

REQUEST FOR PROPOSAL **Grant Writing Training Facilitation**

Proposal Date: July 16th, 2026

Owner: Tanana Chiefs Conference, Tribal Development Department

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

Scope: Tanana Chiefs Conference, Tribal Development Division invites qualified and experienced firms to submit proposals to provide grant writing training in Fairbanks in October 2026.

The selected firm will perform the following duties upon request by TCC:

Facilitate a Grant Writing Training with the following topics

- a. Pre-Development
 - i. Site Control Process
 - ii. Land Use planning
 - iii. Site Planning
- b. Site Preparation
 - i. Site Clearing
 - ii. Earthwork and Grading
 - iii. Utility installation
 - iv. Building Design
- c. Construction
 - i. Project management
 - ii. Methodology
- d. Demonstrating Buy-in/ Collaboration and stakeholder support
- e. Needs Statement

Term: Awarded contract will begin on October 1st, 2026 and end on October 31st, 2026.

Selection Process: Successful applicant will be selected through a competitive process based on the most responsive bid with the qualifications indicated below. Final selection is planned after the 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 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, July 31st, 2026**. 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. Limit proposals to 10 pages total.

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 grant writing trainings
- ☐ 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