



<b>RFP Description</b>  Energy Efficiency Program	<b>Point of Contact (“POC”):</b>  NMGC Patricia M. Davis	<b>Phone No.</b> (505) 795-2862 (mobile)  Email: patricia.davis@nmgco.com
Name of Contractor		<b>Bids due on or before March 31, 2025, no later than 5:00 PM MST.</b>  <b>Please remit bids to Patricia.Davis@nmgco.com with a cc to: Carey.Salaz@nmgco.com</b>

**RFP CONDITIONS**

It is anticipated that an agreement(s) will be awarded to the Contractor considered by NMGC to be best qualified to perform the work, as defined in the attached Scope of Work.

This RFP is not a contract, nor an offer. Contractors responding to this RFP receive no rights as a result of the response whatsoever. NMGC hereby disclaims any intent for this RFP to constitute a binding contract between NMGC and any Contractor. NMGC reserves the right, without qualification and in its sole discretion, to modify, suspend or withdraw this RFP, accept or reject any or all Proposals for any reason at any time after submittal without explanation to the Contractor, or to enter into an agreement at any time with a Contractor who, in the opinion of NMGC will provide the most value to NMGC’s customers.

NMGC reserves the right to award any, and all Services detailed in this RFP on a *local, regional, or national* basis. NMGC also reserves the right to award none of the Services if it so elects, and/or the right to purchase products and services from other Contractors. NMGC is therefore under no obligation to buy exclusively from the Contractor(s) who is/are awarded the contracts contemplated in this RFP.

NMGC in its sole discretion, may decline to enter into an agreement with any Contractor, and may terminate negotiations with any Contractor, at any time during the process. Those Contractors who submit Proposals do so without legal recourse against NMGC, its parent company or affiliates, and the directors, management, employees, agents or Contractors of any of them, due to (1) NMGC’s rejection, in whole or in part, of the Contractor’s Proposal; (2) NMGC’s rejection, modification, delay or withdrawal, in whole or in part, of this RFP; (3) failure to execute any agreement; and (4) any other reason arising out of this RFP. NMGC will not be liable to any Contractor or to any other party, in law or equity, for any reason whatsoever relating to NMGC’s acts or omissions arising out of or in connection with the RFP process.

Further, this RFP and your response will be the basis for and may be incorporated into the contracts between your company and NMGC. Proposals submitted in response to the RFP shall represent a firm offer to contract on the terms and conditions described in such proposals. Each representation of fact and promise of future performance therein will be incorporated into the contracts as a warranty or covenant. Any statement of fact or promise of future performance that is not intended by the Contractor as a warranty or covenant should be clearly identified.

This RFP is both confidential and proprietary to NMGC. The Contractor may not, and agrees that they will not, duplicate, distribute, or otherwise disseminate or make available this document or the information contained in it without the express prior written consent of NMGC, which may be withheld for any reason within NMGC’s sole discretion. Consent shall be granted only if provided by the NMGC Sourcing contact. Notwithstanding the foregoing, the Contractor may make this document available to those employees who have a need to know its contents in order to participate in the preparation of a Proposal and who are bound by contract to keep it confidential.

NMGC will take reasonable precautions and use commercially reasonable efforts to protect any claimed proprietary and confidential information contained in a Proposal, provided that such information is clearly identified by the Contractor as "PROPRIETARY AND CONFIDENTIAL MATERIAL". Notwithstanding the foregoing, NMGC in its sole discretion may release such information: (1) to any consultants or agents for the purpose of evaluating Proposals, but such consultants or agents will be required to observe the same care with respect to disclosure as NMGC; (2) to others who have a need for such information for purposes of evaluating the RFP and the Proposals, the RFP process or a final definitive agreement resulting from the RFP process, including but not limited to the New Mexico Public Regulation Commission ("Commission"), its employees, staff, consultants and/or agents, and other parties, their consultants and/or agents, or in any Commission proceedings relating thereto; or (3) if NMGC is requested or compelled to disclose such information (or portions thereof) (i) pursuant to subpoena or other court or administrative process, (ii) at the express direction of any agency with jurisdiction over NMGC, or (iii) as otherwise required by law. NMGC is under no duty or requirement to Contractor to withhold such information or take legal steps to protect the information from disclosure if, in NMGC's judgment, there is a need to provide it under the circumstances described above. Under no circumstances will NMGC, its parent corporation or affiliates, or any of their directors, management, employees, agents or Contractors be liable for any damages resulting from the disclosure of Contractor's claimed proprietary and confidential information during or after the RFP process. By submitting a Proposal in response to this RFP, Contractor acknowledges and agrees to the requirements in this provision concerning confidentiality.

The Contractor shall not include or reference this RFP in any publicity without prior written consent from NMGC which may be withheld for any reason, within NMGC's sole discretion and which, if granted, shall be provided only by the NMGC Sourcing contact.

The Contractor shall not use or disclose to any third person any data, designs, drawings, specifications, or other information belonging to or supplied by or on behalf of NMGC. Upon NMGC's request, this RFP document together with all such confidential information shall be destroyed.

**Pre-Bid Questions**

**Questions regarding this RFP may be submitted to Patricia Davis at [patricia.davis@nmgco.com](mailto:patricia.davis@nmgco.com).** Every effort will be made to respond to your questions within two business days of receipt. Responses to all questions may be forwarded to all contractors.

Proposals should respond fully to the requirements set out in this request.

Contractor  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
PHONE ( ) \_\_\_\_\_  
NUMBER \_\_\_\_\_  
FAX NUMBER ( ) \_\_\_\_\_  
E-MAIL \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

(Please sign and return this cover page with your Proposal)



2/10/2025

## Scope of Work

### Introduction and Overview

New Mexico Gas Company, Inc. (“NMGC”) is seeking proposals from organizations with proven experience in utility energy efficiency program administration and implementation. NMGC will be selecting implementation contractors to manage and deliver certain natural gas energy efficiency programs for its service territory, which is entirely within New Mexico, beginning April 1, 2026 and ending March 31, 2029. NMGC will file its Three-Year Energy Efficiency Program Plan with the New Mexico Public Regulation Commission (“NMPRC”) by August 2025.

NMGC currently offers programs for five customer segments: residential, commercial, multi-family, income qualified and new home construction, which include:

#### Residential Programs:

- ENERGY STAR Water Heating – high efficiency tankless and storage tank water heaters, showerheads and faucet aerators
- ENERGY STAR Space Heating – high efficiency furnaces and boilers, tune-ups, roof insulation, smart thermostats.
- Home Energy Reports – Seasonal monthly reports to customers offering energy advice and promoting energy efficiency.
- Home Energy Analyzer – An online home energy audit tool providing an energy assessment of a customer’s existing home and advice on how to make it more energy efficient.

#### Commercial Program:

- Efficient Buildings – Direct Install, prescriptive, and custom measures and projects.
- Strategic Energy Management – Customized coaching and energy management tools to help commercial facility personnel save energy through behavioral and process improvements.

#### Multi-Family Program:

- Market Rate and Low Income – full range of measures that impact natural gas usage.

#### Income Qualified Programs:

- Provides funding for natural gas saving measures for the Department of Energy’s Weatherization Assistance Program
- Native American Energy Efficiency Program – provides assessments and energy saving services to homes within Native American communities.
- Manufactured Home Communities – provides assessments and energy saving services to low income manufactured home communities.
- Community Energy Efficiency Program – designed to assist with community projects that have been provided grants or other funding mechanisms to provide services for efficient natural gas usage.



New Homes Program:

- Performance and Prescriptive incentives are offered to new home builders

For more detailed information about these programs and others offered by NMGC, visit NMGC's website at [https://www.nmgco.com/en/energy\\_efficiency](https://www.nmgco.com/en/energy_efficiency)

NMGC is seeking third party implementation to increase customer participation and energy savings in each of the program areas. Each initiative must be cost-effective and achieve the minimum standards of the NMPRC-required Utility Cost Test ("UCT"). Bidders are expected to propose enhancements or modifications to existing program design, delivery, and strategies to achieve cost-effective measures that can successfully be delivered to NMGC's customers.

**In addition, NMGC is interested in proposals for new programs/initiatives that satisfy the UCT and that are not currently part of NMGC's energy efficiency program offerings, such as innovative technologies, educational or behavior programs, agricultural programs, and programs that target income-qualified and rural customers.**

#### **Service Territory:**

NMGC provides services across the state of New Mexico serving approximately 507,000 residential and 39,000 commercial/industrial customers. A map of NMGC's service territory, including customer numbers and volume of natural gas sales is provided in **Attachment A**. Bidders will be required to be able to provide services throughout NMGC's service territory including rural New Mexico.

#### **Bidder Requirements:**

Bidders should state in their bids any history of providing similar services, including whether they are currently working with other utility companies and if they are currently administering other rebate programs and, if so, in what states and with which utilities. Companies are encouraged to bid on portions of the portfolio, as NMGC may select multiple companies for specific tasks, if it is deemed more effective doing so. NMGC requests separate bids for administering residential programs, commercial programs, multi-family programs, income-qualified programs, new home programs or proposed programs not currently offered.

Bidders shall provide a specific breakdown of costs for each proposed program, including program management, marketing/outreach, training, rebate processing and administrative costs. Bidders should include a statement of qualifications in their proposals, including:

- a) Corporate profile
- b) Qualifications and experience
- c) Sample work products
- d) Specifics regarding results achieved
- e) References
- f) Safety
- g) Data Security

The successful bidder(s) will provide NMGC monthly invoices or statements detailing all program management, marketing/outreach, training, rebate processing, administrative costs incurred, and services rendered during the previous month. Invoices or statements must be subtitled by budget category or on separate invoices. Bidders must provide samples of invoices or statements to NMGC with bid proposals.

The successful bidder(s) will be expected to provide services related to the implementation of NMGC's programs and will be required to create the necessary documents for use in conjunction with the program. NMGC expects



that all program elements will be closely developed and coordinated with NMGC to ensure seamless delivery, results consistent with expectations, and maximum customer awareness and satisfaction.

The successful bidder(s) shall be required to cooperate with and provide information or support to NMGC in connection with NMGC's request to the NMPRC for approval of NMGC's 2026 to 2028 energy efficiency program. This cooperation may include, but shall not be limited to, the provision of information on the bidder's experience/qualifications, proposed programs, and estimated costs.

**Timeline:**

All bidders must submit responses by no later than **5:00 p.m. MST, March 31, 2025**. Additional correspondence or information may be requested by NMGC after receiving proposals.

NMGC intends to make final selections by approximately May 16, 2025. NMGC plans to make its application to the NMPRC in late summer 2025 regarding its proposed 2026 through 2028 Program Plan. NMGC expects third party administration for the 2026 Program Plan to begin April 1, 2026, subject to prior approval of the NMPRC, which NMGC expects to be received after January 1, 2026.

**Program Budget:**

All costs for program implementation and administration shall be broken into the following categories, with a detailed description of the costs associated with each category:

- **Program Management**  
Detailed itemization for all program management fees, which shall include processing cost per rebate, field representative fees, and any other costs associated with program management.
- **Marketing/Outreach**  
Itemized costs for marketing and outreach efforts, which shall include breakdown of intended audiences (ex: contractors, customers, distributors, etc.) format, and methods of distribution. No marketing/outreach efforts will be utilized without NMGC's prior approval. Marketing/outreach content and design will be subject to change or modification by NMGC.

**Reporting Requirements**

The successful bidder(s) shall make the following program data available to NMGC on a monthly and annual basis:

- a) A budget and actual costs which includes information relating to:
  1. Rebates costs
  2. Contractor costs
  3. Marketing costs
  4. Training costs
  5. Administrative costs
- b) The number of participants and deemed savings for each measure in the program
- c) A list of completed installations
- d) A summary of marketing efforts
- e) A description of any necessary education or training for inspectors, certifiers and eligible contractors
- f) A description of the application process used to provide measures to NMGC's customers
  - 1) The procedures to be followed by the applicant and the utility (or assigned contractor)
  - 2) Content for necessary forms
- g) A detailed marketing plan



- h) An inspection and verification plan
- i) Any recommendations on modifications to the existing schedule of rebates

**Summary:**

NMGC has an excellent history of designing and implementing energy efficiency programs in New Mexico. This RFP is intended to obtain proposals from experienced companies that will enhance NMGC's energy efficiency offerings to its customers, increase customer participation, and achieve more therm savings per dollar spent compared to previous program years.

Bidders should propose enhancements or modifications to existing program design and delivery and are encouraged to submit proposals for new or additional initiatives or programs – all of which must be cost-effective and achieve the minimum standards of the UCT. If these new or additional programs seek to target specific subgroup of customers, bidders are encouraged to highlight any specific expertise or experience developing and implementing energy efficiency programs that target specific subgroups of the customer groups identified.

NMGC will determine, in its sole discretion, the scope of programs to be proposed to the New Mexico Public Regulation Commission. All proposed programs, measures, and contractors are subject to prior approval or modification by the NMPRC. Selection of a bidder pursuant to this RFP in no way means that bidder will ultimately receive a contract for work from NMGC, nor does it mean that bidder is entitled to any payment from NMGC. Bidders also understand that all programs, measures, and compensation paid to contractors shall be subject to modification by the NMPRC at any time.

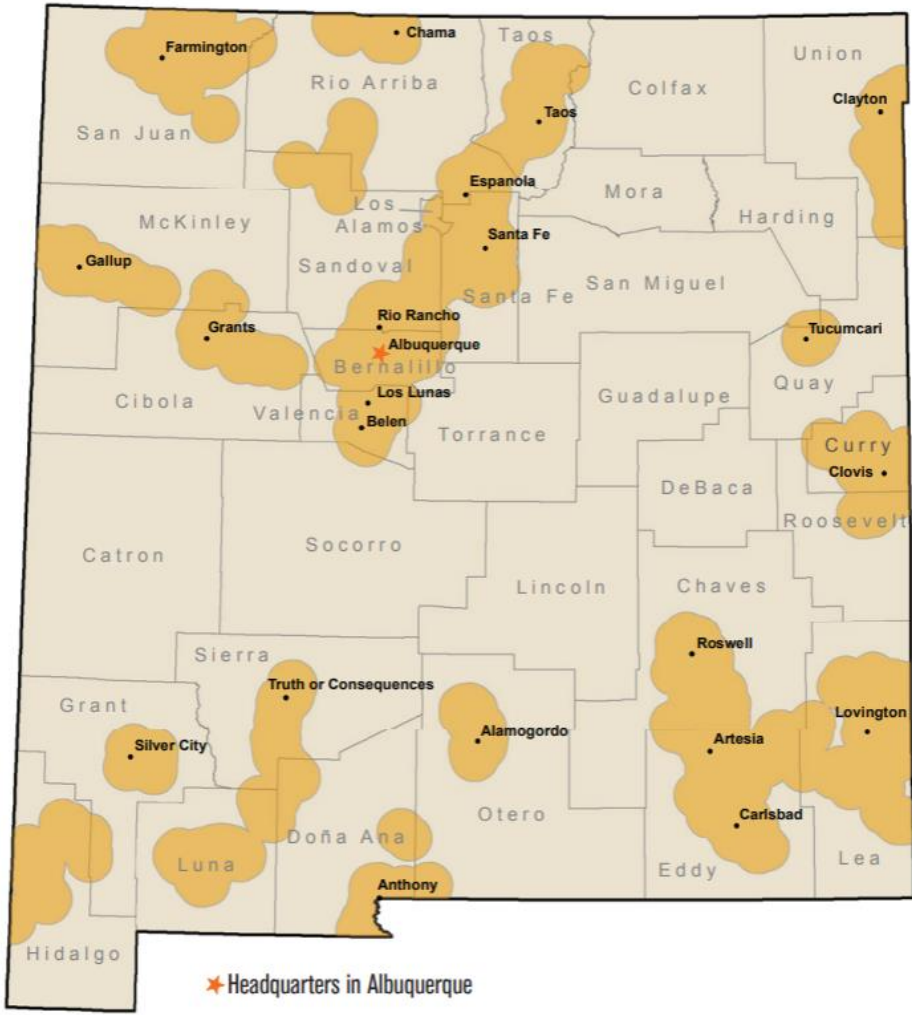




New Mexico  
GAS COMPANY

# Service Territories

Call numbers: 888-NM-GAS-CO (888-664-2726) | Emergency number: 888-NM-GAS-CO (888-664-2726)  
Call Before You Dig: 811 | Website: nmgco.com



### BY THE NUMBERS

Service Territory (square miles current customers) <b>4,282</b>	Natural Gas Volume - Sold <b>40,393,476 MMBtu</b>	Number of Customers - Commercial/Industrial <b>38,743</b>
Service Territory (population in service area) <b>1,503,994</b>	Natural Gas Volume - Transported <b>32,719,047 MMBtu</b>	Number of Transportation End-Users <b>3,296</b>
Number of Employees <b>725</b>	Storage Capacity <b>3.2 Bcf</b>	Miles of Pipeline <b>1,645</b>
Fleet Number of Vehicles (Power Units) <b>449</b>	Number of Customers - Residential <b>507,291</b>	Miles of Distribution Mains <b>9,968</b>
		Number of Services <b>510,146</b>