



Rio Arriba
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Request for Quote for Project Coordinator

Rio Arriba County is seeking quotes for project coordinator. The successful candidate will work collaboratively with grant project teams to manage and execute grant scope of work. The successful candidate will be responsible for executing the following:

Scope of Services:

- Find and assist Medicare beneficiaries, both senior and younger people with disabilities in completing applications for all the need-based public benefits for which they may be eligible. By person-centered, we mean screening clients for all benefits and assisting individuals with applying for all of the benefits for which they screen eligible
- Will take major responsibility for working with NCOA on initiative components including the design, implementation and evaluation of the project.
- Screen and file applications or recertification on behalf of Medicare beneficiaries in all of the benefits for which they are eligible.
 - Medicare Part D Extra Help (or low- income subsidy, LIS)
 - Medicare Savings Programs (MSP)
 - Medicaid
 - Supplemental Nutrition Assistance Programs (SNAP, formerly Food Stamps)
 - Low-Income Home Energy Assistance Programs (LIHEAP)
- Strengthen relationships with government agencies determining eligibility for benefits, such as state Medicaid agencies and with other members of the aging and disability networks.
- Provide monthly web-based reports of outreach and enrollment figures, including numbers of people assisted with enrolling in benefits and required financial and end-of-grant reporting.
- Share best practices, lessons learned and case management tools.
- Participate in periodic conference calls and responding promptly to periodic emails and web-based surveys aimed at gathering information, such as case studies and best practices that will be helpful to other organizations in their outreach and enrollment efforts.
- Host NCOA staff for project for project site visits if appropriate.
- Respond to emails and phone calls from NCOA staff members in a timely manner.

Qualified applicants should respond to the questions below with proposal no longer than 3-page. All proposals are due no later than 06/30/2023.

Application (maximum one page)

- Please describe your experience working with seniors and young people with disabilities. (30 pts)
- Please describe your knowledge of different types of programs and benefits offered to seniors and young people with disabilities. (30 pts)
- Please describe your experience working with under privileged population. (20 pts)
- Cost estimate. (20 pts)

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