



North Central
NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

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Request for Qualifications FY 2025-09

Workforce Integrated Network (WIN)

Project Coordination

Posted September 6, 2024

The North Central New Mexico Economic Development District (NCNMEDD) is seeking one or more Project Coordinators to oversee the Workforce Integrated Network (WIN).

WIN is funded by a federal Good Jobs Challenge grant from the U.S. Economic Development Administration. WIN aims to transform and diversify the regional economy by building a robust workforce in the key areas of Healthcare and Skilled Trades, leading to increased equity and high paying jobs. WIN focuses on adults who are unemployed or underemployed, or adults looking to skill up and get a good paying job with benefits. We also focus on justice informed individuals, and individuals recovering from substance abuse disorder.

The North Central NM Economic Development District is the lead for the project in collaboration with numerous subrecipients, including the Regional Development Corporation and higher education institutions in northern New Mexico, as well as contractors who support the project.

Scope of Work

- Completion of deliverables and achievement of job creation and other targets for the WIN grant.
- Oversight of WIN subrecipients, their contracted deliverables, and associated expenditures.
- Supervision of WIN Navigators and contractors in charge of the budget and grant reporting.
- Outreach to, coordination and oversight of all partners and partnerships.
- Ensuring appropriate expenditures of grant funding and of all sub-awards.
- Organizing and facilitating biannual convenings and other meetings and trainings.
- Providing data, progress, and expenditure reports as needed, including federal grant reporting to the EDA.
- Providing reports and presentations.
- Participating in EDA trainings, webinars, peer exchanges, and technical assistance for the Good Jobs Challenge. Out of state travel may be required and will be paid for from the EDA

grant.

- Coordination with the NCNMEDD Finance Department to monitor the budget for the WIN project, manage expenses, and draw down funds.
- Other duties as assigned or necessary to meet the goals and objectives of WIN.

Responses to this Solicitation

To respond to this solicitation, please email a letter of interest and the following information in a single .pdf document to monicaa@ncnmedd.com:

1. Contractors' ability to meet these Minimum Qualifications:
 - Successful implementation of at least one other Workforce Development initiative, project or grant.
 - Based in North Central New Mexico.
2. Number of years and description of experience in Workforce Development and the scope of work. List any degrees and/or certifications.
3. Familiarity with and/or work in North Central New Mexico.
4. List of all personnel who will provide services and a statement of qualifications for each.
5. Contacts for at least three (3) entities who have received similar services.
6. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

NCNMEDD will select the Contractor/s most advantageous for the project based on minimum criteria, relevant experience, cost, and references. Responses to this solicitation will be accepted on a rolling basis, until a suitable contractor or contractors are identified.

Email Monica Abeita, NCNMEDD Executive Director at monicaa@ncnmedd.com with any questions. Please include **RFQ 2025-09: WIN Project Coordination** in the subject line.