



Request for Qualifications FY 24-02

Event Planning Services

Posted August 14, 2023

The North Central New Mexico Economic Development District (NCNMEDD) is seeking event planning services for the Northern New Mexico Workforce Integrated Network (WIN). Services will be requested on a single-event basis, but may be requested for multiple events through August 31, 2025, depending on performance and funding availability.

Services will include, but are not limited to:

- Logistics coordination
- Securing and confirming speakers and special guests
- Marketing, branding and communications
- Securing sponsorships and recognizing sponsors at event
- Establishing a registration system and managing registration
- Selecting venues and coordinating with venue representatives

RESPONSES TO THIS SOLICITATION

Responses to this solicitation are due on Friday, August 18, 2023 at 5:00 p.m.

NCNMEDD is seeking individual(s), a team, or firm to fulfill this scope of work. To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to camillab@ncnmedd.com:

1. Number of years and description of event planning experience;
2. List of all personnel who will provide services and a statement of qualifications for each;
3. Contacts for at least three (3) entities who have received your event planning services; and
4. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

Contact Camilla Bustamante, WIN Project Director at camillab@ncnmedd.com or 505-455-6562 with any questions.

About NCNMEDD and WIN

NCNMEDD is a regional council of governments serving the seven counties of Santa Fe, Rio Arriba, Los Alamos, Taos, Colfax, Mora and San Miguel. Win is an EDA funded, three-year workforce development grant. For more information, see: <https://www.kunm.org/tags/northern-new-mexico-workforce-integration-network>