



Rio Arriba
Board of County Commissioners

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Request for Quotes Grant Administration

Rio Arriba Health and Human Services is seeking a contractor that will provide grant administration to its SAMHSA EMT grant. Contractor shall provide the following services:

- Provide grant administration support to RAC's Health and Human Services (HHS) staff as requested.
- Collaborate with HHS finance and project team to track grant expenditures and budget.
- Collaborate with project team to prepare and submit grant amendment requests.
- Prepare narratives for grant reports.
- Attend internal project team meetings.
- Attend external meetings with federal program team.
- Coordinate with project team (contractors, case managers, etc.) to gather data for report.
- Submit grant related programmatic deliverables (reports, etc.) to respective submission portal.
- Submit grant closeout and final reports in a timely manner, per grant requirement.
- Provide regular status update to Senior Grant Writer.
- Provide resolution to report submittal issues.
- Provide bi-weekly project update to HHS Director.

Applicants should answer the following questions in the responses.

1. Provide appropriate certification(s) for your area of practice (25 points)
2. Describe your experience in grant administration? (25 points)
3. Describe your experience in working with underprivileged population? (25 points)
4. Provide your hourly rate for services. (25 points)

Proposals are due 07/07/2023

RFQs should be sent to: ahmed.dadzie@rio-arriba.org and BBCordova@rio-arriba.org