

REQUEST FOR PROPOSAL

Grant Writing Services

Proposal Date: July 7th, 2025

Owner: Tanana Chiefs Conference, Tribal Development Division

Contact: Selina J Sam, Planning and Development Manager
Email: SelinaJ.Sam@tananachiefs.org

Scope: Tanana Chiefs Conference, Tribal Development Division invites qualified and experienced grant writers to submit proposals to provide grant writing services to secure funding resources in the form of grants for TCC Tribes and Programs for sustainable development, and facilitate or participate in Grant Writing Trainings. At the conclusion of the project, the grant document will become the exclusive property of Tanana Chiefs Conference.

The grant writers will perform the following duties upon request by TCC:

- ☐ Research and identify potential funding sources and grants for tribes
- ☐ Work with tribes and TCC Staff to collect data and information for submittal
- ☐ Provide general grant writing services associated with the completion and submission of grant applications
- ☐ Facilitate or participate in Grant Writing Trainings

Term: Awarded contracts will begin on October 1st, 2025 and end on September 30th, 2026. Please keep in mind selected firm/individual will be utilized on an as needed basis, this contract is not a full time commitment. TCC will have the option of extending the award up to two additional fiscal years (October 1st, 2026 through September 30th, 2027 and October 1st, 2027 through September 30th, 2028).

Selection Process: A grant writer will be selected through a competitive process based on the most responsive bid with the qualifications indicated below. Final selection is planned after the 2025 deadline.

TCC retains the right to cancel the RFP process at any time, or postpone the date and time for submitting proposals at any time prior to the proposal due date, if it is in TCC's best interest. TCC reserves the right to not award or cancel the award of the contract to a proposer who will not agree to all of the contract's terms. TCC also reserves the right to reject any or all proposals for budgetary, conflict of interest, past performance, federal contract disbarment, or other reasons.

Note: All contractors are required to comply with Alaska Native and American Indian Preference in accordance with Public Law 93-638. Contractors must be able to show business license and insurance documents if awarded.

Submittal Requirements: Proposals must be received by **5:00pm, August 29th, 2025**. The submittal package must be formatted on an 8.5 x 11 inch document in PDF format. The proposal must include a cover letter that provides person responsible for this contract, including phone, email, and address.

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 and deliverables
- ☐ SUCCESS RATE – Describe the success rate of submitted applications specializing in Indian Housing, Climate Change, Transportation and Social Services
- ☐ REFERENCES – Provide references and contact information for previous projects
- ☐ AVAILABILITY OF STAFF – List availability of designated staff
- ☐ CONTACT INFORMATION – Provide all relevant contact information for the firm
- ☐ TRIBAL INVOLVEMENT – Describe experience working with tribal governments, 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 award (see term above).

Please submit proposals via email to:
Tanana Chiefs Conference
Selina J Sam, Planning and Development Manager
selinaj.sam@tananachiefs.org