

Workforce Development RFQ Questions and Answers

No.	Question	RFQ Section (if identified in question)	Response
1	Is there an incumbent currently performing this work?		No
2	Is there an expectation that the work be performed on-site or remote?		Remote
3	What is the current size of the Office of Cybersecurity in regards to number of FTEs?	A.1	14
4	Is there an anticipated number of interviews or surveys that will be conducted?	A.1	Should be proposed by the Contractor in its Quote.
5	What is the current number of cybersecurity roles and positions for office?	A.1	11
6	On page 3 (Section A.1), the State mentions "participating entities", can the state provide a list of the expected participating entities?	A.1	The State provided the number and type of entities in the Request for Quotes. For security reasons, the State will not provide the <u>name of the entities</u> .
7	What is the anticipated number of customized training modules the Office of Cybersecurity wants to develop?	D.1	Should be proposed by the Contractor in its Quote.
8	Are there particular areas of the NICE Cybersecurity Framework or work role categories (of the 7 listed within) that are particularly relevant or less relevant for this part of the NM Office of Cybersecurity effort?	4. Scope	The State does not opine on the relevance of the categories for purposes of this Request for Quotes.
9	Key Personnel resumes and certifications are mentioned as required, but no key personnel requirements are included. Are there key personnel requirements or certifications that should be considered?	5. Quote Requirements	No
10	With regards to the help desk in Phase II, is there any estimation to expected volume of tickets based on the audience?	B.2 Support Services	No
11	For the online learning platform, is there a system architecture and/or learning management system (LMS) that should be considered with regard to the platform construction? Will it be public facing or internal only? What LMS software do you use currently?	D.2 Training Delivery and Support	Contractor should determine and propose the platform design and operation it believes is most responsive to the Request for Quotes.
12	Are travel expenses for in-person engagements to be included within the proposed budget, or will they be reimbursed separately?		No, this is a remote project.
13	Please confirm whether this award is for both Phase I and Phase II of the contract, or will it be subject to a separate competitive selection process?		We plan to award for Phase 1 while planning the budget for Phase 2
14	On page 1, in Background, the RFQ states: "The State of New Mexico SLCGP Cybersecurity Planning Committee (Planning Committee) developed a Statewide Cybersecurity Plan." Please confirm this is the plan dated September 2023. If not, please provide the updated version.		The September 2023 Plan is the current plan.
15	In the instance of teaming agreements, please clarify any directions on evaluating the teaming partner or subcontractor. For example, is there an allotted number of past performance examples to be considered by a subcontractor? Are there additional ways this type of approach may be evaluated favorably by the New Mexico Office of Cybersecurity?		It is unclear what this question is asking for or referring to.
16	Can you provide a list of Mission Critical Occupation (MCO) Positions included in this study? How many FTEs are included in the study?		We do not have this information.
17	Do you have current job descriptions for the MCO positions?		We do not have this information.
18	Do you have a current Cybersecurity Workforce Development Plan? If so, when was it completed, and can you make a copy available now or at the kick-off meeting?		We do not have a cybersecurity workforce development plan.

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19	Please describe the scope of the target workforce in terms of the number of unique jobs and career levels included in the study.		We do not have this information.
20	Given that there are various participating entities (i.e., 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), does the New Mexico Office of Cybersecurity expect deliverables for each entity? That is, each may be slightly different – in different states of need;		Yes
21	Or is the request for two deliverables – one for government entities and another for education?		No
22	How much grant funding does New Mexico have available for this project? Does the grant funding the State of New Mexico received cover only Phase I at this time or both Phases?		The budget for this specific project has not been determined.
23	How much of the work is expected to be conducted in person versus remotely? Are there specific tasks or phases where in-person engagement is required? If so, can you provide guidance on the expected frequency and location of on-site work?		This is a remote project.
24	If a contractor is registered on the GSA MAS but not under a New Mexico Statewide Price Agreement (SWPA) or NASPO ValuePoint Pricing Schedule, is there an additional state registration or procurement step required?		Any chosen contractor must take all steps necessary to become compliant with state procurement requirements.
25	Have the project participants already been selected? If so, can that list be shared? If not, will the contractor selected be able to provide input on selected participants?	Page 1, Introduction and Purpose	The State provided the number and type of entities in the Request for Quotes. For security reasons, the State will not provide the name of the entities. The contractor will not be able to provide input on selected participants
26	Will preference be given to contractors with experience working in New Mexico or with local government cybersecurity initiatives?	Page 1, Introduction and Purpose	Evaluations will be conducted in accordance with Paragraph 6 of the RFQ.
27	Can any additional details be provided on the anticipated timing and length of Phase 2? Are these details set or is there flexibility?	Page 3, Phase II	We do not have additional details.
28	In the creation of skill-based certifications and credentials, please identify the entities that would be responsible for accrediting these trainings	Page 3, Phase II, D. Knowledge, Skills, and Abilities (KSAs) Enhancement; D.1 - Training Program Development	This RFQ does not mention accredited trainings.
29	Are there any existing online learning platforms in use by the New Mexico Office of Cybersecurity? Will space for in-person training sessions be provided?	Page 3, Phase II, D. Knowledge, Skills, and Abilities (KSAs) Enhancement; D.2 - Training Delivery and Support	We currently use KnowB4 for basic cybersecurity awareness training. Contractor will not conduct in-person training sessions. Contractor will develop training that entities can access virtually, or can conduct themselves in person
30	Does New Mexico's Office of Cybersecurity already have success metric framework(s) for other programs that will be relevant or mandatory to adapt to this effort?	Page 4, Phase II, D. K Knowledge, Skills, and Abilities (KSAs) Enhancement; D.3 - Training Delivery and Support	No
31	What is the frequency for the delivery of "periodic reports?"	Page 4, Phase II, D. K Knowledge, Skills, and Abilities (KSAs) Enhancement; D.3 - Training Delivery and Support	Should be proposed by the Contractor in its Quote.
32	Given that Phase II will be largely shaped by the outcomes of Phase I, how should we structure our approach to Phase II in our bids?	Page 4, Quote Requirements	Expectation that Contractor will determine and propose the best approach.
33	Are there any page limits for the quote submission? If so, are different sections (technical approach, past performance, pricing, etc.) subject to separate limits?		There are no page limits.

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34	Should information be submitted as separate volumes, or can it be combined into one document?		Either way, at the discretion of the contractor.
35	Are there specific formatting requirements (e.g., font size, margin specifications, document structure) that should be followed?		No
36	How will "Cost Efficiency and Value" (20% of the evaluation criteria) be measured? Are there any cost expectations or ceilings we should be aware of?	Page 4, Evaluation Criteria	The budget for this specific project has not been determined. We are looking for best value as it relates to the quality offered.
37	Should the pricing and estimated hours be broken down by individual team members (e.g., listing hours and rates for each role separately) or provided as an overall blended rate for the team as a whole?	Attachment B – Pricing	Blended
38	Will Phase I be awarded as labor hour or firm fixed price?	Attachment B – Pricing, Phase I	Time and materials
39	Can travel costs be added to the Phase I table?	Attachment B – Pricing, Phase I	No
40	Since Phase II is unknown until the completion of the Phase I assessment with recommendations, could the tables be revised to be only labor categories and hourly rates for now? Otherwise, pricing is incomplete without the Phase I recommendations to understand how much time and what type of labor categories will be needed and the last page requires the contractor to assume the risk of under-budgeting, which could easily happen without first knowing the recommendations for the program. For example, in D, how many training sessions will be in-person or virtual? How many participants for the program? These quantities are needed to accurately price, but are unknown until after Phase I's completion.	Attachment B – Pricing, Phase II	We will amend the cost response form in the RFQ to reflect that the quote provided for Phase II shall be an estimate and the certification at the end of the cost response form will not apply to initial Phase II quote.
41	Will there be an opportunity to modify Phase 2 pricing, scope, or deliverables based on Phase 1 findings?	Attachment B – Pricing, Phase II	We will amend the cost response form in the RFQ to reflect that the quote provided for Phase II shall be an estimate and the certification at the end of the cost response form will not apply to initial Phase II quote.
42	Can travel costs be added to the Phase II table?	Attachment B – Pricing, Phase II	No
43	Beyond travel (see above questions), how should Other Direct Costs (ODCs), such as travel, software, or subcontractor expenses, be incorporated into the pricing bid? Should they be included within the labor rates or itemized separately?	Attachment B – Pricing, Phase II	Include both time and materials
44	Is there an incumbent contractor who assisted the NM SLCGP with the capabilities assessment who is eligible to bid on this project?		Eligibility will be determined through review of Quotes received.
45	Do you expect to award all five contracts cited in the "Background" (para 1) to a single contractor?		No
46	Has the funding for this project already been received by DHS?		Yes
47	Can you provide a list of the names of the "participating entities" noted in the project background and introduction?		The State provided the number and type of entities in the Request for Quotes. For security reasons, the State will not provide the name of the entities.
48	What is the size of your target audience		The State provided the number and types of entities in the RFQ.
49	Do you want all training to be instructor-led (either virtual or in-person), or are you considering self-paced, web-based training?	Phase II D.1 - Training Program Development	Instructor led training is not a requirement in the RFQ. Contractor should provide a proposal with its best approach.
50	In seeking "skill based certifications/credentials" please list the certification resources/standards and credentials that are to be certified Can these materials be provided?	Phase II D.1 - Training Program Development	Should be proposed by the Contractor in the Quote.
51	Approximately how many hours of training is expected?	Phase II D.1 - Training Program Development	Should be proposed by the Contractor in the Quote.

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52	Will pre or post tests/exams be required as part of training completion?	Phase II D.1 - Training Program Development	Should be proposed by the Contractor in the Quote.
53	Are you looking for a “permanent/long term” online learning platform or is this only to deliver the training through the duration of the contract?	Phase II D.2 - Training Delivery and Support	Should be proposed by the Contractor in its Quote.
54	Are there any tracking requirements for the online learning platform (e.g., tracking student registration, student course completion)?	Phase II D.2 - Training Delivery and Support	Should be proposed by the Contractor in its Quote.
55	Is there an authoritative source or system of record that the online learning platform must connect to?	Phase II D.2 - Training Delivery and Support	Should be proposed by the Contractor in its Quote.
56	If sessions are conducted in-person, what is/are the location(s) of the training?	Phase II D.2 - Training Delivery and Support	The services will be delivered remotely.
57	How often would reports be expected?	Phase II D.3 Evaluation and Metrics	Should be proposed by the Contractor in its Quote.
58	Would reports be written or provided verbally during status/update meetings?	Phase II D.3 Evaluation and Metrics	Written reports are expected. Any proposed additional types of <u>updating can be included by the Contractor in its Quote</u>
59	For what period of time would reports be required?	Phase II D.3 Evaluation and Metrics	Should be proposed by the Contractor in the Quote.
60	The contract time period for Phase II isn’t defined. Do you have an approximate end date that you think is suitable?	Phase II D.3 Evaluation and Metrics	That has not been determined.
61	The number of hours for each task can’t be estimated based on the information in the RFP. We would need to know for each task the number of people/students that would participate in each task; for assessments, we would need to know what we will be assessing, meaning will we be assessing written guides, or an operating system, or individual past performance, etc? We would also need your goals to be defined in greater detail For example, what recruitment strategies and retention programs haven’t worked and why?	Attachment B, Phase I and Phase II	It is expected that the Contractor will make determinations based on the information provided and propose its best approach.
62	Can work/training for any of the entities be combined?		Should be proposed by the Contractor in its Quote.
63	This proposal can apply to various NAICS Codes, which NAICS Code does this opportunity represent or GSA MAS SIN?		That has not been determined.
64	The RFQ indicates a T&M contract, however, the cost report indicates FFP, as it is based on the deliverables. If this is a T&M contract please provide the labor categories and anticipated Level of Effort		The Contractor must complete the cost response form as provided in the RFQ.
65	Resumes are required for Key Personnel, however no Key Personnel are identified. Please provide Key Personnel positions.		Should be determined by the Contractor.
66	How many agencies and locations are being assessed?		The state provided the number and types of entities in the RFQ.
67	Is there any contractor currently performing this requirement?		No
68	What type of job series would you want us to assess and at which locations?		Should be proposed by the Contractor in its Quote.
69	Is this a full & open opportunity or do you plan to set aside for small business or particular social program?		Contractor qualification requirements are in the RFQ. No additional set-asides apply.
70	In order to determine an accurate cost an anticipated end date for Phase II is required. Can the government provide a Phase II end date?		That has not been determined.
71	Resumes and certifications are required for key personnel. What specific certifications are required?	Para 5 Quote requirements	Should be determined by the Contractor.
72	Based on the questions asked, it's not feasible to try and develop an adequate response until answers from the government are received. Would the government consider a 2 week extension to the proposal due date after answers are posted?		No