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**Request for Proposals:**

Grant Writing Services
RFP#: WR21-0001

# SECTION 1. GENERAL INFORMATION

* 1. Significant Dates:

 Posted Date: 03/11/2021

 Deadline for Questions: 03/29/2021
 Closing Time and Date: 04/01/2021

#  Description of Proposals Sought:

The Walker River Paiute Tribe (“Tribe”) is seeking contracted grant writing services to assist the Tribe in researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications, program administration and delivery. Grant writing services are needed to support and enhance existing services and programs, implement new programs and services, assist with the implementation of the Tribe’s Long-Term Comprehensive Community Plan, and support the Tribe’s ongoing response to the Covid-19 pandemic. Firms or individuals with demonstrated experience in working with tribal governments and entities are encouraged to submit proposals in response to this RFP.

#  About Walker River Paiute Tribe:

# The Walker River Paiute Tribe is a federally recognized Indian Tribe in Nevada. The reservation was established in 1874 by Executive Order and is under the General Allotment Act of 1887. The Walker River Paiute Reservation is located within three counties in rural Midwestern Nevada about 100 miles southeast of Reno, Nevada. The Tribe’s land base consists of about 325,000 acres in a river valley, mostly used for grazing and some ranching. The Tribe’s 3,200 enrolled members are governed by a seven-member Tribal Council with officers elected to a four-year term. The Tribe’s Administrative Offices are located at 1022 Hospital Road Schurz, Nevada 89427.

#  Response Format:

Proposals should be prepared simply, providing a straightforward and concise explanation of the Offerors approach and capabilities necessary to satisfy the criteria listed in Section 3. Emphasis in the proposals should be on completeness, clarity of content, and adherence to the presentation structure required by this RFP.

#  Completeness of Proposal

The Offeror must submit a completed Proposal signed by an Offeror representative authorized to bind the proposing Offeror contractually. The Offeror must identify on the form any exceptions the Offeror takes to the RFP or declare that there are no exceptions taken.

During the evaluation process, the Tribe reserves the right, where it may serve the Tribe’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. .

#  Response Date and Location

Proposals must be submitted no later than 5:30pm PST on 03/25/2021. Proposals shall only be accepted via an online portal: <https://rfp.collective-strategies.com/walker-river-paiute-tribe/wr21-0001/>. All proposals and accompanying documentation will become the property of the Tribe and will not be returned. Offerors accept all risk of late delivery.

#  Offeror’s Cost to Develop Proposals

Costs for developing proposals in response to the RFP are entirely the obligation of the Offeror and

are not chargeable in any manner to the Tribe — no exceptions.

# SECTION 2. TERMS AND CONDITIONS

 2.1 Questions Regarding the RFP

Requests for interpretation/clarification of this RFP must be emailed torfp@collective-strategies.com . Unauthorized contact with other tribal employees regarding this RFP may result in disqualification. All oral communications will be considered unofficial and non-binding on the Tribe.

All questions must be submitted no later than 5:30pm PST on 03/29/2021. All responses will be posted <https://rfp.collective-strategies.com/walker-river-paiute-tribe/wr21-0001/> no later than 5:30 p.m. PST within 2 business days after receipt of the question.

It is the Offeror’s responsibility to check the website listed above for any information posted in the questions & answers section prior to submitting a proposal response.

#  RFP Amendments

The Tribe reserves the right to request any respondent clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal. The Tribe reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Tribe also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. It is the Offeror’s responsibility to check the web portal (<https://rfp.collective-strategies.com/walker-river-paiute-tribe/wr21-0001/> ) for the issuance of any amendments prior to submitting a proposal response.

#  Withdrawal of Proposal

Provided notification is received in writing to the email address rfp@collective-startegies.com, proposals may be withdrawn at any time prior to the proposal response due date and time specified. Proposals cannot be changed or withdrawn after the time designated for receipt.

#  Rejection of Proposals

The Tribe reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Tribe.

#  Proposal Validity Period

Submission of a proposal will signify the Offeror’s agreement that its proposal and the content thereof are valid for 30 days following the proposal response deadline unless otherwise agreed to in writing by both parties. The proposal may become part of the Contract negotiated between the Walker River Paiute Tribe and the successful Offeror.

#  Proposal Signatures

An authorized representative of the Offeror must sign proposals, with the Offeror’s address and telephone information provided. Unsigned proposals will not be considered.

#  Ownership of Documents

Any reports, studies, conclusions, and summaries prepared by the Offeror shall become the property of the Tribe. The Tribe may provide the Offeror with a limited license to use such material.

#  Hold Harmless

The Offeror shall hold harmless, defend, and indemnify the Tribe and the Tribe officers, agents, and employees against any liability that may be imposed upon them by reason of the Offeror’s failure to provide worker’s compensation coverage or liability coverage.

#  Limitations on Costs and Expenses

The Offeror’s cost proposal may not include: any costs that can be described as overhead, including secretarial, clerical, or file management work; on-line research services charges (in-house photocopying; unnecessary express mail/overnight courier mailings); or for developing invoices for the Tribe.

#  Dispute Resolution and Venue

The Tribe will require the selected Offeror to expressly consent to the jurisdiction of the Tribal Court for any and all disputes that may arise from the Tribe engagement of the Offeror’s services, including the application of tribal law.

#  Appropriated Funds

Any contract awarded pursuant to this RFP is subject to the Tribe’s appropriation and budgetary process, which operates on a calendar fiscal year from January 1 - December 31. Any required payments under the contract are contingent on the availability of funds in the tribal treasury. As funds are appropriated yearly any contract awarded would be for the remainder of the fiscal year, at which time it would be renewable on a yearly basis. The Tribe reserves the right to use unrestricted or federal funds to support any contract entered into as a result of this RFP. Use of federal funds may require additional terms and conditions.

#  2.12 Indian Preference

The RFP is non-restricted, but Indian Preferences applies to the award of this contract in accordance with Regulations 24 CFR 1000.52, Section 7 (b) of the Indian Self Determination and Education Assistance Act U.S.C. 450 (b), and the Walker River Paiute Tribe, Procurement and Property Management Policy & Procedure Manual, Chapter 3.

Under the State of Emergency declared by the Tribal Council under Resolution WR-37-2020, the Tribe reserves the right waive any portion of the Procurement Policy in order to obtain grant writing services as part of its ongoing response to Covid-19

2.13 Local Tribal Laws
Local tribal laws shall apply. Tribal Employment Rights Office (TERO), Tax Ordinance and the Business License Code will be enforced for the services. Copies of the TERO, Tax Ordinance and Business License Code will be provided upon request. It is the responsibility of the Offeror to obtain specific requirements of the TERO and Tax Code from the department. Sarah Lamkin, TERO Director, 775.773.2478 ext. 2151 or slamkin@wrpt.org , and Jeanette Williams, Tax Director, 775.773.2478 ext. 2150 or jwms@wrpt.org .

#  2.14 Debarment

Selected Offeror must sign a Certification Regarding Debarment and Suspension (See Attachment A).

#  2.15 Contract

The selected Offeror will be required to enter into the Walker River Paiute Tribe’s standard form contract which will include a “no assignment” provision indicating that the Contract may not be assigned without written consent of the Tribe. Any increase in contract price following execution of the contract requires a written modification to the term to continue.

2.16 Legal Review

All contracts and addendums to existing contracts must be reviewed by the Tribal Attorney before execution. The Tribal Attorney will review contractual obligations imposed on both parties of the contract. Generally, the Tribal Attorney will not review for subject matter; however, as Offerors may attempt to modify certain terms of the agreement in the scope of work, the Tribal Attorney will review the contract in its entirety and will address any issues and concerns. The Tribal Attorney may impose amendments and require changes to specific contract wording in order to adequately protect the Tribe.

# SECTION 3. REQUESTED SERVICES

* 1. Duration of Services

The Tribe anticipates awarding the contract for a two-year period beginning April 1, 2021 through March 31, 2023, subject to annual funding availability. However, if the work extends beyond this period, any agreement would require a written amendment to the contract.

#  Scope of Work

The following are typical services and/or items that the successful Offeror will be required to provide to the Tribe, if it is awarded the Contract, and should be addressed in each Consultant’s proposal.

1. Funding Need Analysis – Work with the Walker River Paiute Tribe staff to facilitate meetings with the Tribe’s departments to assess the validity of current funding priority area, identify changes in funding priority areas, and identify new priority areas of funding.
2. Grant Funding Research – Conduct research and develop a grant database to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the Tribe’s funding needs and priorities in the following general areas including but not limited to:
	1. Infrastructure construction and maintenance including water, sanitary sewer, expansion of Arsenic facility, and transportation related projects;
	2. Economic Development;
	3. Community Planning/Development;
	4. Criminal Justice;
	5. Education;
	6. Job training;
	7. Natural Resources/Energy;
	8. Fire/Emergency medical services technology and equipment;
	9. Homeland security;
	10. Food Security;
	11. Homelessness;
	12. Broadband Technology
3. Grant development that will assist with expansion of programs and grant management that will support grant implementation, budgeting, and monitoring.
4. Engagement of the Walker River Paiute Tribe, program directors and community. Facilitate implementation of the Walker River Paiute Tribe’s Long-Term Comprehensive Community Plan through grant funding that will enable Tribal programs, staff and the community to develop programs addressing short- and long-term planning goals.
5. Prepare complete and compliant grant or contract funding proposals, inclusive of a budget to be reviewed and approved by the Walker River Paiute Tribal Council through a Tribal Resolution.
6. On-site training, assistance, and development of a working relationship with the Walker River Paiute Tribe, tribal program directors/managers, community representatives, public and private, on a regular basis to facilitate adherence to comprehensive planning, program planning, budgetary planning, and identifying strategy for submittal of grant applications.
7. Provide appropriate staff training related to new and/or updated funding opportunities and procedures for new or revised program development processes.
	1. Reports to Be Issued

The successful bidder will be required to submit monthly reports to the Tribe summarizing the activities undertaken during the previous month.

* 1. Required Information

 The Offeror’s Proposal must include the following:

1. Title Page. Show request for proposal (RFP) subject, name of proposer or proposer’s firm or business, address, telephone and fax numbers, name of contact person, and date of submission.
2. Transmittal Letter. A one- or two-page summary stating the Offeror’s understanding of the work to be done and making a positive commitment to perform the work within the time period required.
3. Statement of Qualifications. Provide an outline of your experience providing grant writing services, to include at a minimum the following:
	1. Number of years the firm has been in existence.
	2. Provide information on successful grant writing efforts including benefitting party, source, year of award, and dollar amount of grant award.
	3. Provide a minimum of three (3) references from tribes or other governmental entities for which you have provided grant writing services. Include the name organization, brief description of the project, name of contact person and daytime telephone number.
	4. Certificate of existing insurance detailing the extent of professional errors and omissions and commercial general liability, automobile, and workers compensation coverage.
	5. Indicate from where grant related services will be conducted.
4. Offeror Organization and Management. Identify individuals who will be assigned to work with the Tribe. Provide their background, directly related experiences and past successes. Provide resumes for the individuals who would likely be assigned to this work including education, licensing information, background, accomplishments, relevant continuing professional education and any other pertinent information for each of the key personnel to work on the project.
5. Approach. Provide a detailed description of how your organization will perform the following grant writing services:

a. Funding needs analysis;

b. Identification of appropriate grant resources;

c. Grant preparation process;

d. Grant review and approval process; and

 e. Detailed time frame of whole process (a through d)

1. Current Assignments. Provide a statement concerning the Offeror’s ability to devote sufficient time and resources to this type of work in relation to existing or anticipated assignments of the Offeror.
2. Disclosure of Potential Conflicts of Interest. Provide a statement regarding any potential conflict of interest issues the Offeror might have or encounter in providing these services to the Walker River Paiute Tribe.
3. Prior Engagements with the Tribe. The firm should list separately all work performed for the Tribe within the last three years. For each engagement, the firm should indicate the scope of work, date, engagement partners, and total hours.
4. Detailed Cost Proposal. Provide a detailed statement of any and all costs for providing these services. This statement must include proposed hourly rates for all persons employed by or contracting with the Offeror to provide the work described herein, as well as rates for travel and other expenses when travel is necessary.

# SECTION 4. PROPOSAL EVALUATION

* 1. Evaluation Procedures

A Selection Committee will evaluate proposals. The selection will consider how well the Offeror’s proposal meets the needs of the Tribe as described in the Offeror’s response to each requirement listed in Section 3.3. In evaluating the proposals, the Tribe will use a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 4.2. All proposals will be evaluated using the same criteria and weighting. Any proposal that does not contain each element described in this RFP, fully completed, initiated or executed, as appropriate, may be judged to be incomplete and may not be considered further.

#  Scoring and Evaluation Factors

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the Tribe may select a contract other than the one providing the lowest cost solution. The objective is to choose the entity capable of providing reliable and effective services within a reasonable budget.

Evaluation will be based on the following criteria:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed and relevancy of other information provided by Offeror (0-20)
2. Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed. (0-15)
3. Qualifications of Offeror: Demonstrated knowledge of sources of grant funds available to tribal governments, demonstrated proficiency in obtaining funds, Demonstrated capability of grant management and completion, Offeror’s qualifications and experience (0-20)
4. Size and structure of Offeror and ability to maintain continuity of work (0-5)
5. Plan provided by Offeror for services provided (0- 15)
6. Qualifications and experience of staff to be assigned. Education, position, and years and types of experience will be considered (0-10)
7. Adequacy of insurance coverage provided (0-5)
8. Indian preference (0 – 5)
9. Cost (0-10)

Maximum Points: 100 plus (0-5) for Indian Preference

#  In-Person Discussion Sessions

One or more Offerors who have scored well on the evaluation may be invited by the Tribe, without cost to the Tribe, to a discussion with the Tribal Council, the managers of relevant tribal programs, and others invited to the Session to provide the Offeror the opportunity to demonstrate its services, to discuss its approach/methodologies, implementation process, schedule, staffing and other applicable professional services. The Discussion Session will be informal, as the Tribe is not interested in a sales presentation by Offeror but rather an interactive discussion; it is important that those key personnel identified by the Offeror to be assigned to the project will fully participate in the presentation and discussion.

#  Final Selection

The Selection Committee will formulate their recommendation for award of the contract, which will be forwarded to the Council for formal acceptance. Each Offeror submitting a response to this RFP will be notified in writing as to acceptance or rejection of their proposal. Release of notification letters shall be within thirty (30) days of the proposal submission date. The Tribe reserves the right to delay this action if it is deemed to be in the best interest of the Tribe.

#  Contract Award and Execution

The Tribe reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be initially submitted on the most favorable terms the Offeror can offer.

This should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final document.

The RFP document and the successful Offeror’s proposal response, as amended by agreement between the Tribe and the Offeror, including e-mail or written correspondence relative to the RFP, may become part of the Contract between the Tribe and the successful Offeror. Additionally, the Tribe may verify the Offeror’s representations appearing in the proposal. Failure of the Offeror to perform as represented may result in elimination of the Offeror from competition or in Contract cancellation or termination.

The apparent successful Offeror will be expected to enter into a contract with the Tribe. If a contract is not entered into within a reasonable time after selecting the proposal, the Tribe may elect to cancel the award or award the Contract to the next highest ranked Offeror. The Tribe shall not be bound or in any way obligated until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of a final contract.

After opening and ranking, an award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification, or, the Tribe may discuss with the selected Offeror offers for cost reduction and other elements of the Offeror’s proposal. If the Tribe determines that it is unable to reach a contract satisfactory to the Tribe with the selected Offeror, then the Tribe will terminate discussions with the selected Offeror and proceed to the next Offeror in order of selection ranking until a contract is reached or the Tribe has rejected all proposals. The Tribe will not disclose any information derived from the proposals submitted from competing offers in conducting such discussions.

The Tribe reserves the right to award a contract for all or any portion of the requirements proposed by reason of this request, award multiple Contracts, or to reject any and all proposals if deemed to be in the best interests of the Tribe and to re-solicit for proposals, or to reject any and all proposals if deemed to be in the best interests of the Tribe and to temporarily or permanently abandon the procurement.