



Rio Arriba
Board of County Commissioners

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Request for Quote, Health Council Coordinator

Rio Arriba Health and Human Services is seeking a contractor that will coordinate activities of the Health Council. The contractor shall perform the following services:

- Schedule RACHC meetings
- Create meeting agendas
- Facilitate scheduled meeting, including ensuring minutes are taken
- Coordinate election of council representatives
- Maintain relationships with RACHC members to encourage engagement
- Identify and recruit new members
- Help identify RACHC priorities and activities that can lead to their implementation in Rio Arriba County
- Coordinate trainings scheduled by the Alliance of Health Councils
- Attend and participate in regional Health Council meeting gatherings
- Maintain and update Health Council roster
- Work with health council members to identify community health needs.
- Collaborate with Council to create an action plan to address identified health needs.
- Collaborate with the health council to revise and update mission, vision, and goals of the health council
- Present at County and local governmental meetings

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 07/05/2023.

- Please attach your Resume/CV.(20pts)
- Please describe your experience with project coordination? (20pts)
- Identify and discuss three constraints of a project? (20pts)
- Discuss and present a logic model for project life cycle. (20pts)
- Discuss your understanding of the relationship between Health Council and The County? (20pts)
- What are the essential skills of a project coordinator? Discuss why these skills are imperative to the work of the project coordinator? (30pts)
- Cost Estimate. (20pts)

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