



## **Request for Qualifications FY 21-01**

Economic Development and Business Technical Assistance

Posted November 5, 2020

North Central New Mexico Economic Development District (NCNMEDD) is seeking one or more contractors to provide direct technical assistance to businesses or other entities impacted by and recovering from the Coronavirus pandemic. Work will be focused in NCNMEDD's eight county region of Santa Fe, Rio Arriba, Los Alamos, Taos, Mora, Colfax, San Miguel and Sandoval counties. The scope of services will require a combination of the following:

- Direct technical assistance on a variety of topics for businesses in the NCNMEDD region
- Referrals for businesses to resources appropriate to their needs, including loan and grant programs
- Coordination and implementation of partnerships with other organizations and service providers
- Providing workshops and trainings for businesses
- Collection and analysis of data and information
- Coordination with federal, state and local governments and business entities
- Development of reports, business plans and other written materials
- Review of loan or grant applications

### **Responses to this Solicitation**

NCNMEDD is seeking an individual, team or firm with expertise in working with small businesses. To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to [ncnmedd@ncnmedd.com](mailto:ncnmedd@ncnmedd.com):

1. A list of all personnel who will provide services and a statement of qualifications for each;
2. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate; and
3. An estimated number of hours per month of availability for each member of the team.

The solicitation will remain open until NCNMEDD's technical assistance needs are met.

Please contact Monica Abeita, Executive Director at [monicaa@ncnmedd.com](mailto:monicaa@ncnmedd.com) or 505-356-9588 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.

