



## **NWNMCOG** | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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US Economic Development District #1  
NM State Planning District #1  
[www.nwnmcog.com](http://www.nwnmcog.com)  
Executive Director | Evan Williams

### **REQUEST FOR QUALIFICATIONS 2022-005**

#### **TECHNICAL & GRANT WRITING SERVICES**

For technical and grant writing services to win applications  
for strategic infrastructure, facilities, programs and projects  
in communities within Northwest New Mexico.

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December 5, 2022

The Northwest New Mexico Council of Governments (COG) is seeking one or more technical and grant writers to develop, write, and submit grant applications, primarily for federal grants under the Bipartisan Infrastructure Law, otherwise known as the Infrastructure Investment and Jobs Act of 2021. Proposals may be regional or local in scope, and applicants may include COG, 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:

- Identify grant opportunities that align with COG priorities;
- Advise COG regarding the competitiveness of the applicant and proposal in relation to the funding source and opportunity;
- Write grant applications and/or provide technical documents in support of a grant applications (e.g. technical reports, data-driven analysis, design alternatives, cost-benefit analysis, equity plans, etc.);
- 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](https://www.grants.gov).

#### **Responses to this Solicitation**

COG is seeking individual(s), a team(s) or firm to fulfill this scope of work. To respond to this solicitation, please email a letter of interest and the following information to [mwhitmore@nwnmcog.org](mailto:mwhitmore@nwnmcog.org)

1. Number of years and description of grant writing experience;
2. List of relevant grants applied for, including applicants, amounts requested, and amounts obtained;
3. A list of all personnel who will provide services and a statement of qualifications for each;
4. Contacts for at least three (3) local and/or tribal agencies who have received grant-writing services; and
5. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

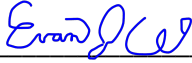
Consultants may provide qualifications and may be selected for a portion or all items of work. This is all contingent on funding and executed contracts and final contracts and their negotiations will be the sole discretion of the COG to determine if there is adequate appropriations.

- TIMEFRAME: Starting January 1, 2023 – June 23, 2023 (6 months)
- AVAILABILITY: Firms would need to be available during this timeframe and dedicate time necessary to deliver this product.
- EXPERTISE: We are particularly looking for consultant expertise in the following disciplines:
  - Transportation Grants
  - Water & Wastewater Grants
  - Broadband Grants
  - US Department of Agriculture (USDA) Grants
  - Technical Writing and Federal Required Documents
  - Grantwriting Services
  - Familiarity with State and Federal funding programs
  - Working familiarity with northwest New Mexico

The selected consultant firm will work in concert with the COG planning team under general contract, with task orders negotiated for portions of work per specific timeframes.

Letters of interest and qualifications will be accepted until Thursday, December 22, 2022 at 3:00 pm. After initial screening and if needed, we will invite top applicants to interview with us regarding portions of the work best suited to the needs of the project and to the firm's expertise and availability. COG will schedule virtual interviews. COG will make a selection the same week and will authorize work to begin the week of January 9, 2023.

Letters of Interest and Qualifications may be submitted electronically to Martina Whitmore at [mwhitmore@nwnmco.org](mailto:mwhitmore@nwnmco.org)

Authorized for distribution by:  Date: December 5, 2022  
 Evan Williams, Executive Director

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#### **About Northwest New Mexico Council of Governments**

Northwest New Mexico Council of Governments (NWNMCOG) is a 50-year-old regional development organization (RDO) recognized and empowered by the State of New Mexico and the US Economic Development Administration. We serve the entire three county region of Cibola, McKinley, and San Juan counties and the communities therewithin to improve community and economy for the region nine local governments governed by a Board of Directors and its people. The NWNMCOG is association of unified by the belief that we are stronger together and only united can we advance on regional opportunities and tackle regional challenges from sustainable water supply to behavioral health, to strategic infrastructure, and to economic development.

For more information about NWNMCOG, visit [www.nwnmco.org](http://www.nwnmco.org)