



Rio Arriba
County Health and Human Services
Director, Dr. Ahmed Dadzie

COMMISSIONERS

Moises A Morales
Chairman, District III

Brandon M. Bustos
District I

Alex M. Naranjo
District II

COUNTY MANAGER
Jeremy G. Maestas

DEPUTY MANAGER
Linda J. Padilla

Request for Quotes, Rio Arriba County
Request for Quote Grant Writer/Manager

Rio Arriba County Health and Human Services Department is seeking quotes for Grant Writing Services:

Scope of Practice:

- Contractor shall provide services as set forth below to help with grand administration, reporting, writing, resolution, etc. The primary activities of the contractor will include the following:
 - Design and implement grant related projects in conjunction with HHS Director.
 - Provide grant administration and oversight to all grants in RAC's Health and Human Services Department, "HHS".
 - Maintain a comprehensive list of active RAHHS grants.
 - Supervise consultants and contractors to ensure scopes of work in HHS grants are being executed and complied with.
 - Collaborate with HHS Director, consultants, and contractors to redesign grant related projects as necessary.
 - Provide weekly progress update/reports to HHS Director
 - Maintain communication with grant program managers to provide resolution to grand-related issues, e.g. un-submitted reports, program clarifications, etc.
 - Collaborate with RHHS finance and project team to track grant expenditures and budget.
 - Submit grant reports to respective submission portal
 - Supervise consultants to ensure reports are submitted in a timely manner.
 - Collaborate with project team to prepare and submit grant amendment requests.
 - Attend internal project team meetings
 - Attend external meetings with federal program team.
 - Coordinate with project team (contractors, case managers, etc.) to gather data for reports.

- Supervise submission of grant closeout and final reports in a timely manner, per grant requirements.
- Formulate and provide resolutions to report submittal issues.
- Provide bi-weekly project updates to HHS Director.

Application (maximum one page)

- Describe your qualifications and experience in grant administration. (30 pts)
- Describe your experience with communication and resolution to grant-related issues. (30 pts)
- Describe your understanding in supervising consultants. (30pts)
- Cost estimate. (20 pts)

Please submit response by 07/14/2023 via email to Dr. Dadzie and Ms. Cordova

ahmed.dadzie@rio-arriba.org and BBCordova@rio-arriba.org