



Request for Qualifications FY 2027-01
Human Resource Consulting Services

Posted: July 31, 2026

A. Scope of Services

The North Central New Mexico Economic Development District (NCNMEDD) is seeking a full-service human resources firm with capacity to provide or assist with the following:

1. Employee recruitment, hiring, and benefits enrollment
2. Employee evaluations
3. Employee offboarding
4. Employee, supervisor, and management training
5. Employee coaching, corrective action, and investigations
6. Human resource policies and procedures
7. Job descriptions and position classification
8. Compensation analysis
9. Mediation

NCNMEDD maintains a staff of 45-50 employees, with its primary office in Santa Fe, NM and satellite offices in Tucumcari, Las Cruces, Clovis, Hobbs and Silver City. NCNMEDD is classified as a special district governmental entity and utilizes State of New Mexico health benefits and PERA.

B. Responses to this Solicitation

The solicitation will remain open until 5:00 pm, August 10, 2026.

To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to monicaa@ncnmedd.com:

1. Number of years and description of relevant experience in the areas listed above.
2. Additional services offered, other than those listed above.
3. A list of five similar clients for which you have recently provided or currently provide human resource services.
4. Resumes/bios for personnel who will provide services, including human resource certifications for each.
5. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.
6. Contacts for at least three (3) references (preferably public entities) who have received similar services;

Please contact Monica Abeita, Executive Director at monicaa@ncnmedd.com or (505) 356-9588 with any questions. Email is preferred form of communication.

C. About NCNMEDD

NCNMEDD is a regional council of governments that serves north central New Mexico, including the counties of Santa Fe, Rio Arriba, Los Alamos, Taos, Colfax, Mora, San Miguel, and Sandoval. We also operate the Non-Metro Area Agency on Aging, which oversees Older Americans Act services for all counties in New Mexico except Bernalillo County.