



Rio Arriba
Board of County Commissioners

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Request for Quote

Rio Arriba County is seeking quotes from qualified contractors to provide support and space to distribute benefit enrollment materials. The successful candidate shall complete the following:

- Provide Enrollment Materials for Federal and State Benefit Programs such as SNAP (Supplemental Nutrition Assistance Program).
- Maintain a Sign-In Sheet of applicants
- Inform applicants where to turn in applications.
- Provide assistance to Medicare eligible applicants.
- Refer interested parties to project coordinator/case manager
- Submit interest forms on a weekly basis to project coordinator
- Allow HHS staff/project coordinator to set up table to distribute information about benefits enrollment

Qualified applicants should respond to the questions below with proposal no longer than 3-page. All proposals are due no later than 07/07/2023.

Application (maximum one page)

- Please describe the space you have available for program execution?
- How often is the space open?
 - Please provide dates and times for which space will be opened?
- Cost estimate. (20 pts)

All proposals should be submitted via email to bbcordova@rio-arriba.org and ahmed.dazdie@rio-arriba.org