

Request for Proposal (RFP)
Grant Researcher and Writer
Klamath Tribes Administration Department
RFP # 04-KTADM17

1.1 Introduction:

The primary function of the Grant Researcher and Writer (GRW) is to research available grant sources for Tribal Administration departments and programs. The consultant will work independently in researching grants that would provide new opportunities that address the needs of the Klamath Tribes and its members. Work would require initiative, creativity, and punctuality in identifying grant sources to produce timely proposals.

1.2 Background/Business Case:

The Klamath Tribes operate under a grant funded structure with 98 percent of all funding being generated from grants. The majority of grants received are through the federal government followed by state and local governments and private foundations. The Tribes receive a small percentage of Tribal funds which are highly competitive within the organization and are typically used to fund short-term or localized projects that generally are not fundable from outside sources. There are 10 departments within the Tribal Administration structure; each having numerous grants that help sustain their programs.

1.3 Scope of Work:

Described below are the technical requirements for the material, product, or service to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use.

- 1.3.1 The Klamath Tribes would like to engage with an individual or firm who can productively research, coordinate, orchestrate, and produce fundable grant applications in a timely manner. In order to accomplish successful grant applications there are several key capacities that the Grant Writer must have:
- a. Knowledge and/or familiarity of The Klamath Tribes, its mission, strategy, and structure/hierarchy.
 - b. Ability to understand the needs of both the Klamath Tribes as a whole, its departments in need of funding, and the organization that is offering the grant money.
 - c. Capability to understand and execute complex instructions to define problems, collect data, establish facts, and draw valid conclusions.
 - d. Effective grant research techniques and powerful proposal development.
 - e. Top-shelf research skills, especially with federal government grants and funding sites, and knowledge of Federal Government and Tribal Government functions and structure.
 - f. Must meet stringent deadlines and work with numerous individuals and organizations.
 - g. Knowledge of P.L. 93-638 public and private sector funding programs.
 - h. Above average organizational skills to plan, prioritize, and coordinate proposals and references to meet work demands. Also includes critiquing proposals and making recommendations.
 - i. Ability to prepare budgets and budget justifications that are acceptable for grant applications.
 - j. Knowledge of indirect cost and contract support funding.

- k. Research potential federal, state, local and foundation funding sources through various sites and methods. Describe experience and knowledge in researching grants.
- l. Coordinate with Klamath Tribal Health and Family Services to ensure there is no duplication or supplanting of grants and services.
- m. Generate proposals and supporting documents for application of new grants, agreements, or existing funding.
- n. Inform Grant and Contract Compliance Officer of new grant opportunities and deadlines for new and reoccurring grants.
- o. If requested, meet with Departments, General Manager, or attend the Tribal Council meetings.
- p. Engage with Department Director or designee to develop grant and solicit for funds.
- q. Prepare status reports and other documents related to program development and pending proposals.
- r. Research federal, state and local rules and regulations for proposal requirements and obtain application packages. Indirect cost rates and allowances/cap and matches are required to be researched for each grant.
- s. Have available, publications and materials which will keep Klamath Tribal Administration abreast of developments in funding services, and resources.

Responses should demonstrate the ability to meet the requirements listed in 1.3, a-t above.

- 1.3.2 Party will be required to give their professional opinions and recommendations to write a successfully funded grant.
- 1.3.3 The party must have experience in grant writing, specifically in the area of federal, State and private foundation grants; and be able to demonstrate technical writing techniques. Party must have the ability to clearly express thoughts in written and verbal communication. Party must submit two writing samples of not more than one page each that demonstrates writing techniques.
- 1.3.4 The Klamath Tribes understand that most of the work can be done at the contractor's place of business, but there will be times when the contractor must attend meetings by teleconference, Skype, or in person. Address any barriers or recommendations to this requirement.
- 1.3.5 The proposal must show the total cost for labor, travel, supplies, or other costs necessary to complete the projects.
- 1.3.6 The selected contractor shall meet all deadlines including those set by the Tribal Departments; admin reviews and revisions processes; Tribal Council schedules; and grant deadlines. To ensure these timelines are met, the selected contractor will need to work closely with the originating Department and Grant and Contract Compliance Officer. The contractor must be available from grant inception, development and submission.
- 1.3.7 The contractor must understand that some project information may be confidential in nature and the Klamath Tribes privacy must be protected at all times during the project.
- 1.3.8 The contractor must be respectful to the Klamath Tribes and their possessions at all times and is encouraged to ask questions at any time for clarification or request a meeting to clarify processes.

1.4. **Quality Requirements:**

The Klamath Tribes Administration will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Klamath Tribes Administration will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources

Required information needed in the response of this RFP

1. Must have minimum of five (5) years' work experience in related field of grant writing/research.
2. Must provide resume or job qualification papers showing 5 five successful years in the field.
3. Must provide 3 references for the last 2 relevant jobs completed (Name and number).
4. Must provide information on four (4) successful grants written and funded, with one being from a federal source; one being a state source; one being from a private foundation; and one being from a local or Indian Tribal organization.
5. Must not be debarred or suspended from doing business with the federal government.

Preferred or If Applicable

1. Bachelor's Degree in English, Journalism, Communications or Marketing.
2. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
3. Provide certificate of insurance for general liability coverage. If selected, insurance must be provided during contract agreements.
4. Must provide proof to claim Indian preference (if applicable).
5. It is preferred that party is registered with the System for Award Management (sam.gov) (cage code is acceptable.)

1.5. **Evaluation Factors and Scoring:**

1. Selection Procedures: The Klamath Tribes' Administration uses this formal advertisement for RFP's to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribes' Administration reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: The Klamath Tribes Administration and its authorized representatives will review all proposals received on time and may contact the party to request further information. The Klamath Tribes' Administration may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes Administration shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:
 - a. (0-55 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in the Sections above.
 - b. (0-35 points) Cost: Cost will be determined by formula method.

- c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
- d. Indian preference: At minimum 15% of the evaluation points shall be granted to parties who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.
- e. In the case of duplicate proposals the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (without Indian Preference)

1.6. Instructions for Submitting Proposals:

- 1. Return proposal in an envelope clearly marked according to the following instructions below. One original and three (3) copies must be submitted. Alternate proposals will not be accepted.
- 2. Proposals can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes
Administration Office
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

- 3. Do not submit RFP by email or Fax.
- 4. On outside of sealed envelope write:
"Grant Writer RFP 04-KTADM17"

For any questions on the proposal and requirements, please contact Jana DeGarmo, Grant and Contract Compliance Officer at (541)783-2219, ext. 155 or email jana.degarmo@klamathtribes.com.

1.7. Closing/Opening Date and Time and Method of Solicitation:

- 1. Proposals will be accepted at the address above up to **4 p.m. on 11/13/2017**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time. If, at the time of the scheduled closing date, The Klamath Tribes Administration is closed due to uncontrolled events or administrative closures, RFP's will be accepted until 4 p.m. on the next normal business day.
- 2. Proposals will be opened at **10 a.m. on 11/15/2017** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon. The Klamath Tribes reserve the right to reject any and all proposals during opening that do not meet stated criteria. If, at the time of the scheduled closing date, The Klamath Tribes Administration is closed due to uncontrolled events or administrative closures, RFP's will be opened at 10 a.m. on the next normal business day.
- 3. This RFP has been published by:

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|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Publication in a Newspaper of general circulation |
| <input checked="" type="checkbox"/> | Direct solicitation of proposals from an adequate number of known sources |
| <input checked="" type="checkbox"/> | klamathtribes.org |

1.8. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.

Indian Preference is given to Indian-owned enterprises that provide proof of at least 51 percent ownership of the enterprise submitted on an Indian Enterprise Qualification Statement showing:

- ownership, control, and interest;
 - certification by a tribe that bidder is an Indian;
 - evidence of stock ownership, structure, management, control, and financing affecting the Indian character of the enterprise;
 - provide evidence that the contractor has the technical, administrative, and financial capability to perform contract work of the size and type involved.
2. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.

1.9. Provisions:

1. All contractors must observe the Klamath Tribes 'Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to 2 CFR. Copies of these requirements are available for review at the grantee's offices.

RFP Mailing List **(For internal use only)**
Provide list of names/firms that were solicited

| To Address | Method Direct, Mail or Email | Date |
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