

Notice of Informal Request for Proposal

Informal proposals and letters of interest will be received by the Luna County, New Mexico for grant oversight services for: Operation Stonegarden, a Department of Homeland Security grant.

Proposals/Letters will be received at the Luna County Business Office, 700 South Silver Ave, P.O. Box 551, Deming, New Mexico until August 23, 2017 at 5:00 pm. Proposals must include a letter of interest, experience in grant administration, resume(s) of principle party(ies) and pricing proposal.

Awarded vendor will be an independent contractor and is solely responsible for all federal, state and gross receipts taxes and reporting.

1. Project Description

Luna County is seeking an experienced independent grant project manager to oversee and manage the NM DHS Operation Stonegarden Grant for Luna County. Luna County plans to award a contract to a person/firm that meets qualifications and criteria based on past performance with working with federal grants for other local government entities. The selected person/firm will be required to enter into a contract with Luna County to execute the scope of services outlined below in the Scope of Work and Deliverables.

2. Scope of Work and Deliverables

- A. Person/firm must have verifiable experience with federal/ state grants, working with the New Mexico Department of Homeland Security and Emergency Management department and managing all aspects of the fiduciary of the entire grant.
- B. The person/firm must have verifiable experience in law enforcement and an understanding of grant language and requirements.
- C. Oversight of the grant will be done independently and will include but not be limited to monthly reports to the Luna County Sheriff, quarterly reports NM DHS in a timely manner, tracking costs, managing payments for three local law enforcement agencies to submit invoices, balancing expenditures and reimbursements and keep up with billing to the friendly forces.
- D. Person/firm must be able to complete and edit all grant documents and maintain monthly status reports and email communications to the Luna County Sheriff's Department Administration and Luna County Management of the progress of the entire grant.
- E. Person/firm must have strong accounting skills and attention to detail when submitting required reports.
- F. Person/firm will be required to work closely with the Luna County Business Office for verification of expenditures and financial reporting.

3. Term

The term of this agreement is from September 1, 2017 through June 30, 2018. Any additional contracts terms may be awarded depending on funding allowed in the grant agreement.