

## REQUEST FOR PROPOSALS Grant Writing Services

Proposal Due Date: February 23, 2018, Friday at 4 p.m.

Owner: Tanana Chiefs Conference, Tribal Development

Contact:

Attention:	LaVerne Huntington, Planning and Development Manager
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Scope: Tanana Chiefs Conference, Tribal Development invites qualified and experienced grant writers to submit proposals for FY18 grant writing services to obtain financial resources in the form of grants for TCC Tribes and Programs for sustainable development, preferably, success with DOT TIGER and HUD ICDBG grants. At the conclusion of the project, the grant document will become the exclusive property of Tanana Chiefs Conference.

The grant writers will:

- Research and identify potential funding sources and grants
- Work with Tribes and TCC Staff to collect data and information for grant submittal
- Provide general grant writing services associated with the completion and submission of grant applications

Term: Contracts awarded will be for FY18, beginning on March 12, 2018 and ending on September 30, 2018. TCC will have the sole option of extending the award up to two additional fiscal years.

Selection Process: A grant writer(s) will be selected through a competitive and fair process based on the most responsive bid with the qualifications indicated below. Final selection is planned on or before March 12, 2018.

Note: All contractors are required to comply with Alaska Native and American Indian Preference in accordance with Public Law 93-638.

Submittal Requirements: Proposals must be received by 4:00pm, February 23, 2018.

The submittal package must be printed (or formatted for printing) on single-sided 8.5 X 11 inch paper. The proposal must have a cover letter that provides the name of a single person to contact for all information. Please include 4 copies of submittal for review.

Statements of Qualifications and Proposals should include the following:

- HISTORY – Describe history and size of firm, including its form as a sole proprietorship, partnership, or corporation, as well as its growth history and staff experience.
- PROJECT EXPERIENCE – Describe the firm’s expertise in the preparation of grants. Include the success rate of submitted applications.
- REFERENCES – provide references and contact information for previous projects (ideally 3 projects),
- AVAILABILITY OF STAFF – List availability of designated staff,
- CONTACT INFORMATION – Provide all relevant contact information for the firm, including phone, email, and address will be responsible for this contract,
- TRIBAL INVOLVEMENT – Describe experience working with tribal governments or TCC or other Alaska Native organizations, nations, tribes, or communities, and examples of Alaska Native or American Indian involvement on previous projects, and
- PROPOSED PRICES/COSTS – Detail the firm’s proposed prices/rates with consideration of the term of the contract (see term above).

TCC reserves the right to reject any or all proposals for budgetary, conflict of interest, past performance, federal contract disbarment, or other reasons.