



NWNMCOG | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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US Economic Development District #1
NM State Planning District #1
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Executive Director | Evan Williams

REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

A web-based portal and platform to support and track infrastructure projects from idea to completion and roll-up community and economic performance metrics.

December 23, 2020

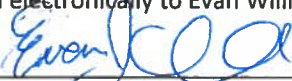
The Northwest New Mexico Council of Governments (COG) is administering some US Economic Development Administration CARES Act funding and one of our deliverables is to stand a web-based project platform for our region. We are seeking a firm to carry out the development of a web-based portal and platform to transform our infrastructure development, reporting, and impact process.

- **TIMEFRAME:** January 11, 2021 – September 30, 2021
- **AVAILABILITY:** Firms would need to be available during this timeframe and dedicate time necessary to deliver this product.
- **EXPERTISE:** We are particularly looking for consultant expertise in the following disciplines:
 - Website Development
 - Application Integration
 - Service Desk
 - Product Maintenance
 - New Product Releases
 - Cloud Hosting Services and Software as a Service
 - Infrastructure projects and phases of development
 - Working familiarity with northwest New Mexico
- **SERVICES:**
 - **Project Management:** Firm assigns a designated project manager and main point of contact who will ensure the final product is delivered on time and to the specifications of the client.
 - **Needs Assessment:** The needs assessment will serve to identify any and all changes required to the pilot system in order to meet the final specifications of the client.
 - **Configuration Services:** Firm configuration specialists will modify the pilot configuration and portal design based on parameters defined in the needs assessment.
 - **End-user Training:** Firm's training experts will provide online custom training for all users of the system. Onsite training is available for the cost of travel expenses.
 - **Go Live Support:** Firm provides specialized service to end users upon the initial activation of the system.

The selected consultant firm will work in concert with the COG planning team under general contract, with task orders negotiated for portions of work per specific timeframes. A couple sample documents are provided for efforts to date to provide a sense and perspective. This project will only be for the Northwest New Mexico region and COG members and partners, but if successful could have applicable statewide and nationally. The COG is not beholden to any technology or software only to an integrated solution and platform that works for various users and various applications.

Letters of interest and qualifications will be accepted until Wednesday, January 6, 2021 at 3:00 pm. We may invite top applicants to interview virtually. COG anticipates a selection and proceeding quickly. Letters of Interest and Qualifications may be submitted electronically to Evan Williams at ewilliams@nwnmcog.org

Authorized for distribution by:


Evan Williams, Executive Director

Date: December 23, 2020