



REQUEST FOR INFORMAL PROPOSALS

Resource and Grant Development

Scope of Work

To provide Resource and Grant Development Services for Luna Community College (LCC) Main Campus, Springer Site, Santa Rosa Site, and Mora Site. This scope includes providing Professional Resource and Grand Development for LCC (not to exceed \$30,000), as needed for the 2015-2016 School Year ending June 30, 2016.

***Note contract may be terminated upon 30 days written notice by Luna Community College. An award does not guarantee work for the full term of the contract period.**

Specifications of Required Work

- Conduct and coordinate research regarding funding opportunities for both specific and general LCC existing and proposed programs and projects
- Conduct feasibility analyses regarding the probability of LCC submitting competitive applications
- Provide recommendations regarding which funding sources to pursue based on LCC goals and objectives and the probability of obtaining funding.
- Provide recommendations regarding the grant preparation process
- Sub-contract consultant(s) as needed to prepare components of applications
- Coordinate the preparation of funding applications prepared by outside consultants and/or LCC staff.
- Finalize grant applications for submission

Evaluation of Proposals:

Although cost is a factor, it is not the sole factor used to determine this contract award. The following is the scope of work criterion and associated points. No score will be calculated for this proposal and will be based on quality of work showcased in reputation, knowledge, and references to determine the quality of work for the contract.

Submission of Informal Proposals:

Responses must be received as soon as possible to:

- a. E-mail to Juliana Ortega, julortega@luna.edu
- b. Fax 505-454-2538, Attention Juliana Ortega
- c. Mail or hand deliver to :
LCC, Attn: Juliana Ortega
366 Luna Drive, Las Vegas, NM 87701

Questions regarding this request should be directed to Juliana Ortega at 505-454-5393.

Luna Community College reserves the right to reject any and/or all proposals.