



Call for Proposals: Grants Coordinator

Background:

The New Mexico Economic Development Department (EDD) is seeking proposals from contractors to help identify a partner who can coordinate and help to manage many of its current and future grant programs.

EDD has several grants currently through federal partners including, but not limited to:

- United States Department of Agriculture
- Economic Development Administration
- Office of Energy Administration/ Office of Local Defense Community Cooperation
- Small Business Administration

Expected Roles and Responsibilities:

The contractor will be responsible for working with EDD's Strategic Programs Manager and EDD's Chief Financial Officer to help manage and coordinate EDD's various grants:

Responsibilities include but are not limited to:

- Tracking impact data for each current grant project
- Preparing reports for grantors
- Preparing reports for internal EDD discussions
- Keeping track of reporting requirements and deadlines
- Keeping track of EDD staff's matching requirements regarding salary
- Grant writing assistance
- Maintain awareness and knowledge of grant opportunities
- Solicit information from grantors for relevant grant opportunities
- Attend informative meetings and public sessions to learn more about grant opportunities
- Utilizing internal and state grant management software

Ideal skills and experience include but are not limited to:

- Knowledge of federal funding programs (USDA, EDA, SBA, HUD, etc.), as well as state, nonprofit and philanthropic opportunities
- Excellent communication and organization skills
- Excellent skills in Microsoft Excel and SHARE
- Previous experience managing grants for federal funders
- Awareness of grant opportunities relevant to EDD's field of work

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. 10th
- Close, Feb. 10th
- Tentative Interview Period: Feb. 15-16
- Tentative Contractor Selection: Feb. 18th

Evaluation:

Proposals will be evaluated on the following traits-

- Experience coordinating and managing grant programs with overall relevant knowledge, capacity, and skills, 100 points
- Price of 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 coordination and management of internal grant programs for EDD, no longer than 3 pages.

EDD is focused on reading proposals which address how the contractor will improve EDD's efficiency and organization for tracking current grant programs, responding to new opportunities and reporting to grantors.

Consider addressing the following:

- How do you propose you or your organization can help EDD efficiently track, monitor and report its current and future grant programs?

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 coordinating and managing grant projects?
- Identify 2 references
- Provide a cost estimate including GRT to perform these services