

VILLAGE OF QUESTA

P.O. Box 260
Questa, New Mexico 87556
Phone (575) 586-0694
Fax (575) 586-0699



Mark Gallegos, Mayor

Louise Gallegos, **Councilwoman**
Brent P. Jaramillo, **Councilor**
John Anthony Ortega, **Councilor**
Charlie Gonzales, **Councilor**

Renee Martinez, **Administrator**

NOTICE

REQUEST FOR QUOTE

#2020-09 Grant Writer

PURPOSE: The purpose of this solicitation is to contract with an individual / firm qualified to provide Grant Writing services to the Village of Questa with a primary focus on La Cienaga Building / Property Improvements and other Village needs.

SCOPE OF SERVICE / OBJECTIVE:

The contractor will be responsible for the following:

1. Drafting, development and management of grant proposal.
2. Document collection and organization of all grant proposal docs. This includes submission of documents to required parties.
3. Conduct and document funding searches.
4. Facilitate meetings with relevant public and private sector stakeholders

EXPERIENCE & KNOWLEDGE

The contractor should have the following:

1. A minimum of 5 years of prior development experience, particularly in grant writing and grant management of local government
2. Proven portfolio of funded grant proposals of \$20,000+
3. Experience in managing proposals and reports while following grants calendar and deadlines.
4. Knowledge of all grant submission and administration processes

GENERAL NOTES:

1. Interested contractors must provide a quote to include their proposed hourly rate.
2. The Contractor must be willing to issue bi-monthly progress reports of grant writing process to the Village of Questa Administrator.
3. The Contractor must be willing to provide the Village of Questa a detailed itemized monthly invoice.
4. Contractor start date is dependent on contract approval.
5. Contractor must be willing to obtain a Village of Quest business registration if they are not currently registered.

NOTICE IS HEREBY GIVEN that quotes are being accepted by the Village of Questa. Anyone wishing to submit a quote may do so by mail at P.O. Box 260, Questa New Mexico, 87556 or by sending an email to Dina Coleman / Chief Procurement Officer at dcoleman@villageofquesta.org or Renee Martinez/ Administrator at rmartinez@villageofquesta.org . The quote must be submitted to the Village of Questa through Wednesday September 30, 2020 at 2:00 PM, Mountain Time. Quotes received after this deadline will not be accepted.