



NWNMCOG | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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US Economic Development District #1
NM State Planning District #1
www.nwnmcog.com
Executive Director | Evan Williams

Request for Qualifications FY 2021-03

Economic Development and Business Technical Assistance
June 18, 2021

The Northwest New Mexico Council of Governments (COG) 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 NWNMCOG's three county region of Cibola, McKinley and San Juan counties. The scope of services will require a combination of the following:

- Direct technical assistance on a variety of topics for businesses in the NWNMCOG 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
- Standup RLF Program
- Provide RLF Online Application Portal
- Provide RLF Project Management Software
- Review RLF applications
- Underwriting of RLF loan applications

Responses to this Solicitation

NWNMCOG is seeking an individual, team or firm with expertise in working with small businesses. We may invite top applicants to interview virtually. To respond to this solicitation, please email a Letter of Interest and the following information in a single .pdf document to Evan Williams at ewilliams@nwnmcog.org

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.

Solicitations will be accepted until Friday, July 2 at 3:00 pm. 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. COG anticipates a selection and proceeding quickly.

Please contact Evan Williams, Executive Director at ewilliams@nwnmcog.org or 505-722-4327 with any questions.

About NWNMCOG

NWNMCOG is a Council of Governments that serves northwest New Mexico, including the counties of Cibola, McKinley and San Juan.

Authorized for distribution by: 
Michael Sage, Economic Development Manager

Date: June 18, 2021