

GREATER GALLUP ECONOMIC DEVELOPMENT CORPORATION, INC.

REQUEST FOR PROPOSALS

Professional Services for Specialized Technical Assistance

Posted: May 21, 2025

Closed: June 6, 2025

The Greater Gallup Economic Development Corporation, Inc. (GGEDC) seeks professional services by uniquely qualified individuals or firms for specialized technical assistance on Economic Development Special Projects and Organizational Development.

Under the general direction of the GGEDC Executive Director, the Scope of Work includes:

- (1) Technical assistance in providing oversight and coordination of special economic development projects being planned and implemented by the GGEDC, which may include but not be limited to:
 - Oversight and coordination of implementation plans and other work performed by project partners and outside consultants for development of special trade and other economic initiatives as identified by the GGEDC;
 - Project communications and documentation as needed in support of teamwork and for reporting to funders/investors and other stakeholders;
 - Preparation of plans and applications for funding of essential infrastructure and other developments as outlined by expert consultants.
- (2) Facilitation of organizational strategic planning and development processes for the GGEDC organization, designed to update organizational goals, improve performance, enhance internal communications and office management, and document plans and achievements.

Qualifications for contractor selection include:

- (1) In-depth knowledge and professional experience in community and economic development work in New Mexico, the Gallup-McKinley County trade area and surrounding regions;
- (2) Specific knowledge of and working relationships in the portfolio of initiatives being planned and executed by the GGEDC and its public and private partners;
- (3) Professional experience and expertise in strategic planning and technical support related to the development of organizations, communities and regions.

Terms of engagement include:

- (1) Compensation at the rate of \$6,400 per month for the period June 9, 2025 through June 30, 2026, plus applicable gross receipts tax and reimbursement of reasonable out-of-pocket

expenses related to the engagement, provided per acceptable monthly invoice and summary of work and product; subject to reduction or addition at the discretion of the GGEDC Executive Director in consideration of time, effort and scope of work accomplished in a given month.

- (2) Commitment by contractor to regular communications and interactions with GGEDC staff, partners and clients, both in-person and/or remote as required.
- (3) Travel related to the purposes of the engagement, either in- or out-of-area as mutually agreed by the GGEDC and the contractor.
- (4) Non-compete provisions with respect to contracting with other entities possessing goals or activities that conflict or compete with those of the GGEDC.
- (5) Provision for possible extension of a contract beyond June 30, 2026, at the mutual agreement of the parties.

Responses to this RFP should include:

- (1) Cover letter, serving as narrative response to the intent of the RFP, outlining offeror's qualifications for the engagement.
- (2) Resume/curriculum vitae.
- (3) Copy of business licenses for work in New Mexico and in the City of Gallup.

Responses must be received, in either digital and/or paper form, no later than 12:00 noon on Friday, June 6, 2025, and must be addressed to:

Patricia Lundstrom, Executive Director
Greater Gallup Economic Development Corporation, Inc.
102 West Hill Avenue
Gallup, NM 87301