

Workforce Training Economic Support Pilot Program

RFP# 25-950-9100-00083

Response to Written Questions

1. Section I.B: How much money is available from the State of NM for this pilot, and about how many individuals are they hoping to enroll total and per year?
Currently, a total of \$333K is available for this pilot. It is possible that this amount will increase in the future, but there is no guarantee of that. We do not have a set number of expected enrollees. We will subtract the amount that the successful applicant proposes to utilize to disperse the stipends, and will use the entire remainder for the stipends themselves. So, the number of individuals who will be served by the pilot program will be determined by the amount of funding available after the contract has been issued.
2. Section I.B: How is the funding broken down between payments to participants vs. administrative costs? Will this funding be over 3 years?
Currently, the funding is over 2.5 years (this is first year of the 3-year pilot program). See answer to #1 above for how the funding will be broken down between payments to participants vs. administrative costs. NMHED itself will take no administrative costs from the funding.
3. Section I.B: Related to the question above, are you hoping to enroll three separate cohorts of participants over 3 years?
Yes, generally speaking we intend to enroll three separate cohorts of participants over three years. However, please know that not all of our IET programs last one year. Some last 4 months, 6 months, 9 months, etc. So instead of thinking of it as three distinct cohorts, we hope that there will be different groups of participants receiving stipends at any given time.
4. Section III.C: Should we include the amount of money for direct payments to participants in the Cost Response Form?
No.
5. Section IV.A: Would the state accept self-attestation to verify eligibility, or would they need third-party verification for the eligibility criteria?
We would accept self-attestation.
6. Section IV.A: Would the New Mexico Higher Education Department (or another pre-identified organization) be able to confirm ongoing education program enrollment and state residency, and share that with the Offeror on a monthly basis?
Local adult education program staff will be able to confirm ongoing program enrollment and state residency and share that with the Offeror on a monthly basis. We would ask the Offeror to work with NMHED to design and initiate this system so that we put into place an easy routine for program staff to implement.

7. Section IV.A: Will NMHED also be able to confirm other eligibility criteria, such as NM residency, indigency, etc., or will this be the Offeror's responsibility?
Yes, we can confirm residency and indigency (through self-attestation).
8. Section 5.9.2.9 of attached document: What is the difference between being an active, enrolled participant of an adult education program, and being an active, enrolled participant of a department-funded IET program?
Only individuals who are enrolled adult education program participants can enroll in IETs. IET is a project of Adult Education in New Mexico. So, any individual who is eligible for the program must be enrolled in an adult education program that has an IET program that the individual is also enrolled in.
9. Section IV.A: What is the average drop-out rate for the CET/higher educational programs the state is targeting to recruit participants from?
We do not have this data at NMHED; the data would come from the higher education institutions (HEIs). That said, based on our own data and experience, we surmise that the drop-out rate from IET programs is lower than the drop-out rate from these workforce training programs at the HEIs that are not IETs.
10. Section IV.A: If the state wants the Offeror to verify continued enrollment in education programs, will you be sending us monthly data on that, and if so, by what means would you (or another pre-identified organization) be able to deliver this data (i.e. outbound API, encrypted excel spreadsheet, etc.)?
Yes, we can arrange to send monthly data on this from the local adult education programs. The means by which we can do this may need to be determined later, but an FERPA-compliant method such as Jotform or an encrypted excel spreadsheet will be appropriate for this purpose. For monthly data requests from programs that do not list student PI, we often use Microsoft Forms, so the programs are familiar with this method. However, we would need to check that Forms is FERPA-compliant for this purpose.
11. Section IV.B.3: In the RFP, it requests for the Offeror to record, track, and report regularly on program data related to participants' demographics, relevant characteristics, barriers, residence information, program persistence, and other factors that are not related to eligibility. What cadence is the state envisioning? (i.e. monthly, bi-monthly, etc.) for this tracking and reporting?
We are envisioning monthly, if possible. We are open to discussion on this. We receive requests for information regularly from the Legislature, the Office of the Governor, and agency leadership, so it is important that we have access to information that is relatively current, if needed.
12. Section I.C: The RFP says that financial reporting and accounting will be reported in a form required by the NMHED AED. Can we get a copy of that form to review?
We do not yet have a draft of this form available for review.

13. Section II.C.29: For a non-profit campaign disclosure form, who needs to make the disclosure? Can this just be key personnel? If it needs to be more than key personnel, can we submit an initial draft form now, and a final after the holiday season.

We will accept key personnel to complete and sign the Campaign Contribution Disclosure Form.