



Request for Qualifications FY 25-01
Grant Writing and Technical Assistance Services
Posted July 1, 2024

The North Central New Mexico Economic Development District (NCNMEDD) is seeking 1) one or more grant writers to develop, write, and submit grant applications, including grants to be announced under the Bipartisan Infrastructure Law, otherwise known as the Infrastructure Investment and Jobs Act of 2021, Inflation reduction Act, and other state and federal opportunities and 2) one or more technical assistance providers to complement grant writing services and assist with public projects in the North Central region, including by providing project management or grant administration.

Grants and projects receiving grant writing and technical assistance services may be regional or local in scope, and applicants may include NCNMEDD, local governments, tribal governments, and special districts such as water and wastewater associations. The scope of services will vary by assignment but may include the following:

Grant Writing Services

- Identify grant opportunities that align with NCNMEDD priorities;
- Advise NCNMEDD regarding the competitiveness of the applicant and proposal in relation to the funding source and opportunity;
- Write grant applications;
- Develop project budgets as directed by the grant opportunity;
- Work with the applicant and partners to define project and implementation details;
- Develop timelines, project plans, organizational charts, process flow charts, infographics, etc. as needed for grant applications;
- Develop metrics and performance measures to assess performance and success of various initiatives;
- Ensure timely submission of grants; and
- Be familiar with grant submittal on grants.gov.

Technical Assistance

- Grant administration/management,
- Project administration/management, and/or
- Subject matter expertise, including strategic planning, to support grant writing services or public projects.

Responses to this Solicitation

Interested parties should indicate if they wish to provide Grant Writing Services, Technical Assistance, or both scopes of work. To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to felicityf@ncnmedd.com:

1. Number of years and description of grant writing and/or technical assistance experience;
2. List of relevant grants applied for, including applicants, amounts requested, and amounts obtained;
3. List of relevant projects and/or clients for which you have provided technical assistance, including grant and project administration;
4. A list of all personnel who will provide services and a statement of qualifications for each;
5. Contacts for at least three (3) public entities who have received similar services; and

6. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

The solicitation will remain open until 5:00 pm, June 30, 2025.

Please contact Felicity Fonseca, Community Development Director at felicityf@ncnmedd.com or (505) 356-9098 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.