



Call for Proposals: FUNDIT Program Coordinator

Background:

The New Mexico Economic Development Department is seeking proposals from contractors to help identify a partner who assist in the coordination and administration of the [FUNDIT program](#). As part of an EDA Recovery CARES grant-funded project, EDD is focused on increasing access to capital for communities, local governments and other organizations working to improve the economy in New Mexico.

FUNDIT is an informal alliance of federal, state, nonprofit and philanthropic entities committed to leveraging resources to complete economic and community development and infrastructure projects around the state. The group meets quarterly to hear project pitches and collaborates to identify funding sources and other helpful resources.

Challenges the group faces:

- Communication
 - Internally amongst group members
 - Externally with public (increasing awareness of funding opportunities and providing technical assistance)
- Making engagement with the group user-friendly
 - Internally amongst group members
 - Externally with the public
- Promotion of the group and its efforts
- Project management and tracking

Expected Roles and Responsibilities:

The contractor will be responsible for working with EDD's Strategic Programs Manager to administer and coordinate the management of FUNDIT.

Responsibilities include but are not limited to:

- Scheduling quarterly meetings, taking notes, chair meetings, preparing minutes, posting meeting information online
- Updating and providing content for FUNDIT website as well as participating and chairing FUNDIT's online forum
- Promotion and marketing of the group
- Solicit, review and approve applications
- Project management of FUNDIT projects in pipeline, connect projects to relevant resources

- Follow up and maintain project pipeline
- Conduct informational webinars to inform public of financing resources
- Maintain communication with group members via email or other communication channels
- Answer inquiries about the program
- Conduct public presentations
- Maintain excellent relationships with group members
- Attend relevant board and public meetings
- Stay up to date with funding opportunities (state, federal, nonprofit and philanthropic)
- Report impact stats quarterly to EDD and per EDA requirements
- Solicit participation in the group

Ideal skills and experience include but are not limited to:

- Knowledge of development finance resources (USDA, EDA, SBA, HUD, etc.)
- Knowledge of NM Capital Outlay Process
- Excellent communication and organization skills
- Meeting prep, management, and board or committee chair experience
- Knowledge of stakeholders in federal, state, nonprofit and philanthropic economic development field
- Capability to update website, host webinars, public presentations
- Maintain an online database of projects and contacts
- Knowledge of impact investing principles
- Knowledge of economic development eco-system
- Project management experience

Eligible Entities:

- Must be a verified state vendor. More information can be found here: <https://www.generalservices.state.nm.us/state-purchasing/online-procurement/>
- Nonprofit, public or private entity

Application Period:

- Open call for proposals, Jan. 11th
- Close, Feb. 10th
- Tentative Interview Schedule: Feb. 15-16
- Tentative Contractor Selection: Feb. 18th

Evaluation:

Proposals will be evaluated on the following traits-

- Experience creating and managing similar projects and overall knowledge, capacity and skills within the relevant fields, 100 points
- Experience working across sectors: federal, state, local governments, nonprofit and philanthropic, 100 points

- Creative solutions to identify how to address FUNDIT's challenges and improve the group's efficiency and function. 200 points
- Price estimate to provide services including GRT, 100 points

Anticipated Performance Period:

- All work must be completed by June 30, 2022.

Compensation:

The resulting contract shall not exceed thirty thousand dollars (\$30,000), including any applicable gross receipts taxes to be paid by the contractor, and shall be completed no later than June 30, 2022.

The resulting contract will be a single award.

This procurement will result in a contractual agreement between two parties; the procurement may **ONLY** be used by those two parties exclusively.

Procurement Manager:

The Economic Development Department has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, title, telephone number and e-mail address are listed below:

Name: Johanna Nelson, Strategic Programs Manager

Telephone: (505) 469-6204

Email: Johanna.Nelson@state.nm.us

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager. Contractors may contact **ONLY** the Procurement Manager regarding this procurement.

Proposal Guidelines:

Please prepare a proposal for the administration and coordination of FUNDIT for review, no longer than 3 pages.

EDD is focused on reading proposals which address how the contractor will improve the group's impact and success by helping economic and community development projects connect to funding and be completed.

Consider addressing the following:

- Identify the challenges communities experience when financing an economic or community development project. How do you propose FUNDIT can help overcome these issues?
- What is your vision for FUNDIT?
- How would your organization improve the function of the group?

Mandatory:

- Include resume and include reference to similar projects which highlight organization's knowledge, experience, and capacity (resume and references will not be considered in the 3 page maximum)
- What experience does your organization have in working across sectors: federal, state, local governments, nonprofit and philanthropic?
- Identify 2 references
- Provide a cost estimate including GRT to perform these services