

CYBERSECURITY WORKFORCE DEVELOPMENT PROJECT

REQUEST FOR QUOTES

(THIS IS A FEDERALLY FUNDED PROJECT)

1. **Background:**

The U.S. Department of Homeland Security provides funding through the State and Local Cybersecurity Grant Program (SLCGP) to address cybersecurity risks and threats to information systems of participating State, Local, and Tribal governmental bodies and K-12 and Higher Education Institutions. The State of New Mexico SLCGP Cybersecurity Planning Committee (Planning Committee) developed a Statewide Cybersecurity Plan, which included a cybersecurity capabilities assessment to form an initial understanding of the cybersecurity posture across New Mexico. Based on the assessment results, the Planning Committee identified and approved five initial cybersecurity projects to address cybersecurity gaps leveraging SLCGP funding. Those projects include Cybersecurity Governance and Planning, Cybersecurity Risk Assessment, Vulnerability and Attack Surface Management, Cybersecurity Training, and Cybersecurity Workforce Development Planning. The Planning Committee has coordinated with the New Mexico Office of Cybersecurity to implement and provide cybersecurity projects as services to participating entities.

2. **Introduction and Purpose:**

The New Mexico Office of Cybersecurity is seeking quotes from qualified Contractors to provide comprehensive strategic planning, development, implementation and support services for the Cybersecurity Workforce Development initiative under the SLCGP. This initiative aims to enhance the cybersecurity capacity of State, Local and Tribal governments and K-12 and Higher Education Institutions in the State of New Mexico. Participants in the project include 4 Local government entities, 10 County government entities, 1 Tribal government entity, 1 K-12 Educational Institution, and 3 Higher Education Institutions (participating entities). The Contractor will use the National Initiative for Cybersecurity Education (NICE) Framework to identify and assess gaps in the cybersecurity workforces of the participating entities, strengthen recruitment and retention efforts for those workforces, and bolster the knowledge, skills, and abilities (KSAs) of the cybersecurity personnel in the participating entities.

3. **Contractor Requirements:**

A. Contractor must be a current awardee under one of the following procurement methods:

- New Mexico Statewide Price Agreement (SWPA)
- Federal GSA Schedule Pricing
- NASPO ValuePoint Pricing Schedule

- B. Complete and include the following required federal forms with your quote. Any response that does not contain the required forms shall be deemed nonresponsive. (See Attachment A).

Suspension and Debarment Certification
Lobbying Certification

- C. Response to this solicitation signifies that you agree to the Federally Required Contract Provisions and the contract Terms and Conditions associated with the SWPA, GSA or NASPO award under which you qualify.

THE OFFICE OF CYBERSECURITY WILL NOT AGREE TO ADDITIONAL OR MODIFIED VENDOR TERMS SUBMITTED IN RESPONSE TO THIS REQUEST FOR QUOTES.

4. **Scope:**

The Contractor will deliver services on a time and materials basis to support the following activities:

Phase I - May 1, 2025 – November 30, 2025

A. **Strategic Project Planning -**

A.1 - Needs Assessment

- In consultation with the Office of Cybersecurity, conduct stakeholder interviews and surveys with participating entities to identify existing workforce gaps and challenges.

- Map the current state of the participating entities' cybersecurity roles and positions, cybersecurity workforce recruitment and retention practices, cybersecurity workforce KSAs, and cybersecurity workforce training and development against the NICE Cybersecurity Workforce Framework.

- Deliver a gap analysis report identifying workforce needs, vulnerabilities, and training deficiencies.

A.2 - Workforce Development Strategy

- Develop a detailed roadmap to address identified gaps, including short-term and long-term goals for recruitment, retention, and skill development.

- Create tailored strategies for participating entities.

A.3 - Phase Completion Report

- Deliver final report to the Office of Cybersecurity on Phase I activities and results.

Phase II – January 2026

B. Implementation and Support –

B.1 - Implementation

- Oversee the rollout of workforce development initiatives in consultation with the Office of Cybersecurity and in coordination with participating entities.
- Facilitate introductory sessions with the participating entities.

B.2 Support Services

- Offer ongoing technical and programmatic support to participating entities.
- Maintain a helpdesk to assist participating entities with program-related issues.

C. Workforce Recruitment and Retention Enhancement

C.1 - Recruitment Strategies

- Develop outreach programs to attract quality candidates to the cybersecurity workforce.
- Collaborate with participating entities to establish internship and apprenticeship programs.

C.2 - Retention Programs

- Design retention frameworks, including career progression plans, incentive programs, and professional development opportunities.
- Provide recommendations for fostering workplace environments conducive to long-term employee retention.

D. Knowledge, Skills, and Abilities (KSAs) Enhancement

D.1 - Training Program Development

- Design customized cybersecurity workforce professional development training modules aligned with the NICE Cybersecurity Workforce Framework.
- Create skill-based certifications and credentials specific to the needs of New Mexico's governmental and educational entities.

D.2 - Training Delivery and Support

- Develop an online learning platform and offer virtual and in-person training sessions to include cybersecurity courses, interactive exercises, games, and non-cyber executive skill development.
- Provide technical support and instructional materials for participants.

D.3 - Evaluation and Metrics

- Establish evaluation criteria and performance metrics to measure the success of training programs.
- Deliver periodic reports on training outcomes, workforce improvements, and KSA enhancement.

D.4 - Phase Completion Report

- Deliver final report to the Office of Cybersecurity on Phase II activities and results.

5. Quote Requirements:

Interested Contractors must submit the following:

- Executive summary of qualifications and relevant experience.
- Detailed approach to the Scope of Work, including timelines and methodologies.
- Key Personnel resumes and certifications.
- Sample deliverables from similar projects.
- Minimum of three references from similar projects to be completed on the web-based Reference Questionnaire Form found at <https://forms.office.com/g/9jYJdfh82>.
- Cost Response Form based on time and materials (See Attachment “B”).
- Fully executed copies of the required Federal Forms (See Attachment “A”) for Suspension and/or Debarment Certification and Anti-Lobbying Certification.

6. Evaluation Criteria:

Quotes will be evaluated based on:

- Technical expertise and relevant experience (30%).
- Quality and feasibility of proposed approach (30%).
- Cost efficiency and value (20%).
- Past performance and references (10%).
- Compliance with submission requirements (10%).

7. Submission Instructions:

Questions and Quotes must be submitted electronically by the deadlines outlined in Paragraph 8. Quotes must be submitted in PDF format and sent to Melissa.Gutierrez@cyber.nm.gov with the subject line “Request for Quote Submission: Cybersecurity Workforce Development.” Late submissions will not be considered.

For questions or additional information, please contact Melissa Gutierrez at Melissa.Gutierrez@cyber.nm.gov.

8. Timeline:

- Request for Quote Issuance: Monday, February 10, 2025
- Questions Due: Thursday, February 20, 2025. Questions and answers will be posted to the Office of Cybersecurity's website:
<https://www.doit.nm.gov/programs/cybersecurity/state-and-local-cybersecurity-grant-program-slcgp/>
- Quote Submission Deadline: Wednesday, March 12, 2025

9. Anticipated Contract Term:

It is anticipated that the Term of a Contract awarding Phase I of the Scope of Work will commence on or around May 1, 2025, with the work completed by November 30, 2025. It is anticipated that Phase II of the Scope of Work will be awarded by amendment following November 30, 2025, with the contract expiration date mutually agreed upon between the parties. 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. Nothing in this Request for Quotes guarantees award of any contract. Execution of a Contract or Contract Amendment is dependent upon the Federal and/or State government providing adequate funding to proceed with the Project.

10. Salutation:

The New Mexico Office of Cybersecurity looks forward to partnering with a Contractor committed to enhancing the state's cybersecurity workforce and fostering resilience across governmental and educational institutions.

ATTACHMENT A
FEDERALLY REQUIRED CONTRACT PROVISIONS
IN COMPLIANCE WITH 2 CFR PART 200, APPENDIX II

Contractors with Agreements resulting from this solicitation funded in whole or in part with federal funds shall be required to comply with the following provisions of 2 CFR Part 200, Appendix II as noted in the right-hand column of the chart below:

1.	<p>Byrd Anti-Lobbying Amendment</p> <p>Contractors who apply or Bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certifications to the awarding agency.</p>	Signed certification required for contracts over \$100,000.
2.	<p>§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.</p> <p>(a) Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to:</p> <p>(1) Procure or obtain;</p> <p>(2) Extend or renew a contract to procure or obtain; or</p> <p>(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).</p> <p>(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).</p>	Included as a contract term for all contracts.

	<p>(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.</p> <p>(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.</p> <p>(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.</p> <p>(c) See Public Law 115-232, section 889 for additional information.</p> <p>(d) See also § 200.471.</p>	
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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS**

The _____, certifies to the best of its
(Company/Contractor)

knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this Agreement been convicted or had a civil judgment against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- (4) Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation to this certification.

THE COMPANY/CONTRACTOR, _____ CERTIFIES
OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE
STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION.

Executed on this date: _____.

By:

(Signature of authorized official)

(Title of authorized official)

INSTRUCTIONS FOR SUSPENSION AND/OR DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “transaction”, “debarred”, “suspended”, “ineligible”, “lower-tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment

CERTIFICATION OF RESTRICTIONS ON LOBBYING
(BYRD ANTI-LOBBYING AMENDMENT)

I, _____, hereby
(Name and title of Official)

certify on behalf of

_____ that;
(Name of Company)

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee or Member of Congress in connection with the awarding of any Federal Agreement, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Agreement, grant, loan or cooperative agreement.

(2) If any funds other the Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Agreement, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-agreements, sub-grants, and Agreements under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

For purposes of this Certification, the Agreement shall be considered a federal Agreement. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed on this date: _____.

By:

(Signature of authorized official)

(Title of authorized official)

**ATTACHMENT B
COST RESPONSE FORM**

Request for Quotes

CYBERSECURITY WORKFORCE DEVELOPMENT PROJECT

1. Identify the following information for the submitting organization:

Contractor Name	
Mailing Address	
Telephone	
NM Statewide Price Agreement #, NASPO# or GSA Schedule Pricing Agreement #	
FED TIN#	
NM BTIN#	

2. Identify the individual(s) authorized by the organization to (A) contractually obligate, (B) negotiate, and/or (C) clarify/respond to queries on behalf of this Contractor:

	A Contractually Obligate	B Negotiate*	C Clarify/Respond to Queries*
Name			
Title			
E-mail			
Telephone			

* If the individual identified in Column A also performs the functions identified in Columns B & C, then no response is required for those Columns. If separate individuals perform the functions in Columns B and/or C, they must be identified.

The Contractor's quote must include the hours and associated pricing for delivery of each enumerated activity in the Scope, and a quote for total hours and pricing for the Project.

Phase I

A– Strategic Project Planning	# of Hours	Offered Discounted Hourly Rate	Total Cost
A.1 Needs Assessment			
A.2 Workforce Development Strategy			
A.3 Phase Completion Report			
Total for Phase I:			

Phase II

B - Implementation and Support	# of Hours	Offered Discounted Hourly Rate	Total Cost
B.1 Implementation			
B.2 Workforce Development Strategy			
Total for B:			

C – Workforce Recruitment and Retention Enhancement	# of Hours	Offered Discounted Hourly Rate	Total Cost
C.1 Recruitment Strategies			
C.2 Retention Programs			
Total for C:			

D – Knowledge, Skills, and Abilities Enhancement	# of Hours	Offered Discounted Hourly Rate	Total Cost
D.1 Training Program Development			

D.2 Training Delivery and Support			
D.3 Evaluation and Metrics			
D.4 Phase Completion Report			
Total for D:			
Total for Phase II:			

The Contractor assumes the risk of under-budgeting and commits to delivery of all required services even if the project runs over budget.

Sign: _____

Date: _____

(Must be signed by the individual identified in item #2.A, above)