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Governor

Howie Morales
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STATE OF NEW MEXICO INDIAN AFFAIRS DEPARTMENT

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The New Mexico Missing and Murdered Indigenous Women Task Force and The Indian Affairs Department Request for Proposal – Task Force Coordinator

Issued: June 4th, 2021 – Open until filled.

Overview/Background

On May 5th, 2021, Governor Michelle Lujan Grisham signed Executive Order 2021-013, which extended the Missing and Murdered Indigenous Women and Relatives (MMIWR) task force into its next phase of work. The changes include expanding task force membership and the timeframe for task force work and ordering new directives. The NM Indian Affairs Department is seeking a contractor to lead this next phase of task force work. The Executive Order directs the expanded task force to form subcommittees to address the following topics: Data, Systems, and Community Impact. Each committee will report plans to the Steering Committee, which will also meet monthly until a State Response Plan is developed.

The Indian Affairs Department is seeking a highly committed contractor to lead the next phase of MMIWR work. The Task Force Coordinator will support subcommittee chairs by communicating with committee members to plan and schedule subcommittee meetings. In addition, the Task Force Coordinator will send meeting invitations to all participants and post public notices in accordance with the Open Meetings Act before every meeting. Other tasks include drafting meeting documents (i.e., agendas, meeting notes) and presenting information during task force meetings. Finally, overseeing task force functions and ensuring that the task force meets the goals & objectives outlined in [Executive Order 2021-013](#). Ideal candidates will have knowledge and familiarity with the MMIWR crisis and overlapping issues and will have strong leadership skills, including organization and strategic planning.

Deliverables

1. Support MMIWR Task Force to draft and finalize a State Response Plan that outlines how the state should implement 2020 MMIWR Final Report recommendations.
2. Organize and attend all meetings of the task force, including subcommittee meetings.
3. Document notes and other work products from all (4) subcommittee meetings.
4. Oversee and coordinate MMIWR Task Force subcommittee meetings and facilitate communication between the Steering Committee and subcommittees.
5. Collaborate with other contractors to meet project goals.
6. Present information during task force meetings and facilitate discussions when needed.

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7. Present to appropriate interim legislative committees on the task force's progress with developing a State Response Plan, including any legislative proposals prepared by the task force.
8. Perform miscellaneous tasks required to meet executive order directives.

Compensation

Compensation will vary depending on the individual(s) or organizations that apply. Subject to department approval.

Timeframe

Start date will be the date of contract execution through June 30, 2022.

Contact the Indian Affairs Department with any questions.

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