



Spokane Tribe of Indians

P.O. Box 100 - Wellpinit, WA 99040 - Ph. (509) 258-4581

CENTURY OF SURVIVAL

1881 - 1981

REQUEST FOR PROPOSAL

FOR

Grant Writer Services

RFP21-009

BY

SPOKANE TRIBE OF INDIANS

Contact	Nathan Ayala
Phone	(509)458-6550
Opening Date	3/24/21
Closing Date	4/7/21
Return Location	Spokane Tribe Purchasing/Property Department
Delivery Address	Spokane Tribe of Indians 6195 Ford/Wellpinit Road PO Box 100 Wellpinit WA, 99040
Email	Nathan.Ayala@spokanetribe.com

1. INTRODUCTION

The SPOKANE TRIBE OF INDIANS ("Tribe") is issuing this Request for Proposals ("RFP") seeking proposals from responsive, responsible, and qualified grant writers to provide the Tribe professional grant writing services for the application of grants for the **American Rescue Plan Act of 2021** and other grant opportunities as they arise – the grant writer will be responsible for conducting research to identify grant resources including, but not limited to; federal, state, local, foundation, agencies and organizations that support the Tribe's funding needs and priorities. The grant writer will work closely with Tribal staff to facilitate meetings with departments to assess the validity of current funding propriety areas and identify new priority areas and possible funding.

To be considered responsive, proposals must be received on or before the closing date and time stated in this RFP. The Tribe reserves the right to reject any or all submitted proposals in its discretion, and to modify or cancel this request for proposal. Proposals may be delivered by:

Postal services, to the following address – P.O Box 100, Wellpinit WA, 99040

Emailed to the following – Nathan.Ayala@spokanetribe.com

Faxed to the following number - 509-458-6589

Hand delivered to the following address - 6195 Ford Wellpinit Road, Wellpinit WA, 99040

All liability for costs incurred by any individual or firm in preparing their proposal, expended during the selection process, or otherwise incurred prior to the receipt of an executed contract will be the responsibility of the individual or firm. Proposals must remain valid and irrevocable for a period of not less than sixty (60) days after the deadline stated in this RFP.

2. CONTACT PERSON

Inquiries concerning the RFP and Project can be made to:

Nathan Ayala
Property/Purchasing Manager
(509) 458-6550
Spokane Tribe of Indians
6195 Ford Wellpinit Road, Wellpinit, WA99040

During the review of submitted proposals the Tribe reserves the right, where it may serve the Tribe's best interest, to request additional information or clarification from proposers or allow the correction of errors or omissions. At the discretion of the Tribe, grant writers or firms submitting proposals may be requested to make oral presentations and/or attend interviews (in person or virtual).

The Tribe reserves the right to retain all proposals submitted and proposals become the property of the Tribe. Submission of a proposal indicates acceptance by the grant writer of the conditions contained in this RFP.

3. TERM OF ENGAGEMENT

The awarded grant writer/firm will enter into a contract with the Spokane Tribe for the scope of work listed in this RFP for the time period of two years or depending on funding availability.

Failure to provide all documentation for the requested services may result in the termination of the agreement.

4. SCOPE OF WORK

The selected proposer will be responsible for providing the following services to the Tribe: for the ARP Act of 2021 and other grant opportunities as the arise.

1. Funding Needs & Analysis – Work with tribal staff to facilitate meeting with tribal departments to assess current funding areas, identify areas for growth, and identify new areas for possible funding.
2. Grant writing & Research – Conduct research to identify grant resources including, but not limited to; federal, state, local, foundation agencies and organizations that support the Tribe’s funding needs and priorities: (emphasizing grant which require minimal/reasonable or no “matching” funds)
 - a. Community and economic Development
 - b. Rural Development
 - c. Infrastructure development and maintenance
 - d. Public Safety
 - e. Workforce Development
 - f. Senior, family, and youth development
 - g. Energy efficiency and sustainability

In addition to the areas identified above other areas may also be identified through the funding needs analysis process and throughout the duration of the contract. The Scope of work may also include researching grant opportunities identified by the Tribe.

3. Grant Proposal Development – Provide general grant proposal writing services associated with the completion of grant applications on behalf of the Tribe, including the preparation of funding abstracts and production, and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, shall be provided to the Tribe.
4. Weekly Reports – The selected proposer shall submit weekly reports to the Tribe summarizing the amount of time expended, describe all activities undertaken during the previous week, and status of those activities (the Tribe will provide a progress report sheet for the proposer to use).
5. Cost proposal – **Attachment A**

Interested Vendors: A general example of the Spokane Tribe’s “Professional Service Agreement” to be used for this agreement will posted on the Spokane Tribe Website.

6. PROPOSAL INFORMATION

All proposals shall include the following information:

1. Statement of Work: Please provide a statement demonstrating of a clear understanding of the objective and scope of work directly relevant to the Grant Writer Position.
2. Project Team: Please provide a description of your company and provide a resume of each key team member who will be involved in the Project, and a description of his/ her specific role(s). Also, please state if any of the team members are Native American and their Tribal membership.
3. Prior Experience: Please submit a statement of all similar completed grants written. The grants should be identified and the name of the client shown, including the name, addresses and phone number of the responsible official of the client company, the total cost of the project and a description of your company's role in the project/grant. This information will be considered confidential and shall not extend beyond the Tribe or its direct agents.
4. References: Please provide at least three references for which you have successfully completed a grant similar in scope to the RFP request. Please include the name of the responsible individual, his/ her title and phone number, his/ her company, and the associated project/grant. This information will be considered confidential and shall not be disclosed beyond the Tribe or its direct agents
5. Statement of Potential Conflicts of Interest: The grant writer must disclose any contracts, services rendered, relationships, circumstances, or interests between the firm, its consultants, or subcontractors and other clients that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts related to this Project. If there have been no such relationships, a statement to that effect is to be included in the proposal.
6. Fee Proposal: Please provide a fixed fee using **Attachment A**.
7. Time Estimates: An estimated timeline indicating the total time required from date of commencement of the work until completion of the scope of work.
8. Statement of Confidentiality: Please include a certification acknowledging that during the course of the Project, the progress or preliminary findings of the grant writer shall not be disclosed to any party other than the Tribe or its assigned representatives and all findings shall be treated as proprietary information.
9. Incurring Costs: All liability for costs incurred by any individual or firm in preparing

their proposal, expended during the selection process, or otherwise incurred prior to the receipt of an executed contract will be borne by the individual or firm. Please include a statement acknowledging this in the proposal.

10. Professional Licenses. Please describe all current, applicable professional licenses.
11. Suspension/Debarment: Please indicate if your company or any person associated there with in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
 - a Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal, state or tribal agency.
 - b Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal, state or tribal agency within the past 10 years.
 - c Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 10 years. For any condition noted, indicate to whom it applies, initiating agency, and dates of action.

7. PROPOSAL EVALUATION CRITERIA

All proposals received shall be subject to evaluation by the Tribe. The following areas of consideration will be among those used in making the selection:

1. Understanding of the Tasks and Responsibilities: This refers to the grant writer's understanding of the RFP objectives, and the nature and scope of the work involved.
2. Owner's Representative's Qualifications: This includes the demonstrated ability of the grant writer to meet the terms and requirements of the RFP in a qualified and timely manner. The grant writer should possess knowledge and background in accordance with the Scope of Work requirements.
3. Soundness of Approach Emphasis here is on the techniques used, the sequence and relationships of major steps, the methods of performing and accomplishing grant proposals, and the thoroughness of task identification and development.
4. Fees, Expenses, and Expense Multipliers: This area will be weighed, but it will not be the sole determining factor. However, the Tribe encourages respondents to provide the most competitive but realistic pricing possible and to clearly identify how expenses, expense multipliers, and overhead are charged.
5. Potential Conflicts of Interest/ Independence: In order to ensure an independent Project and provide maximum credibility to the recommendations, proposals will not be accepted that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts.

6. Native Priority: Priority in selection will be given to Native-owned companies and companies with Native employees.
7. Reference Checks The Tribe may consider current or past performance as determined by Reference Checks.
8. Prior Tribal Experience: Priority in selection will be given to companies with past experience working with tribes.

8. SCORING OF PROPOSALS

Personnel from the Spokane Tribe will review and score the proposals received. The Tribe may award a contract to the grant writer whose proposal is deemed to be most advantageous, in the sole discretion of the Tribe. The following elements will be reviewed and scored for each proposal:

1. **Responsiveness, Reliability, Responsibility and Technical Qualifications**
 - a. GRANT WRITER's responsiveness, reliability, responsibility, technical qualifications, skill, knowledge, and experience in similar projects will be considered under the review.
Maximum Points: 60
2. **Fees and Immediate Availability**
 - a. Cost of services provided by the GRANT WRITER will be considered under this criterion. In addition, the promptness of delivery of services will be factored into consideration of cost for services.
Maximum Points: 20
3. **GRANT WRITER's References**
 - a. Grant Writer should provide 3 references, providing names, addresses and telephone numbers for the Tribe to contact.
Maximum Points 10
4. **Indian Preference**
 - a. Indian-owned and controlled companies will receive preference in accordance with 25 U.S.C. §450e (b) (7). Companies claiming Indian preference must furnish adequate proof of at least 51% Indian ownership and control with their quote in order to secure Indian-owned preference. A successful GRANT WRITER will be required to comply with all applicable Federal and Tribal laws and regulations in effect during the contract period, including the Indian preference requirements of the Tribe.
Maximum Points: 10

It is the responsibility of the GRANT WRITER to provide evidence that it is qualified to perform the required work expected within this RFP. Evidence of qualifications may include, but are not limited to financial resources, production or service facilities, personnel, service reputation and experience adequate to make satisfactory delivery of the services described in this RFP. The failure of a GRANT WRITER to supply such information is grounds for a determination that the GRANT WRITER is not qualified to perform the services described

in this RFP. GRANT WRITER's performance regarding Native American and M/WBE placements will be considered for this and future contract awards. GRANT WRITER shall not discriminate against any subcontractors or employee regarding race, religion, color, gender, age, physical condition or national origin.

9. PROPOSAL CONFIDENTIALITY

Until the award is made and notice is given to all GRANT WRITERS, no employee, agent, or representative of a submitting GRANT WRITER shall make available or discuss its proposal with any officer, member, employee, agent or representative of the Tribe other than the Contact Person, except in response to inquiries from the Contact Person. Until the award is made and notice of award is given to all GRANT WRITERS, the Tribe will not disclose the contents of any quote or discuss the contents of any quote with any GRANT WRITER

10. PROPOSAL SUBMISSION REQUIREMENTS

Any proposal received after the closing date and time or submitted to another department will be considered non-responsive. No liability will be attached to the Tribe for the premature opening of, or the failure to open, any quote not properly addressed and identified.

All pricing must be guaranteed for ninety (90) days. The awarded GRANT WRITER will be required to purchase a Spokane Tribal Business License before the completion of the contract if one is not currently carried; please contact the Tribe's TERO office for more information regarding the Spokane Tribal Business License. The Tribe shall not be responsible for any expenses incurred by the GRANT WRITER in responding to this request for proposal. All costs incurred by the GRANT WRITER in the preparation, or transmittal, in response to this proposal will be borne solely by the GRANT WRITER. All submitted quote and/or information in their entirety will become the property of the Tribe.

The Tribe may in its sole discretion waive any informalities or minor defects, reject any and all proposals, or cancel or modify this RFP. All costs related to proposal submissions are the sole responsibility of the proposer. No relationship or obligation between the Spokane Tribe and any proposer shall arise from the submission or review of a proposal. The Spokane Tribe reserves all rights regarding this RFP and the Project, including but not limited to sovereign immunity.

11. OTHER REQUIREMENTS

Proposals shall include the following information regarding Supplier Diversity – Is your company at least 51% owned by a Native American, Minority or Woman (NA, M/WBE)? (Minority group members are United States citizens who are African-American, Asian-Indian American, Asian-Pacific American or Hispanic-American). Ownership means the business is at least 51% owned by such individuals and, management and daily operations are controlled by them as well.

- Can your firm be classified as a Native American Enterprise? YES___ NO___ If yes %____.

- Can your firm be classified as a Minority Owned Business? YES___ NO___ If yes %____.
- Can your firm be classified as a Woman Owned Business? YES___ NO___ If yes %____.

12. GENERAL INFORMATION FOR PROPOSERS

- Any proposal may be withdrawn prior to the above closing date and time. Any proposals received after the time and date specified shall not be considered.
- If the GRANT WRITER is a joint venture or consortium, the qualification of each company comprising the joint venture or consortium should be separately identified and the company that is to serve as the principal should be noted if applicable.
- Any staff changes from the GRANT WRITER's original proposal must be approved by the Spokane Tribe in writing.
- Any restrictions on the use of data contained in a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the request for proposal will be handled in accordance with applicable Spokane Tribal procurement regulations. Data contained in the quote, all documentation provided therein, and innovations developed as a result of any contractual services cannot be copyrighted or patented by GRANT WRITERS. All data, documentation, and innovations become the property of the Spokane Tribe.
- No modification of submitted proposal will be permitted in any form after the closing date and time.

13. COVENANTS AGAINST KICKBACKS

1. For purposes of this subsection "Money" shall mean any cash, fee, commission, credit, and gift, and gratuity, thing of value or compensation of any kind.
2. For purposes of this subsection a "contract" means a written contract with the Spokane Tribe or any other political subdivision of the Tribe or with any tribally owned business.
3. For purposes of this subsection a "Kickback" means any Money, which is provided or is offered, as herein provided, for the purpose of obtaining or maintaining a contract or for rewarding favorable treatment in connection with any contract.
4. By submitting a proposal in response to this RFP, GRANT WRITER represents, warrants, covenants and agrees that neither GRANT WRITER nor its affiliates or any subcontractors (including any of their officers or employees) has provided or attempted to provide, either directly or indirectly, any Kickback to any employee of the Spokane Tribe or to any member of the Tribe. GRANT WRITER further warrants, covenants and agrees that neither GRANT WRITER nor its affiliates nor any subcontractors (including any of their officers or employees) will, in the future, provide or attempt to provide, either directly or indirectly, any Kickback to any employee of the Spokane Tribe.

Failure to abide by the provisions of this section may, without further notice, result in the immediate termination of any contract awarded.

14. RESERVATIONS

THE SPOKANE TRIBE OF INDIANS RESERVES:

1. The right to reject any or all proposals, to serve in the best interest of the Spokane Tribe.
2. The Tribe may waive any informalities or minor defects or reject any and all quotes.
3. The Tribe may cancel this RFP at any time for any reason. The Tribe may reject any and/or all proposals for any reason as determined by the Tribe.
4. The right to negotiate with all or one respondent when such action is deemed to be in the best interest of the Tribe.
5. The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the Scope of Work, or if there is any attempt to willfully impose upon the Spokane Tribe's services which are in the opinion, of the Spokane Tribe, to be of unacceptable quality.
6. The Spokane Tribe reserves all sovereign rights and immunities, and each proposer agrees to hold the Spokane Tribe harmless for costs and expenses resulting from any loss related to this RFP.

15. CONTRACTOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Proposers shall certify to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State, Local or Tribal department or agency;

(b) Have not within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local or Tribal) terminated for cause or default.

END OF REQUEST FOR PROPOSALS

**ATTACHMENT B
COST PROPOSAL FOR GRANT WRITING CONSULTANT SERVICES**

Provide hourly rates, along with estimated annual pricing in accordance with the Tribe's current requirements, as set forth in section Scope of Work. Also provide your firm's proposed Staffing Plan on a separate sheet of paper. Proposer should use a separate form to state pricing for any added value.

Pricing shall remain firm for a minimum of two (2) years. Any and all requests for pricing adjustments for follow-on contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period. Any such proposed price adjustments shall not exceed The Bureau of Labor Statistics Consumer Price Index (CPI).

Employee	Hourly Rate	Hours Worked	Total Cost	Overtime Rates
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

Total Estimated Annual Price	\$
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