

Pueblo of San Felipe

Request for Proposals: FEMA Tribal All Hazard Mitigation Plan Update



RFP# 2025-001 FM-6461-0004-NM

RFP Release Date: 4/15/25

Proposal Due Date: 5/14/25

Table of Contents

I. INTRODUCTION.....	1
A. PURPOSE OF THIS REQUEST FOR PROPOSALS	1
B. BACKGROUND INFORMATION.....	1
C. SCOPE OF PROCUREMENT.....	1
D. PUEBLO CONTACT	1
E. PROPOSAL SUBMISSION	2
II. CONDITIONS GOVERNING THE PROCUREMENT	2
A. SEQUENCE OF EVENTS	2
B. EXPLANATION OF EVENTS	3
1. Issue RFP.....	3
2. Optional Acknowledgement of Receipt Form	3
3. Pre-Proposal Conference	3
4. Deadline to Submit Written Questions	3
5. Response to Written Questions	3
6. Submission of Proposal.....	3
7. Proposal Evaluation.....	4
8. Selection of Finalists	4
9. Oral Presentations	4
10. Best and Final Offers.....	4
11. Finalize Contractual Agreements.....	4
12. Contract Awards	5
C. GENERAL REQUIREMENTS.....	5
1. Acceptance of Conditions Governing the Procurement	5
2. Incurring Cost.....	5
3. Contractor Responsibility.....	5
4. Amended Proposals	5
5. Offeror's Rights to Withdraw Proposal.....	5
6. Proposal Offer Firm.....	5
7. Disclosure of Proposal Contents	5
8. No Obligation.....	6
9. Termination	6
10. Sufficient Appropriation.....	6
11. Legal Review	6
12. Governing Law.....	6
13. Basis for Proposal	6
14. Offeror's Terms and Conditions	6
15. Contract Deviations	6
16. Offeror Qualifications	6
17. Right to Waive Minor Irregularities	7
18. Change in Contractor Representatives	7
19. Notice of Penalties.....	7
20. Pueblo Rights	7
21. No Right to Publish	7
22. Ownership of Proposals	7
23. Confidentiality	7
24. Electronic mail address required	7
25. Letter of Transmittal.....	8
26. Disclosure Regarding Responsibility	8
27. Native American or Veteran Preferences	8

III. RESPONSE FORMAT AND ORGANIZATION	8
A. SUBMISSION	8
B. PROPOSAL CONTENT AND ORGANIZATION	8
IV. SPECIFICATIONS.....	9
A. DETAILED SCOPE OF WORK	9
B. TECHNICAL SPECIFICATIONS.....	10
1. <i>Organizational Experience</i>	10
2. <i>Organizational References</i>	10
3. <i>Mandatory Specifications</i>	11
4. <i>Desirable Specification</i>	12
5. <i>Oral Presentation</i>	12
6. <i>Cost</i>	12
V. EVALUATION.....	12
A. EVALUATION POINT SUMMARY	12
B. EVALUATION FACTORS	13
1. <i>Organizational Experience</i>	13
2. <i>Organizational References</i>	13
3. <i>Mandatory Specifications</i>	13
4. <i>Desirable Specification</i>	13
5. <i>Letter of Transmittal</i>	13
6. <i>Oral Presentation</i>	13
7. <i>Cost</i>	14
8. <i>Native American and/or Veteran Preferences</i>	14
C. EVALUATION PROCESS	14

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of the Pueblo of San Felipe's FEMA Tribal All Hazard Mitigation Plan Update.

B. BACKGROUND INFORMATION

FEMA requires state, local, tribal and territorial governments to have approved and adopted hazard mitigation plans to be eligible for certain types of non-emergency disaster assistance, including funding for mitigation projects. Jurisdictions must update their hazard mitigation plans and resubmit them for FEMA approval every five years to remain eligible.

C. SCOPE OF PROCUREMENT

To successfully update the Pueblo's existing approved Hazard Mitigation Plan. FEMA's policy and guidance on Hazard Mitigation Planning must be followed to ensure the resulting Update is approved by the Pueblo's Tribal Council and FEMA. This project has an aggressive timeframe of Update completion by July 1, 2025 ready for Tribal Council approval and approval by FEMA by September 15, 2025.

This RFP will/ result in a single award.

D. PUEBLO CONTACT

The Pueblo of San Felipe contact and Procurement Manager for this FEMA Hazard Mitigation Plan Update Request For Proposals:

Name: Pinu'u Stout, Natural Resources Director
Telephone: (505) 771-9963
Email: pstout@sfpueblo.com

1. **Any inquiries or requests** regarding this procurement must be submitted, in writing, via email to the Procurement Manager.

E. PROPOSAL SUBMISSION

Submissions of all proposals must be via email to pstout@sfpueblo.com or hand delivered to the Pueblo of San Felipe Governor’s Office receptionist at 127 Hagen Road San Felipe Pueblo, NM 87001 by the deadline.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule of events, the descriptions of each event, and the conditions governing this procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Pueblo Department of Natural Resources (DNR) Procurement Manager (PM)	T = 4/15/25
2. Acknowledgement of Receipt Form	Potential Offerors	T+10
3. Pre-Proposal Conference	PM	T+10
4. Deadline to submit Written Questions	Potential Offerors	T+12
5. Response to Written Questions	PM	T+14
6. Submission of Proposal	Potential Offerors	T+28
7.* Proposal Evaluation	Evaluation Committee	T+29 to T+39
8.* Selection of Finalists	Evaluation Committee	T+37
9* Oral Presentation(s)	Finalist Offerors	T+38
10.* Best and Final Offers	Finalist Offerors	T+39
11.* Finalize Contractual Agreements	Pueblo/Finalist Offerors	T+40 to T+44
12.* Contract Awards	Pueblo/ Finalist Offerors	T+45
13.* Protest Deadline		+15 days

* Dates indicated in Events 7 through 13 are estimates only, and may be subject to change without necessitating an amendment to the RFP.

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the Sequence of Events shown in Section II.A., above.

1. Issue RFP

This RFP is being issued on behalf of the Pueblo of San Felipe Department of Natural Resources on the date indicated in Section II.A, Sequence of Events.

2. Optional Acknowledgement of Receipt Form

Potential Offerors may e-mail the Acknowledgement of Receipt Form (APPENDIX A), to pstout@sfpueblo.com, to have their organization placed on the procurement Distribution List. The form must be returned to the PM by 3:00 PM MST/ MDT on the date indicated in Section II.A, Sequence of Events

3. Pre-Proposal Conference

A pre-proposal conference will be held as indicated in Section II.A, Sequence of Events, beginning at 1:30 pm MT via zoom Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager. Attendance at the pre-proposal conference is recommended, but not a prerequisite for submission of a proposal.

4. Deadline to Submit Written Questions

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until 5pm MST/MDT as indicated in Section II.A, Sequence of Events. All written questions must be addressed to the Procurement Manager.

5. Response to Written Questions

Written responses to the written questions will be provided via e-mail, on or before the date indicated in Section II.A, Sequence of Events, to all potential Offerors who timely submitted an Acknowledgement of Receipt Form (Section II.B.2 and APPENDIX A). The Questions and Answers will be available to any others who contact the PM via email.

6. Submission of Proposal

ALL PROPOSALS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 5:00 PM MST/MDT ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS. NO LATE PROPOSAL CAN BE ACCEPTED.

Proposals can be submitted via email at pstout@sfpueblo.com or by hand delivery to the Pueblo of San Felipe Governor's office, receptionist at 127 Hagen Road San Felipe Pueblo, NM 87001. Ensure you log your hand delivery by the due date / time.

A log will be kept of the names of all Offeror organizations that submitted proposals. The contents of proposals shall not be disclosed to competing potential Offerors during the

negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required Pueblo signatures on the contract resulting from the procurement has been obtained.

7. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in Section II.A, Sequence of Events. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions shall not be initiated by the Offerors.

8. Selection of Finalists

The Evaluation Committee will select and the Procurement Manager will notify the finalist Offerors as per schedule Section II.A, Sequence of Events or as soon as possible thereafter. Finalists will be comprised of up to five (5) Offerors receiving the highest cumulative scores in the following Sections: Organizational Experience, Organizational References, and Mandatory Specifications.

9. Oral Presentations

Finalist Offerors may be required to conduct an oral presentation through electronic means (Microsoft Teams, Zoom, etc.). The Pueblo will provide Finalist Offerors with applicable details (such as, scheduled presentation date and time, time limits, etc.); including an invitation to the event. Whether or not Oral Presentations will be held is at the sole discretion of the Pueblo.

10. Best and Final Offers

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by as per schedule Section II. A., Sequence of Events or as soon as possible. Both pre-BAFO and post-BAFO will be documented in the Evaluation Committee Recommendations.

11. Finalize Contractual Agreements

After approval of the Evaluation Committee Report, any contractual agreement resulting from this RFP will be finalized with the most advantageous Offeror, taking into consideration the evaluation factors set forth in this RFP, as per Section II.A., Sequence of Events, or as soon as possible thereafter. The most advantageous proposal may or may not have received the most points. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the timeframe specified, the Pueblo reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

12. Contract Awards

The award is subject to appropriate Pueblo approvals. Upon receipt of the signed contractual agreement, the Pueblo will award as per Section II.A., Sequence of Events, or as soon as possible thereafter.

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance to be bound by the Conditions Governing the Procurement, Section II.C, and Evaluation, Section V, by completing and signing the Letter of Transmittal form, located in APPENDIX B.

2. Incurring Cost

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

3. Contractor Responsibility

Any contractual agreement that may result from this RFP shall specify that the contractor is solely responsible for fulfillment of all requirements of the contractual agreement with the Pueblo which may derive from this RFP. The use of subcontractors is not allowed.

4. Amended Proposals

An Offeror may submit an amended proposal before the proposal due date. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. Pueblo personnel will not merge, collate, or assemble proposal materials.

5. Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

6. Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one-hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

7. Disclosure of Proposal Contents

The contents of all submitted proposals will be kept confidential until the final award has been completed. At that time, all proposals and documents pertaining to the proposals will be available for inspection at the Pueblo. Do not submit any proprietary or confidential

material in the proposal. The price of products offered or cost of services is not considered to be confidential.

8. No Obligation

This RFP in no manner obligates the Pueblo to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

9. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the such action is determined to be in the best interest of the Pueblo.

10. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected by sending written notice to the contractor. The Pueblo's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

11. Legal Review

The Pueblo requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

12. Governing Law

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the Pueblo of San Felipe, and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

13. Basis for Proposal

Only information supplied in writing by the Procurement Manager or contained in this RFP shall be used as the basis for the preparation of Offeror proposals.

14. Offeror's Terms and Conditions

The Pueblo's standard Professional Services Agreement will be the instrument for contract with the successful Offeror. If there are special terms and conditions and Offeror expects to have included in a contract negotiated with the Pueblo that language must be included with the proposal.

15. Contract Deviations

Any additional terms and conditions, which may be the subject of a contract negotiation shall not be deemed an opportunity to amend the Offeror's proposal.

16. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP.

17. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements, provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

18. Change in Contractor Representatives

The Pueblo reserves the right to require a change in contractor representatives if the assigned representative(s) is (are) not, in the opinion of the Pueblo, adequately meeting the needs of the Pueblo.

19. Notice of Penalties

The Pueblo does not allow, and will assess penalties for bribes, gratuities and kickbacks or the suggestion of such.

20. Pueblo Rights

The Pueblo, in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

21. No Right to Publish

Offerors and contractors must secure from the Pueblo express written approval prior to the release any information that pertains to the potential work or activities covered by this procurement and/or Pueblo contracts deriving from this procurement. Failure to adhere to this requirement will result in disqualification of the Offeror's proposal or removal from the contract, and contractors will be found in breach of contract.

22. Ownership of Proposals

All documents submitted in response to the RFP shall become property of the Pueblo of San Felipe.

23. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior express written approval of the Pueblo. The Contractor agrees to protect the confidentiality of all information and not to publish or disclose such information to any third party.

24. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence.

25. Letter of Transmittal

Offeror's proposal must be accompanied by the Letter of Transmittal Form APPENDIX B, which must be signed by the individual authorized to contractually obligate the company.

26. Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract with the Pueblo for professional services agrees to disclose whether the Contractor, or any principal of the Contractor's company is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state, tribe or local public body; been convicted in a criminal matter or had a civil judgment rendered against them.
 - a. The Contractor shall provide immediate written notice to the PM at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.

- B. A disclosure that any of the items in this requirement exist will not necessarily result in disqualification, however, the disclosure will be considered in the determination of the ability to perform. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Pueblo, we may terminate the involved contract for cause. Still further the Pueblo may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the Pueblo.

27. Native American or Veteran Preferences

To ensure adequate consideration and application of Native American and/or Veteran preference, Offeror must submit responsive documentation with the timely application.

III. RESPONSE FORMAT AND ORGANIZATION

A. SUBMISSION

Proposals can be submitted via email to pstout@sfpueblo.com or by hand delivery to the Pueblo of San Felipe's Governor's Office at 127 Hagen Road San Felipe Pueblo, NM 87001. Offerors must log in any hand-delivered submittal by the date and time due.

B. PROPOSAL CONTENT AND ORGANIZATION

All proposals must be submitted as follows:

We ask that within each section of the proposal, Offerors organize and address the RFP requirements in the order indicated below. Please keep discussion of proposed costs, rates or expenses in the Cost Proposal.

Proposal

1. Signed Letter of Transmittal
2. Table of Contents
3. Proposal Summary
4. Response to Specifications
 - a. Organizational Experience
 - b. Organizational References
 - c. Oral Presentation (if applicable)
 - d. Mandatory Specifications
 - e. Native American and/or Veteran Preferences (if applicable)
5. Completed Cost Proposal
6. Other Supporting Material (if applicable)
7. Offeror's required contractual Terms and Conditions (if applicable)

IV. SPECIFICATIONS**A. DETAILED SCOPE OF WORK**

To successfully update the Pueblo's existing approved Tribal All Hazard Mitigation Plan, FEMA's policy and guidance on Hazard Mitigation Planning must be followed to ensure the resulting Update is approved by the Pueblo's Tribal Council and FEMA. The Update must be completed by July 1, 2025 ready for Tribal Council approval and approval by FEMA by September 15, 2025.

Required Tasks to Update the Pueblo of San Felipe's existing approved Hazard Mitigation Plan include:

1. Describe and discuss the FEMA Hazard Mitigation Planning process and how it will be carried out for the Pueblo of San Felipe Update, including identification and surveying Pueblo stakeholders
2. Discuss how the Pueblo's Hazard Mitigation Plan fits with County and State plans
3. Detail hazard risk assessment elements, identify vulnerabilities and translate those vulnerabilities into terms of risk to the Pueblo
4. Develop a mitigation strategy including STAPLE+E analysis for identified risks
5. Establish and include a plan maintenance process
6. Ensure adoption of the Tribal Council

7. Perform corrections and revisions until acceptable to the Pueblo and Plan Update is approved by FEMA

B. TECHNICAL SPECIFICATIONS

1. Demonstrate understanding of the FEMA Hazard Mitigation Plan Requirements, and Update requirements
2. Demonstrate understanding and experience working with tribal governments
3. Demonstrate ability to compile and understand current census and other data for the Pueblo; and demonstrate how census data will be translated into potential vulnerabilities and risks for the Pueblo
4. Demonstrate ability to describe, understand and analyze risks to the Pueblo from man made and natural disasters, and those unforeseen and describe those risks using the STAPLEE Evaluation Criteria for Mitigation Actions
5. Demonstrate mapping capabilities, including use of FEMA estBFE viewer
6. Demonstrate Risk and Vulnerability Analysis
7. Demonstrate strong writing and listening skills
8. Be able to meet the required timeline of completion by July 1, 2025.

1. Organizational Experience

Offeror must:

- a) provide a description of relevant experience. The narrative must thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of FEMA Hazard Mitigation Planning and Plan Updates, Tribal experience preferred.
- b) provide a resume/bio of all key personnel Offeror proposes to use in performance of the resulting contract, should Offeror be awarded; ie: education, work experience, relevant/applicable certifications/licenses.
- c) indicate the FEMA Hazard Mitigation Plans / Updates you have developed in the past, and when.

2. Organizational References

References from similar projects/programs, performed for other clients within the last five (5) years should be included in the proposal.

3. Mandatory Specifications

1. Describe and discuss the FEMA Hazard Mitigation Planning process and how it will be carried out for the Pueblo of San Felipe Update, including identification and survey of Pueblo stakeholders
 - Offeror will show it understands the policy, steps and requirements to successfully update the Pueblo's Hazard Mitigation Plan including the Mitigation Planning Group (MPG).
2. Integration with County and State Hazard Mitigation Plans (HMPs)
 - Offeror will show it has knowledge of County and State HMPs and will discuss how San Felipe's plans fit with County, State and Federal FEMA Disaster and Disaster Mitigation planning
3. Detail hazard risk assessment elements, identify vulnerabilities and translate those vulnerabilities into terms of risk to the Pueblo
 - Offeror will demonstrate it has knowledge of where San Felipe's data can be found, and how it will express data in terms of risks
 - Offeror will show an understanding of the hazards and vulnerabilities of tribal communities, where information is available, and how to express risk and vulnerabilities using FEMA guidance and policy
 - Offeror will show it can express risks in terms of dollars
4. Develop a mitigation strategy including STAPLE+E analysis for identified risks
 - Offeror will demonstrate knowledge of the FEMA Hazard mitigation process and policies, and translate Risk into potential projects / mitigation efforts
5. Establish and include a plan maintenance process
 - Offeror will demonstrate knowledge of FEMA policy, timelines, and tribal structures for plan maintenance
6. Ensure adoption of the Tribal Council
 - Offeror will demonstrate knowledge and /or experience working with tribal governments and pueblo structures
7. Perform corrections and revisions until acceptable to the Pueblo and Plan Update is approved by FEMA

- Offeror will demonstrate understanding that approvals are an iterative process and will include costs associated with updates up to Tribal and FEMA approvals
8. Timeline: Timeline is crucial. Updates must be completed by July1, 2025 providing time for Tribal approval and FEMA approval prior to September 15, 2025.
- Offeror will demonstrate they have sufficient staff, capacity and understanding of the HMP process to complete the requirements in the timeframe available.

4. Desirable Specification

The Pueblo of San Felipe seeks a responsive Offeror with experience in writing approved Tribal Hazard Mitigation Plans and Plan Updates, and able to meet the required timelines of this project.

5. Oral Presentation

Oral Presentations may held at the sole discretion of the Evaluation Committee.

6. Cost

Offerors must provide a complete cost proposal, clearly tied to the tasks required to successfully complete the scope of work and Mandatory Specifications.

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals.

Evaluation Factors	Points Available
B. Technical Specifications	
Organizational Experience	15
Organizational References	5
Mandatory Specification	30
Desirable Specifications	10
C. Business Specifications	
Letter Of Transmittal	Pass/Fail
Native American Preference Points	5
Veteran Preference Points	5
Cost	30
TOTAL POINTS AVAILABLE	100

Table 1: Evaluation Point Summary

B. EVALUATION FACTORS

1. Organizational Experience

Points will be awarded based on the thoroughness and clarity of Offeror's response in this Section. The Evaluation Committee will also weigh the relevancy and extent of Offeror's experience, expertise and knowledge; and of personnel education, experience and certifications/licenses. In addition, points will be awarded based on Offeror's candid and well-thought-out response to successes and failures, as well as the ability of the Offeror to learn from its failures and grow from its successes.

2. Organizational References

Points will be awarded based upon an evaluation of the relevance of the references provided. References indicating significantly similar services/scopes of work and comments provided by a submitted reference will add weight and value to a recommendation during the evaluation process. The Evaluation Committee or Procurement Manager may contact any or all business references for validation of information submitted.

3. Mandatory Specifications

Points will be awarded for the thoroughness and clarity of the Offeror's responses in this section, clearly demonstrating an understanding of the HMP Update process, and how it applies to the Pueblo of San Felipe

4. Desirable Specification

Points will be awarded for those Offerors who demonstrate successful experience writing Tribal HMPs and HMP Updates, and have the capacity to complete in required timeframes.

5. Letter of Transmittal

Pass/Fail only. No points assigned.

6. Oral Presentation

May be requested by Evaluation Committee. Points will be awarded based on the quality, organization and effectiveness of communication of the information presented, as well as the professionalism of the presenters and technical knowledge of the proposed staff. (If no Oral Presentations are held all Offerors will receive the maximum amount of total points for this Evaluation Factor).

7. Cost

The evaluation of each Offeror's cost proposal will be conducted using the following formula

Lowest Responsive Offeror's Cost ÷ Each Offeror's Cost × Available Award Points

All cost information provided by the Offeror must include all labor, time, materials, travel, transportation presented by category each of the 7 tasks in the Scope of Work IV. A. Other applicable costs and any applicable taxes, keeping in mind the tax-exempt status of the Pueblo must be presented as well. The Pueblo will not pay any additional charges outside costs provided by the Offeror. If a contingency line item is included, Offeror must clearly specify the rare conditions under which contingency would be applicable to this HMP Update.

8. Native American and/or Veteran Preferences

Points will be awarded to those Offerors who provide responsive documentation

C. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of responses
3. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value in Section V. Offerors with the highest scores may be selected as finalist Offerors, based upon the proposals submitted. Those scoring highest in the Evaluation Factors in Section V will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

APPENDIX A

Pueblo of San Felipe FEMA Hazard Mitigation Plan Update
RFP# 2025-001

ACKNOWLEDGEMENT OF RECEIPT FORM

This optional Acknowledgement of Receipt Form establishes a distribution list to be used for the distribution of written responses to questions, and/or any amendments to the RFP. Failure to return the Acknowledgement of Receipt Form does not prohibit potential Offerors from submitting a response to this RFP. However, by not returning the Acknowledgement of Receipt Form, the potential Offeror's representative shall not be included on the distribution list, and will be solely responsible for obtaining responses to written questions and any amendments to the RFP.

The information below will be used for all correspondence related to the Request for Proposal.

ORGANIZATION: _____

CONTACT NAME: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Submit Acknowledgement of Receipt Form to:

To: Pinu'u Stout

E-mail: pstout@sfpueblo.com

Subject Line: **RFP# 2025-001 HMP Update**

Appendix B. Letter of Transmittal Form

RFP#: 2025-001 FEMA Hazard Mitigation Plan Update

1. Identify the following information for the submitting organization:

Offeror Name	
Mailing Address	
Telephone	
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 Offeror:

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

* *If different than A*

4. Will any other entity be used in the performance of any resultant contract? (Select one)

No.

Yes. Identify entity/-ies:

By signing the form below, the Authorized Signatory attests to the accuracy and veracity of the information provided on this form, and explicitly acknowledges the following:

- On behalf of the submitting-organization identified in item #1, above, I accept the Conditions Governing the Procurement
- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP; and
- I acknowledge receipt of any and all amendments to this RFP, if any.

Sign: _____ Date: _____

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