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## **Request for Qualifications FY 2025-06**

Workforce Integrated Network (WIN)

Financial Support Services

Grant Reporting Services

Posted August 2, 2024

The North Central New Mexico Economic Development District (NCNMEDD) is seeking one or more independent contractors to provide **1) Financial Support Services** and **2) Grant Reporting Services** for the Workforce Integrated Network (WIN) project.

WIN is funded by a federal Good Jobs Challenge grant from the U.S. Economic Development Administration. WIN aims to transform and diversify the regional economy by building a robust workforce in the key areas of Healthcare and Skilled Trades, leading to increased equity and high paying jobs. WIN focuses on adults who are unemployed or underemployed, or adults looking to skill up and get a good paying job with benefits. We also focus on justice informed individuals, and individuals recovering from substance abuse disorder.

The North Central NM Economic Development District is the lead for the project in collaboration with numerous subrecipients, including the Regional Development Corporation and higher education institutions in northern New Mexico, as well as contractors who support the project.

### **Scopes of Work**

#### **1. Financial Support Services**

- Maintain and implement internal controls in compliance with grant requirements.
- Oversee and monitor project expenditures and milestones, including for sub-awardees and contractors.
- Oversee contracts for sub-awardees and contractors.
- Oversee and maintain project budgets, amendments and extensions.
- Oversee financial reporting on the EDA grant.
- Attend meetings as needed and work directly with the Project Director, NCNMEDD Finance Director, and EDA grant team on all financial issues related to the grant.

#### **2. Grant Reporting Services**

- Oversee data collection per EDA grant requirements.
- Receive participant data from training providers and upload into US Census by quarterly deadlines.

## **Responses to this Solicitation**

Responses to this solicitation will be accepted on a rolling basis, until a suitable contractor or contractors are identified.

To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to [camillab@ncnmedd.com](mailto:camillab@ncnmedd.com):

1. Indicate which Scope or Scopes of Work you are applying for. Contractors may apply for one or both Scopes of Work;
2. Number of years and description of experience related to the scope of work;
3. List of all personnel who will provide services and a statement of qualifications for each;
4. Contacts for at least three (3) entities who have received your similar services; and
5. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

Contact Camilla Bustamante, WIN Project Director at [camillab@ncnmedd.com](mailto:camillab@ncnmedd.com) or 505-455-6562 with any questions.