



Request for Qualifications FY 2026-01

Grant Writing and Technical Assistance Services

Posted: July 22, 2025

The North Central New Mexico Economic Development District (NCNMEDD) is seeking:

1. One or more **grant writers**, including individuals, firms, and/or consultant teams, to develop, write, and submit grant applications for projects in the North Central region.
2. One or more **technical assistance providers**, including individuals, firms, and/or consultant teams, for work in the North Central region to include:
 - Grant and project management and administration;
 - Community planning, design, codes and ordinances,
 - Geographic Information Systems (GIS), and/or
 - Specialized areas such as emergency preparedness, disaster recovery, financial/fiscal technical assistance, asset management and strategic planning, and other areas.

Grants and projects receiving grant writing and/or technical assistance may be regional or local in scope, and applicants may include NCNMEDD, New Mexico public entities (local governments, tribal governments, special districts such as water and wastewater associations), and non-profits referred by local governments in the North Central region . The scope of services will vary by assignment but may include the following:

Grant Writing Services

- Identify grant opportunities that align with NCNMEDD priorities;
- Advise NCNMEDD regarding the competitiveness of the applicant and proposal in relation to the funding source and opportunity;
- Write grant applications;
- Develop project budgets as directed by the grant opportunity;
- Collaborate 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.

Technical Assistance Services

Grant and Project Management and Administration

- Grant management or administration
- Project management or administration
- Construction management or administration

Community Planning, Design, Codes and Ordinances

- Draft or update land use plans, housing plans, associated codes and ordinances and mapping
- Site planning
- Conceptual design work
- Community engagement

Experience working with rural communities is preferred.

Geographic Information Systems (GIS)

- GIS map creation, digitization and interpretation
- Addressing for NextGen911 and other channels of emergency preparedness to include rural post-crash care
- Identifying rights-of-way

Familiarity with ARC-GIS, Esri or compatible platforms is essential.

Other Specialized Services

- Emergency preparedness and disaster recovery planning, consulting and advisement services
- Financial/fiscal technical assistance for New Mexico local governments and public entities
- Asset management planning
- Strategic planning
- Other specialized services as determined by NCNMEDD.

Responses to this Solicitation

Interested parties should indicate if they wish to provide Grant Writing, Technical Assistance, or both areas of work. To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to angelab@ncnmedd.com.

1. Number of years and description of relevant experience;
2. For grant writing services, provide a list of 5 to 10 relevant grants applied for, including applicants, amounts requested, and amounts obtained;
3. For technical assistance services, provide a list of 5 to 10 relevant projects and/or clients for which you have provided assistance;

4. A list of all personnel who will provide services and a statement of qualifications for each;
5. Contacts for at least three (3) public entities who have received similar services;
6. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

The solicitation will remain open until 5:00 pm, December 31, 2025.

Please contact Angela Bordegaray, Community Planner at angelab@ncnmedd.com or (505) 787-3356 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. Please visit ncnmedd.com for more information.