



Tanana
Chiefs
Conference

REQUEST FOR PROPOSAL

Grant Writing Services

September 30, 2026

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I. Introduction

Tanana Chiefs Conference (TCC), organized as Dena' Nena' Henash or "Our Land Speaks," is a sovereign tribal consortium with a board of directors consisting of 42 Tribal communities across Interior Alaska, representing 37 federally recognized tribes. TCC is an Alaska Native non-profit corporation that provides health and social services for the more than 18,000 Alaska Native people in the Interior Alaska region. TCC was formed in 1962, but its history dates back over 100 years, when tribal chiefs from throughout the region banded together to protect their Native land rights. TCC's main office is in Fairbanks, Alaska. TCC region covers 235,000 square miles of Interior Alaska, which is equal to about 37 percent of the entire state. The region is divided into six sub-regions: Yukon Koyukuk, Yukon Tanana, Lower Yukon, Upper Kuskokwim, Yukon Flats, and Upper Tanana.

II. Solicitation

TCC Health Services (with potential to include Behavioral Health, Health Administration, & Wellness and Prevention) invites qualified and experienced individuals/firms to submit proposals to perform grant writing services. See below for scope of services.

Bid Due Date

Bid submissions are to be sent to diane.evans@tananachiefs.org. Deadline for submitting bids shall be no later than 4:00 PM on October 16, 2026.

TCC has a file limit of 20 MB size limit for email.

III. Scope of Services

The following services are required:

1. Scope of Services

Tasks and Responsibilities:

Writers to submit proposals for providing grant writing services for TCC Health Services programs to include: researching, preparing, and submitting grant proposals for program development and sustainability. The proposals include support for existing programs or the development of new projects. The Contractor selected will collaborate with Health Services staff to collect data and information for actual proposal submissions.

- Research and identify federal, state, Tribal, local, and private funding opportunities that align with TCC Health Services priorities and strategic initiatives.
- Review funding opportunity announcements and provide recommendations regarding funding eligibility, competitiveness, and program fit.
- Coordinate with designated Health Services leadership, program managers, finance staff, and subject matter experts to gather information necessary for proposal development.
- Develop competitive grant proposals for new program initiatives, continuation funding, and sustainability of existing programs.
- Prepare proposal narratives, goals, objectives, work plans, implementation timelines, logic models, evaluation plans, sustainability plans, and other required application components.
- Assist with the development of grant budgets and budget justifications in collaboration with TCC program and finance staff.

- Prepare and organize all required proposal attachments, including organizational information, staffing plans, resumes, letters of commitment, letters of support, and other required documentation.
- Ensure all proposals comply with funding agency requirements, formatting instructions, submission guidelines, and applicable federal, state, Tribal, and sponsor regulations.
- Coordinate proposal development schedules to ensure all internal review deadlines and submission deadlines are met.
- Assist with identifying funding strategies that support long-term program sustainability and expansion.
- Maintain regular communication with designated TCC staff regarding project status, upcoming funding opportunities, proposal progress, and anticipated deadlines.
- Maintain confidentiality of all proprietary, financial, personnel, client, and organizational information obtained during the performance of this contract.
- Attend planning meetings, conference calls, virtual meetings, or in-person meetings with TCC staff, as requested.
- Complete other grant development, grant planning, evaluation, or related professional services as requested by TCC Health Services.

Each bidder shall thoroughly examine the contract documents. The failure or neglect of a bidder to receive or examine any contract document or any part thereof shall in no way relieve it from any obligations with respect to its quote or to the service contract. No claim for additional compensation shall be allowed, which is based upon a lack of knowledge of any contract document.

IV. Proposal Requirements

Proposals submitted in response to this Request for Proposal (RFP) should be comprehensive and structured to provide a clear understanding of the capabilities and approach of the proposing firm. Each proposal shall include a technical proposal and fee proposal.

1. Technical Proposal:

The technical proposal should detail your firm's approach to each task specified in the Scope of Work. This should include a description of methodologies, tools, and technologies that will be used, as well as an outline of the key personnel who will be involved in the project. Highlight your firm's previous experience with similar projects, showcasing your ability to deliver on time and within budget.

2. Fee Proposal:

The fee proposal should outline the financial aspects of the proposal without tying costs to specific project details. Instead, proposers should present a structured pricing model that is adaptable to various project scopes. This model should include:

- General pricing strategies or philosophies that guide the firm's fee structure.
- Standard rates for professional services, categorized by staff qualifications or roles.
- An explanation of any other costs that might be applicable in a typical project scenario, such as travel expenses, third-party consultation fees, or software licensing fees.

Each proposal should be formatted as a single PDF document, ensure that all information is

accessible and easily navigable. The document should include a table of contents, and each section should be clearly labeled to facilitate quick reference.

Through the narrative of your proposal, your firm should convey not only its technical competence to execute the work detailed in the Scope of Work, but also its commitment to maintaining a collaborative relationship with TCC and other stakeholders throughout the course of this agreement.

Proposal shall be submitted via email by the deadline specified in this RFP. It is crucial that proposals are comprehensive, addressing all sections outlined in this RFP, as incomplete submissions may not be considered.

V. Evaluation Criteria

Selection of the Meeting Facilitator will proceed through a structured process to ensure transparency, fairness, and to find the most qualified candidate. The selection process will include the following steps.

1. Proposal Submission:

- Proposals must be submitted by the stated deadline and should conform to the specified format and content requirements to be considered.

2. Initial Screening:

- All submissions will be reviewed to ensure compliance with the requirements. Proposals that do not meet the basic submission criteria will be rejected.
- All documents should be submitted in a PDF form and limited to five pages, not including cover page or resume(s).

3. Evaluation of Proposals:

Each proposal will be evaluated based on the following defined criteria.

- **Understanding:** Illustrate that the firm understands the scope of work and duties involved in carrying out the tasks required. **(20 Points)**
- **Firm Experience:** Describe the firm's expertise in grant facilitation and coordination. **(20 Points)**
- **References:** Provide references and contact information from previous clients. **(10 Points)**
- **Methodology:** Describe how the firm will perform the tasks required. **(10 Points)**
- **Management Plan:** Describe the management plan and who will be performing services under this contract. Include availability of staffing. **(20 Points)**
- **Cost:** Value of services. **(20 Points)**
 - **Native Preference:** Native Preference will be applied to a vendor's total bid price for evaluation purposes only, in accordance with TCC policy and TCC Resolution 2026-25, as amended, as follows:

(a) In-Region Native Preference. A vendor qualifying for the in-region Native preference will receive a ten percent (10%) reduction in its total bid price for evaluation purposes only. To qualify for this preference, the vendor must be majority-owned (more than 50% ownership interest) by one or more TCC-region tribal members or by a TCC-region village corporation. The qualifying ownership interest must exceed 50% at

the time the bid is submitted.

(b) Alaska Native Preference. A vendor qualifying for the Alaska Native preference but not qualifying for the in-region preference described in subsection (a), will receive a five percent (5%) reduction in its total bid price for evaluation purposes only. To qualify for this preference, the vendor must be majority-owned (more than 50% ownership interest) by one or more Alaska Native tribal members or by an Alaska Native village corporation. The qualifying ownership interest must exceed 50% at the time the bid is submitted.

4. Interviews:

The top scoring firm(s) may be invited for interviews to discuss their proposal, explore their project approach, and assess the team's fit for the project. Interviews will provide firms with an opportunity for the selection committee to ask detailed questions and for the firm(s) to clarify and expand on their proposal.

5. Ranking and Recommendation:

Following interviews, the selection committee will rank the firms based on the overall evaluations and interviews.

6. Final Selection:

Multiple firms may be selected for final negotiations. TCC reserves the right to negotiate first to refine project specifics, costs, and contractual terms to ensure alignment with the department's goals.

7. Contract Award:

Upon successful negotiation, a contract may be awarded to multiple firms. If negotiations are unsuccessful, TCC reserves the right to not award.

8. Notification:

All proposers shall be notified of the decision. The successful firm(s) will receive a contract award notification.

Upon selection, proof of insurance and current business licenses are required to be provided.

VI. Management

Diane Evans-Sommer, or designee, will manage this RFP for TCC with Program Directors managing contracts for their departments/divisions. If a party changes its contract manager, then the party will notify the other in writing of this change.

VII. Term of Contract

Subject to Section 7 of TCC's Services Contract Termination in the Terms and Conditions, the Services shall start upon receiving a fully signed agreement and shall end September 30, 2027, with the option to renew as agreed upon by the two parties, but not to exceed a total of three (3) years.

VIII. Payment

Payment shall be made no later than thirty (30) days for undisputed services after TCC receives properly prepared invoice. A valid tax identification number must be provided to TCC prior to any payment being made.

IX. Schedule

The anticipated project schedule is as follows.

Deadline to submit Proposals	October 16, 2026
Issue Notice of Intent to Award (NOITA)	October 21, 2026
Execute Contract /Notice to Proceed	October 23, 2026
Contract End Date (including all possible renewals)	September 30, 2027/2028/2029

All dates are approximate and contingent upon the completion of previous activities.

X. Terms and Conditions

1. Waiver of Minor Informalities

TCC expressly reserves the right to waive minor informalities, negotiate changes or reject any and all quotes and to not award the proposed contract, if in its best interest. "Minor informalities" means matters of form rather than substance which are evident from the submittal or are insignificant matters that have negligible effect on price, quantity, quality, delivery or contractual conditions and can be waived or corrected without prejudice to the other Proposers.

2. Proposals

TCC reserves the right to accept or reject any and all proposals. Proposals must be signed (electronic signatures are acceptable) and dated in order to be valid. Proposals are to be valid for Ninety (90) days from solicitation due date.

TCC will not pay any cost associated with the preparation, submittal, or presentation of any proposal.

3. Contracts

By submitting a bid, vendor agrees to be bound by the terms of TCC's Services Contract provided for in Appendix B.

4. Insurance and Indemnification by Contractor

Before starting performance of the Services, the Contractor will provide to TCC proof of all required insurance in connection with the Services or for the type of work, including workers' compensation insurance, in amounts acceptable to TCC. Except for claims arising out of acts caused by the sole negligence of TCC or its employees, the Contractor shall indemnify and hold harmless TCC, its employees, agents, officers, and directors for any claims arising out of an act or omission of any nature whatsoever of the Contractor, or its employees, causing damage to any person or property in performance of this contract. Required limits are listed below:

- Commercial general liability insurance with limits of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;

- Automobile insurance with limits of no less than \$1,000,000 combined single limit coverage; and
- Worker's Compensation insurance as required by the State of Alaska, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements.
- Professional Liability insurance covering negligent acts, errors, and omissions in the performance of the professional services with policy limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under this contract is completed.
- Waiver of Subrogation. Contractor waives all rights against TCC and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the above policies maintained pursuant to this agreement. Contractor shall obtain an endorsement to the above policies to affect this waiver.

5. Native Hire

If this contract involves a federal program or if the State of Alaska is acting under congressional delegation of federal trust authority the Contractor will provide employment preference for Native Americans in activities under this contract under Public Law 93-638 and other applicable laws.

6. Compliance

Contractor agrees to comply with all applicable federal and state laws, orders and regulations including, but not limited to Executive Order 11246 as amended, and the regulations at 41 CFR60-1 through 60-60, and 36 United States Code (USC) §2012, the Vietnam Era Veterans Readjustment Assistance Act of 1974, and §503 of the Rehabilitation Act of 1973, as amended, and the requirements listed at 41 CFR 60-741, the BETS-100 reporting requirement listed at 41 CFR 60-250.10, and any applicable criminal history or background check requirements.

7. Records and Retention

Contractor will provide TCC, the Comptroller General of the United States, and any federal or state grantor agency that contributed any portion of the contract funding, access to any books, documents, papers, and records of Contractor related to the contract for the purpose of making audits, examinations, excerpts and transcriptions. Contractor agrees to maintain all such records for at least Seven (7) years from the date when final contract payment is made by TCC to the Contractor.

8. Termination

- A. Either Party may terminate this Contract upon thirty (30) days' prior written notice to the other Party. TCC may terminate this Contract immediately for a breach, non-performance, material non-compliance, lack of insurance coverage, or convenience. TCC may, at its option, provide Contractor with an opportunity to correct a breach or violation of this Contract in lieu of termination. Any such correction must occur within thirty (30) days after TCC provides notice of the cause and its intent to terminate, unless TCC determines that additional time for correction is appropriate under the circumstances.
- B. If TCC terminates this Contract because of breach, non-performance, or material non-

compliance or Contractor terminates this Contract for a reason other than a breach by TCC, Contractor shall be liable to TCC for damages equal to the difference between the Contract price and cost to TCC to complete the work. If TCC terminates this Contract without cause, Contractor shall be paid for the percentage of total work under the Contract satisfactorily completed, less advances.

9. Privacy and Confidentiality

TCC is required to safeguard the privacy of its clients and to protect their rights to confidentiality. Federal or state privacy or confidentiality laws and regulations protect certain information including a client's identity or presence for purposes of treatment. Contractor is responsible to apprise itself of and abide by the provisions of all federal or state laws and regulations that may apply including, but not necessarily limited to, the Alcohol and Other Drug Confidentiality Rule, 42 CFR Part 2, and the Health Insurance Portability and Accountability Act Privacy Rule, 45 CFR Sections 160 and 164, and to preserve and safeguard the privacy and confidentiality of TCC clients. Contractor shall not disclose the identity of any TCC client or share any information or observations regarding any TCC client. Contractor shall keep confidential all information about any TCC employee learned in connection with this contract or performance of the Services. Contractor shall hold all information made available by TCC to Contractor in strict confidence. If Contractor has any questions regarding matters of privacy or confidentiality, Contractor is to contact the TCC contract manager.

10. Independent Contractor

Contractor is an independent contractor, not an employee of TCC. Contractor shall possess a valid, current Alaska business license and City of Fairbanks business license, if applicable, and such other permits and licenses required to perform the work required by this contract. Contractor is solely responsible for all taxes, employee withholdings, workers' compensation insurance, and unemployment insurance.

11. Expenses

TCC and Contractor will each pay for the negotiation and performance of their respective obligations under this contract.

12. Prohibition on Subcontracting and Assignment

Contractor agrees not to subcontract to any extent the Services without the prior consent of TCC. Neither party may assign its rights, interests, or obligations under this contract without the prior consent of the other party.

13. Disclosure of Potential Conflicts of Interest

Before signing this contract, Contractor agrees to disclose to the TCC contract manager any relationship that may be a potential conflict of interest related to the performance of the Services. A potential conflict of interest includes, but is not limited to, Contractor having existing relationships or agreements with entities that may be averse to TCC, Contractor being related within the third degree of blood relationship to an employee of TCC, Contractor having an existing financial interest with TCC, or Contractor having an existing financial interest with any person involved in the signing of this contract. By signing this contract, Contractor represents and warrants that it has made all required disclosures to TCC. Any breach of this Section will be considered a material breach of this contract.

14. Contractor's Representations

Contractor represents and warrants that Contractor is qualified to perform the Scope of Services outlined in **Section III, Scope of Work**, and has obtained all professional licenses,

business licenses, permits, or governmental approvals necessary for performance of the Services.

15. Debarment and Suspension Certification

Contractor certifies that its principals are licensed attorneys in good standing in a state within the United States, and no principals are listed on the Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 and 12689, "Debarment and Suspension."

16. Equal Employment Opportunity

Subject to Section 5, Contractor will comply with Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

17. Anti-Lobbying Certification

(This provision applies if the contract amount exceeds \$100,000). Contractor agrees that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, grant, or any other award covered by 31 USC §1352.

18. Clean Air Act and Federal Water Pollution Control Act Certification

(This provision may apply if the contract amount exceeds \$100,000). Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC §7401 et seq.) and the Federal Water Pollution Control Act as amended (33 USC §1251 et seq.).

19. Severability

If any provision of this contract is held invalid, such provision is ineffective only to the extent prohibited or invalidated by law, without invalidating the remaining provisions of this contract.

20. Complete Contract

This contract, together with any attachments or other documents expressly referenced, comprises the complete agreement between the parties and supersedes any prior understandings, contracts or representations by or between the parties.

21. Counterparts

This Contract may be executed in one or more counterparts, any one of which need not contain the signatures of more than one Party, but all such counterparts taken together will constitute one and the same instrument.

22. Governing Law and Forum

The internal law of the State of Alaska, without regard to conflicts of laws principles, governs the construction, validity, interpretation, and performance of this contract. Any claim under this contract shall be filed in the courts of the State of Alaska, Fourth Judicial Organization at Fairbanks.

23. Headings

Headings in this contract are used for reading convenience only.

24. Amendment and Waiver

This contract may not be amended or waived except by a writing signed by both parties. No course of dealing will amend or waive any part of this contract.

25. Notices

All notices, demands and other communications to be given under this contract will be in writing and will be deemed to have been given when personally delivered or Three (3) days after being mailed by first class mail, or when receipt is acknowledged if sent by fax or other electronic transmission. Notices, demands, and communications will, unless another address is specified in writing, be sent to the respective addresses indicated on award documents.

26. Attachments

- Appendix A – AN/AI Owned Business Form
- Appendix B- TCC's Service's Contract

XI. Required Documents

The following documents are required to be considered responsive.

- Signed proposal
- Fee Proposal
- State of Alaska Business License
- Appendix A – AN/AI Owned Business Form

The following documents are required prior to award.

- Insurance certificate meeting or exceeding requirements

Submit proposals to:

diane.evans@tananachiefs.org

Deadline to receive proposals:

October 16, 2026, at 4:00 PM.