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Request for Qualifications FY 24-05

Fiscal Agency & Procurement Services

Posted March 11, 2024

The North Central New Mexico Economic Development District (NCNMEDD) is seeing a contractor (individual, agency, or firm) to oversee fiscal agency and procurement for the agency.

Scope of Services

- Fiscal oversight and grant reporting for projects funded by NM Legislative appropriations, also known as Government Recurring Opportunity (GRO) projects
- Develop, execute and monitor fiscal agency contracts between NCNMEDD and public bodies or other entities
- Oversee procurement for all NCNMEDD professional services contracts
- Provide training and technical assistance for and monitor project status within NCNMEDD's expenditure tracking system
- Monitor expenditures and expenditure documentation
- Check and verify source documents such as invoices, receipts, computer printouts
- Approve pay requests/reimbursements for projects
- Prepare ACH functions for contractor payments
- Comply with relevant reporting requirements
- Maintain complete filing system to support financial records
- Assist with budget preparation and audits

Other Information

- The contactor should be experienced in government finance and accounting, specifically within the State of New Mexico.
- The contractor will be required to have or take specific training, including but not limited to:
 - State of New Mexico Certified Procurement Officer (CPO)
 - Code of Federal Regulations 200 (C.F.R. 200)

Responses to this Solicitation

To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to monicaa@ncnmedd.com. This solicitation will remain open until one or more qualified contractors are hired.

1. A list of all personnel who will provide services and a resume or statement of qualifications relevant to the scope of services for each team member.
2. Hourly rate for services.
3. Additional information relevant to the scope of services as determined by the contractor, agency, or firm.

Please contact Monica Abeita at monicaa@ncnmedd.com with any questions.

About NCNMEDD

NCNMEDD is the council of governments for a seven-county region, including Santa Fe, Los Alamos, Rio Arriba, Taos, San Miguel, Mora and Colfax counties.