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Request for Qualifications FY 2027-04

Executive and Program Support

Posted October 13, 2026

The North Central New Mexico Economic Development District (NCNMEDD) is seeking qualified contractors to provide support for programs, functions, and special initiatives that fall under the Executive Director.

Scope of Work

Contractors must be located in New Mexico and available to perform work in person at the NCNMEDD Santa Fe office as needed.

The selected contractor will provide the following services:

Government Results and Opportunities (GRO) State Appropriations

- Provide technical assistance to grantees.
- Provide appropriations management support, including documentation and reporting.
- Develop and maintain performance metrics and dashboards.
- Support fiscal tracking and coordination with Finance.

Housing Programs and Projects

- Provide technical assistance, grant administration, and funding identification for housing programs and projects of local governments in the north central region
- Support program design, tracking, and reporting of housing-related initiatives.
- Coordinate with internal and external partners to ensure alignment of deliverables.
- Assist in documentation, compliance tracking, and communication materials.

Executive Support

- Assist with project management and grant close out.
- Assist with fundraising, funding source identification, grant writing for new initiatives or program expansion.
- Organize special events.
- Prepare executive briefings, meeting summaries, and presentations.
- Assist with strategic planning, scheduling, and performance tracking.
- Assist with Board of Directors meetings
- Assist with Executive administrative duties as needed.

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 contracts@ncnmedd.com:

1. Description of your experience in public sector program support and project management, including number of years;
2. List of at least three relevant projects and/or clients for which you have provided services;
3. A 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 similar services; and
5. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

The solicitation will remain open until filled.

Please contact Danika Padilla, Assistant Director at contracts@ncnmedd.com or (505) 356-9600 with any questions.

About NCNMEDD

NCNMEDD is a 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. Please visit ncnmedd.com for more information.