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Request for Qualifications 2025-07
Event Planning Services
Posted August 9, 2024

The North Central New Mexico Economic Development District (NCNMEDD) is seeking event planning services for WIN bi-annual meetings and as needed for other events. The scope of services will be to:

Event planning services to the NCNMEDD from the date of the award through August 30, 2025, and may be extended based on performance and funding.

These services will include, but are not limited to:

- Coordinate with WIN Team on logistics
- Confirm speakers and special guests
- Working with WIN Team, to include marketing, to establish branding and communication for event
- Working with WIN Project Director to secure sponsorships
- Establish a registration system
- Coordinate planning and set up with venue representatives
- Communicate sponsors to marketing to assure recognition at event

Responses to this Solicitation

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

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. A 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;
4. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

Please contact Camilla Bustamante, WIN Project Coordinator, 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 3 year workforce development grant <https://www.kunm.org/tags/northern-new-mexico-workforce-integration-network>