



## **Village of Williamsburg**

### **Request for Quotes (RFQ)**

The Village of Williamsburg is hereby requesting quotes from qualified firms or individuals to provide project and grant administration services.

Pursuant to Laws 25, 2025, Chapter 160, Section 5, Subsection 44. The South Central Council of Governments Department is authorized to make grants for capacity building grants to councils of government in Fiscal Year 2026.

The selected service provider and its officers, agents and employees are independent service providers performing professional services for the Village and are not employees of the Village of Williamsburg.

Procurement Code, 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

Please send Quotes via email to [clerk@villageofwilliamsburg.com](mailto:clerk@villageofwilliamsburg.com) Quotes will be accepted until September 26, 2025, at 2:00 pm.

### **Scope of Services**

The selected service provider shall manage, implement, procure, deliver, and report on programs requiring project and grant administration services. Funds may be used for, but are not limited to, the following activities:

- Review of grant agreements
- Establish and maintain grant administration workflow
- Progress and financial reporting
- Assistance with monthly reports
- Preparation, submission, and tracking of monthly reimbursement requests
- Preparation and submission of disbursement packets, if required
- Preparation and submission of utility clearances, if required
- Review of contractor pay applications for payment
- Monitoring financial management and records



- Development and maintenance of grant budget tracking
- Maintenance of project files and documentation
- Project reconciliation and closeout

## **Submission Instructions**

Quotes must include the following:

- Company/organization name
- Contact person and information
- Scope of services proposed
- Cost/fee structure

## **Cost Proposal**

Provide the proposed cost/fee structure for services described above:

## **Acknowledgement**

By signing below, the bidder acknowledges that they have reviewed the scope of services and agree to provide the requested services in accordance with all applicable requirements.

Authorized Representative Name & Title:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_