

## RESPONSES TO QUESTIONS

### REQUEST FOR PROPOSALS ISSUED BY THE STATE OF NEW MEXICO, ENERGY, MINERALS AND NATURAL RESOURCES DEPARTMENT, FORESTRY DIVISION FOR FOREST CONTRACT INSPECTORS

September 22, 2023

**Should the budget simply be labor billing rates?**

Hourly labor rates are the most common way Offerors have structured budgets in the past. Multiple rates may be provided for different job classifications. The Forestry Division recommends Offerors include overhead costs within hourly rates. Any costs not presented separately from hourly rates will be assumed to be included in hourly rates.

**How might we include our materials and equipment in the budget?**

Offerors may incorporate material and equipment costs into hourly rates, or list these separately.

**Can we state that materials costs will be actual costs incurred depending on the specific project?**

No. Offerors should anticipate costs they may incur and either incorporate these into hourly rates or list them separately.

**Can we charge an equipment rental fee and include those rental rates in the budget?**

Yes.

**When I give you an hourly rate should it encompass potential for fuel and overnight stays?**

This is the choice of the Offeror. Offerors may either incorporate travel costs into hourly rates or present them as separate items. The Forestry Division will assume travel costs not presented separately are incorporated into hourly rates. If presented as separate items EMNRD shall pay such travel expenses as may be incurred, and that are necessary at the rates established in the New Mexico Per Diem and Mileage Act, NMSA 1978, Sections 10-8-1 *et seq.*, as implemented by the current Department of Finance and Administration rule and the current EMNRD travel policy.

**The instructions on how to present a budget or price quote seem to be missing.**

The RFP instructs applicants to upload a written budget for services to be provided under any agreement resulting from this RFP. Offerors must provide .pdf budget proposals using the budget upload feature in the application form.

Budget Proposal \*

A file upload interface consisting of a dashed rectangular box. In the center of the box is a green button with the text "Choose File" in white.

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Provide a written budget for services to be provided under any agreement resulting from this RFP.