

## Informal Request for Proposal SUCCESS WITH ADOLESCENT GOALS PROGRAM COORDINATOR

Informal proposals and letters of interest are currently being accepted by Luna County for contract services as a Success with Adolescent Goals Program Coordinator.

Proposals/Letters will be received at the Luna County Business Office, 700 South Silver Avenue, Room A-2, Deming, New Mexico 88030 (PO Box 551, Deming, NM 88031) until Thursday, January 31, 2019 at 5:00 p.m. Proposals must include a resume, letter of interest, educational background, and experience in any facilitating positions previously held.

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

### PROJECT DESCRIPTION

Luna County is seeking an experienced independent coordinator to implement an evidence-based curriculum program focusing on youth ages 11-15. Luna County plans to award a contract to a person that meets qualifications and criteria based on past performance while working with other local entities. The selected person 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.

### MINIMUM REQUIREMENTS, SCOPE OF WORK AND DELIVERABLES

- A. Must be over the age of 21.
- B. Must have a High School Diploma.
- C. College Degree in education or related field (preferred).
- D. Bilingual (preferred).
- E. Certified in the required curriculum (preferred) or ability to get certified immediately upon contract award.
- F. Have at least two or more years of relevant experience in working with youth ages 11-15 (preferred).
- G. Implement required programming for the term of the contract.
- H. Collaborate with community partners to identify participants and to build community support around youth advocacy and program development.
- I. Be willing to travel out of town for trainings and work some weekends if required.
- J. Experience with creating reports and compiling data (preferred).
- K. Knowledge in service learning with community service projects (preferred).
- L. Any additional duties that are assigned by Luna County Community Health and Well Being Director that may be required for contractual compliance of the grant.

## TERM

The contract term is for nine months beginning January 1, 2019 through September 30, 2019. Should additional funding become available for the following year, the same process will occur with informal proposals and letters of interest.

**Contents of Proposals/Letters of Interest:** All proposals/letters of interest must include a minimum of the following:

1. Education
2. Past/current certifications in Making a Difference Curriculum
3. Past relevant experience with youth
4. Experience with community members, local agencies, and community service projects

## **Additional Required Information:**

1. Current Employer
2. References including contact information

**Selection Criteria:** The proposals will be evaluated and selected based on the previously mentioned minimum requirements, ability to execute required scope of work and deliverables. Letters A-L will be scored on a scale of 1-5 with a total of 60 possible points.

For questions regarding this Informal Request for Proposal please email:

[Jessica\\_jara@lunacountynm.us](mailto:Jessica_jara@lunacountynm.us) and  
[Joanne\\_hethcox@lunacountynm.us](mailto:Joanne_hethcox@lunacountynm.us)