	These funds and their purpose are issued annually through a competitive bid process, and there is no active contract or incumbent associated with the opportunity. Prior awards have gone to different vendors in previous fiscal years, including FY2025 and FY2026 recipients.
2. TIME SENSITIVE: Appendix F of the FY 2027 RFP includes (on page 48) language that the three required references must be returned to your attention "by 09/03/2026 5:00 PM MT for inclusion in the evaluation process." Given that the RFP was posted to IAD's website later on September 1st, would IAD be willing to extend this deadline to September 11 th to allow for communication with references and time for them to prepare a response for your review and consideration?	Yes, the RFP will be amended to allow for a 9/11/2026 submission deadline for all references.
3. What is IAD's goal regarding the number of current/emerging entrepreneurs to be trained through this initiative?	The RFP has no minimum or maximum number of businesses that should be served during this contract period. The Offeror should consider costs, scope of work and outcome measures to best propose the scale of the project.
4. Is IAD's social media/website/public affairs team available to leverage as support for this initiative (i.e., re posting resources, info on collaborative networks or support organizations, tools, profiles/info about entrepreneurs and related resources)?	IAD will be an active partner to support the execution of the scope of work. The extent to which this capacity is needed should be clearly outlined in the proposal.
5. Are IAD and the NM Tourism Department currently collaborating re support for tribal entrepreneurs to participate in the NM True Certified program?	NM Tourism Department supports this requirement of the RFP and willing to support and engage to fulfill this portion of the scope of work.



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6. Prior program relationship Section I.A–C: Is this procurement intended to establish an entirely new entrepreneur training initiative, or does IAD envision that the selected contractor will build upon, continue, or replace any components of prior IAD-supported Native business development programs?	This is intended to establish an entirely new entrepreneur training initiative.
7. Section I.B states that IAD has designated \$50,000 from its operating budget. Is \$50,000 the maximum total contract amount, inclusive of New Mexico Gross Receipts Tax, travel, training materials, venue costs, technology, and all other expenses?	The maximum award amount is \$50,000.00 including gross receipts tax (GRT) and all costs associated with the initiative such as travel, training materials, venue costs, technology, and all other expenses.
8. Appendix D requires offerors to include any applicable New Mexico Gross Receipts Tax. Please clarify whether Gross Receipts Tax applies to services performed under this contract, including training and technical assistance delivered on New Mexico Pueblo, Tribal, or reservation lands. If the tax treatment varies by service location, how should offerors calculate and present Gross Receipts Tax in the Cost Proposal?	Gross receipts tax (GRT) applies to this contract unless the contractor is otherwise exempt per tax law.
9. Contract period Section V.B.7 refers to a one-year contract period, while Appendix C leaves the contract termination date as “June 30, 202X.” Please identify the anticipated contract start date, termination date, and whether you anticipate renewal or extension options.	The performance period or term of the contract is from the date of Secretary of the Indian Affairs Department signs the contract through 6/30/2027. There are no options for renewal or extensions.

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10. Required number of trainings Sections IV.A.1 and IV.B.4(a) require in-person training but do not specify a minimum number of sessions. Does IAD have an anticipated or minimum number of training sessions, instructional hours, cohorts, or communities to be served during the contract period?	The RFP has no minimum or maximum number of businesses that should be served during this contract period. The Offeror should consider costs, scope of work and outcome measures to best propose the scale of the project.
11. Geographic coverage Is the contractor expected to provide services statewide and make training reasonably accessible to citizens of all 23 New Mexico Nations, Pueblos, and Tribes, or will IAD identify priority communities or geographic service regions?	The RFP is intended to serve Native American entrepreneurs; however, it does not prescribe a specific number of entrepreneurs that must be served, nor will IAD identify priority communities or geographic service regions. Offerors should consider the target population, scope of work, available funding, accessibility, and intended outcomes when proposing the appropriate geographic reach and scale of services.
12. Training facilities and logistics Will IAD or participating tribal communities provide training venues, audiovisual equipment, internet access, and related on-site support, or should offerors include all facility and logistical expenses in their cost proposals?	Offerors should include all facility and logistical expenses in their cost proposals.

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13. Financial documentation Section IV.C.1(b) requests independently audited financial statements, a current Form 10-K, and financial statements for the preceding three years. Because privately held small businesses generally do not prepare SEC Form 10-K filings or independently audited statements, will IAD accept internally prepared financial statements, federal tax returns, bank references, a CPA letter, or a Dun & Bradstreet report as sufficient evidence of financial stability?	Common Alternatives include but are not limited to: Unaudited Financial Statements • Balance sheet, income statement, and cash flow statement • May need to be signed by a financial officer Internal Controls • Copy of internal controls or policies and procedures demonstrating that adequate accounting methods are in place. Bank Reference Letter • Confirms account standing, average balances, or credit lines Credit Report from Another Provider • Experian Business • Equifax Business • CreditSafe Proof of Financial Reserves or Liquidity • Bank statements • Documentation of available cash or accessible funds A Financial Capability Statement A narrative plus supporting documents outlining the organization's financial capacity to administer the contract

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14. Existing and newly developed materials Appendix C, Paragraph 11 states that all materials developed or acquired under the agreement become State property. Will offerors retain ownership of preexisting curricula, training tools, templates, methodologies, and intellectual property used in performing the contract, while granting IAD appropriate rights to materials developed specifically with contract funds?	Yes. Offerors may retain ownership of any preexisting curricula, training tools, templates, methodologies, and other intellectual property used in performing the contract.
15. Reporting frequency and format Section IV.A.5 requires “regular progress reports.” What reporting frequency does IAD anticipate—monthly, quarterly, or another schedule—and will IAD provide required reporting templates, participant demographic fields, and performance definitions?	Reporting frequency and requirements will be established through a deliverable matrix mutually agreed upon by IAD and the selected Offeror at the time of contract negotiation. IAD will provide the applicable template for the final report due by July 31, 2027. The deliverable matrix will define the required reporting schedule, performance measures, and other applicable reporting requirements.
16. Measuring longer-term outcomes Businesses started, jobs created, and revenue increases may occur after training or after the contract ends. What follow-up period and verification methodology does IAD expect the contractor to use in measuring these outcomes?	Offerors should propose a reasonable and feasible approach for measuring outcomes such as businesses started, jobs created, and revenue increases, including any proposed follow-up with participants. The proposed methodology should consider the contract period, the timing in which outcomes can reasonably be observed, and appropriate methods for documenting or validating reported outcomes.

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17. Participant information and privacy Will IAD specify the participant demographic information that must be collected and provide requirements governing participant consent, confidentiality, data security, and the reporting of personally identifiable or tribal enrollment information?	IAD does not require the collection or reporting of personally identifiable information (PII) or Tribal enrollment information, this should not be provided to IAD. Basic, non-identifying demographic information, such as Tribal affiliation and geographic location, is desirable to demonstrate the reach of the program. Relevant business information, including business name and type of business, is also desirable for purposes of tracking program participation and outcomes. Any data collected and reported should be limited to what is necessary to meet the reporting and evaluation requirements of the contract.
18. Workforce development and cultural revitalization Section IV.B.4(c) combines workforce readiness with cultural revitalization. Please clarify the specific cultural revitalization outcomes or activities IAD expects and how they should relate to entrepreneurial training and business development.	Cultural revitalization refers to activities that strengthen, sustain, or incorporate Native cultural values, knowledge, practices, identity, and community traditions into workforce and entrepreneurial development. Offerors should meaningfully integrate these elements into their proposed approach and demonstrate a clear connection to skill development, entrepreneurship, business development, or other workforce outcomes. Cultural revitalization should complement the proposed program rather than function as a separate or unrelated activity.
19. Resident preference and funding source Section II.C.32 states that the New Mexico/Native American Resident Preference will not apply if the RFP includes federal funds, while Section I.B indicates that funding comes from IAD's operating budget. Please confirm the funding source and whether a valid New Mexico or Native American Resident Business Preference Certificate will receive evaluation credit.	There are no Federal Funds associated with this contract. No additional evaluation credit will be awarded.

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20. Cost proposal period Section IV.C.4 requests the total cost “per state fiscal year,” while Section V.B.7 evaluates the total cost for a one-year contract. If the contract spans portions of two state fiscal years, should offerors provide one total contract price or allocate the proposed cost between fiscal years?	The contract expiration is 6/30/2027, there are no options for renewal or extensions.
21. Proposal submission method Section II.B.5 directs offerors to submit proposals through the specified Dropbox link, while the definition of “Sealed” references successful upload into the State’s eProNM system. Please confirm that submission through the Dropbox link is the sole required submission method.	Submission through the Dropbox link is the sole required submission method.
22. Anticipated Contract Start Date What is the anticipated formal contract start date? Based on the procurement schedule, should offerors anticipate a start date in November 2026?	Based on the procurement sequence of events and the time required for contract execution, the actual start date may vary; however, November should be used as a reasonable reference for the anticipated start date.
23. Use of Subcontractors and Independent Contractors Section II.C.4 states that subcontractors are allowed, provided the prime contractor receives prior written approval from the awarding agency. Please confirm whether subcontractors and independent contractors may be included in the proposal and used to provide project services following the required agency approval.	Yes, subcontractors and independent contractors should be included in the proposal.

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24. Section I.A., the first bullet point states “selected business owners.” Will the businesses be selected by the NM AID or by the Offeror?	The businesses will be selected by the Offeror. At the time of proposal submission, the actual selection of businesses is not required, but the Offeror must clearly describe the selection process.
25. Section I.A., the \$50,000 from Operating Budget, is that to fund the project or to be awarded to entrepreneurs in the training program?	The Offeror will be responsible for selecting participating businesses. Businesses do not need to be identified at the time of proposal submission; however, the proposal should clearly describe the process and criteria that will be used to select participants.
26. Section IV.A.1., in the detailed scope of work, is there a target number of trainings per month/year that the NM AID wants facilitated?	IAD is not prescribing a specific number of trainings. Offerors should consider the scope of work, available funding, target population, proposed outcomes, and associated costs to determine and propose an appropriate number and scale of trainings.
27. Will the Tribal Members apply directly or does the Pueblo need to apply on their behalf?	Individuals and NPTs are not eligible Offerors for this procurement.