



*Rio Arriba*  
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**Request for Quote, Project Coordinator LEAD**

Rio Arriba Health and Human Services is seeking a project coordinator for its LEAD project. The contractor shall perform the following services:

1. In consultation with the RACHHS Director, manages the overall RAC LEAD Project.
2. Work with partners (RAC Sheriff's Department, Espanola Police Department, Espanola Public School, RAC-Stop, etc.) to implement the project.
3. Direct project activities as the primary point of contact and leadership for the RAC LEAD Project.
4. Makes staffing, financial, or other adjustments to align project activities with project outcomes
5. Attend monthly calls with grant program staff and technical assistance team
6. Attend monthly meetings with core team and RACHHS Director
7. Tracks budget in association with RAC financial team
8. Participates in monthly learning collaborative meetings with stakeholders
9. Complete and submit programmatic reports in the federal reporting portals
10. Collaborate with project team to maintain relationship with partners, gather data for the project.
11. Travel to the DC area for learning/planning sessions

Qualified applicants should respond to this RFQ addressing the questions listed below. This RFQ is open to any qualified applicant. All proposals are due no later than 07/10/2023.

- Please attach your Resume/CV (20pts).
- Describe your experience working with grants and implementing grant scope of work? (20pts)
- Discuss a time where you had to coordinate meetings for a project? How did it turn out? (20pts).
- Discuss what makes you the best candidate for this role (30pts).
- Cost Estimate (20pts).

RFQs should be sent to: [ahmed.dadzie@rio-arriba.org](mailto:ahmed.dadzie@rio-arriba.org) and [BBCordova@rio-arriba.org](mailto:BBCordova@rio-arriba.org)