



Tanana
Chiefs
Conference

Request for Proposals
GRANT WRITING SERVICES

INTRODUCTION

Tanana Chiefs Conference Planning & Development Program is requesting proposals from consultants with experience in grant planning, strategy development and writing. Responses to this Request for Proposals (RFP) will be used to select and negotiate with a consultant to perform assigned tasks on an as-needed basis.

This RFP does not commit Tanana Chiefs Conference to enter into a contract, nor does it obligate the Tanana Chiefs Conference to pay for any costs incurred in the preparation and submission of this proposal or negotiations for or in anticipation of any contract. The Tanana Chiefs Conference reserves the right to make selections, reject any or all submissions, issue subsequent RFPs, remedy technical errors in the RFP process and/or to enter into a contract with one or more consultants for the provision of any or all services described within this RFP.

SCOPE OF SERVICES

The following are typical services and deliverables that the selected consultant may be asked to provide:

TASK 1: Funding Needs Analysis

Identify the community projects with the most urgent funding needs as requested by Tanana Chiefs Conference. This may include:

- Conducting periodic needs analyses with Tanana Chiefs Conference Planning & Development staff as needed.
- Reviewing adopted plans that include project recommendations.

TASK 2: Grant Funding Research

Conduct research to identify grant resources for priority projects as needed or requested by Tanana Chiefs Conference. This may include:

- Monitoring the grant funding landscape, particularly for programs targeting identified project needs or opportunities.
- Matching community needs with eligible funding opportunities.
- Providing pertinent funding program information (e.g. due dates, eligibility criteria, funding range, match requirements, etc.)
- Collaborating with staff to develop a funding strategy and recommendations for projects.
- Attending coordination meetings to provide updates.

TASK 3: Grant Application Development

Provide general and technical grant proposal writing services associated with the completion of grant applications. This may include:

- Ensure timely grant subtask completion.
- Coordinating with staff to obtain required supporting documents or data, including: cost estimates, benefit-cost analyses (BCA), GIS data, aerial imagery, topographic surveys and engineering concepts.
- Preparing a grant narrative that addresses all application requirements.
- Preparing a grant budget and budget narrative.
- Assembling the full grant application package.
- Coordinating with staff to execute a full grant application submittal.
- Sending full grant application to TCC Planning & Development Program after submission.

EVALUATION CRITERIA

Each submitted Proposal Statement will be evaluated according to the following criteria. Proposal should be laid out in a manner that follows the evaluation criteria.

GENERAL QUALIFICATIONS – 10 points

Include a brief narrative describing the firm, services offered by the firm, length of time in Alaska, and name and address of the office where the majority of the work will be performed. Detail areas of specialization (e.g. energy, transportation, engineering, broadband, housing, public utilities, public facilities, economic development, social services, etc.).

FIRM EXPERIENCE – 40 points

Describe the firm's experience providing similar services to other clients within rural Alaska. Include a description of the scope of work performed, the contract value, deliverables provided, timeframe the work was performed, results of the work performed, and a reference (name, telephone number, e-mail address). Describe experience working with online grant portals and use of the grants.gov workspace system for completing federal grant applications.

TEAM QUALIFICATIONS – 25 points

Describe the qualifications and experience of your proposed team providing similar services to other municipal clients within Alaska.

RESOURCES AND AVAILABILITY – 10 points

Describe the resources available to your team to support the scope of services. Discuss the availability of your team over the next 12 months, considering current and projected workload.

APPROACH – 15 points

Describe your approach to performing the services described in the scope of work, along with a typical timeframe for the different tasks.

SELECTION PROCESS

The selection process will proceed in the following manner:

- 1) Tanana Chiefs Conference Planning & Development program will review and evaluate the proposal submitted per the evaluation criteria described above.

- 2) The results of the evaluation may be used to select one or more consultants to meet with Tanana Chiefs Conference Planning & Development Manager for an interview.
- 3) Upon completion of the evaluation, Tanana Chiefs Conference will enter into contract negotiations with the selected consultant(s). Upon completion of the negotiations, a recommendation will be made to the Tanana Chiefs Conference Contract Manager for authorization of a contract.
- 4) Selected consultants must be able to show proof of active business licenses and insurance.

PROPOSAL SUBMISSION

Proposals may be submitted in .pdf format by e-mail to selinaj.sam@tananachiefs.org. Proposal must be received by August 18th, 2023 by 5:00 PM

Tanana Chiefs Conference reserves the right to reject any or all submittals, to waive informalities or technicalities, and to negotiate with any responder to this RFP it deems best qualified.

QUESTIONS

Questions about this RFP may be submitted to

Selina J. Sam
Planning & Development Manager
907-452-8251 ext. 3385 or
Selinaj.sam@tananachiefs.org