

## REQUEST FOR PROPOSALS Grant Revenue/Expenditure Analysis

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

Owner: Tanana Chiefs Conference, Tribal Development

Contact:

Attention:	LaVerne Huntington, Planning and Development Manager
Address:	Tanana Chiefs Conference 122 First Avenue, Suite 600, Fairbanks AK 99701
E-mail:	<a href="mailto:laverne.huntington@tananachiefs.org">laverne.huntington@tananachiefs.org</a>
Phone:	(907) 452-8251 ext. 3096
Fax:	(907) 459-3954

Scope: Tanana Chiefs Conference, Tribal Development invites qualified and experienced individuals to submit proposals for grant revenue and expenditure analysis for TCC Tribes and Programs. At the conclusion of the project, the grant documentation to help advocate for further funding will become the exclusive property of Tanana Chiefs Conference.

The individual will:

- Research and identify all grants awarded
- Research and identify all grant expenditures
- Create snapshots of programs and outline program goals
- Work with TCC Tribes and Staff
- Conduct telephonic interview and initiate e-mail correspondence to collect the necessary data and information

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

Selection Process: The individual 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: 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 area of grant funding analysis
- 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
- 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.