



**NOOKSACK INDIAN TRIBE
REQUEST FOR PROPOSAL
Grant Writing Services
December 15, 2016**

Invitation:

The Nooksack Indian Tribe (NIT) is seeking to retain a Consultant / Consulting Agency to assist the Tribe in researching and identifying potential grants and providing general grant writing services associated with the development, completion and submission of grant applications.

Submission of Proposals:

Proposals must be received by 4:00 p.m. (PST) on Wednesday, January 4, 2017. Proposals may be submitted via e-mail OR by mail and must be delivered to:

Nooksack Indian Tribe
Attn: Suzanne Brownrigg
Human Resource Department
P. O. Box 157
Deming, WA 98244
HumanResources@nooksack-nsn.gov

Please mark envelopes and e-mail submissions: "RFP- Grant Writing Services"

Questions regarding this proposal must be submitted to the above listed address or by e-mail.

Introduction:

The Nooksack Indian Tribe is a federally recognized Tribe under the Point Elliot Treaty of 1855. The Nooksack Indian Reservation is located 17 miles east of Bellingham, Washington in the unincorporated town of Deming and has a Tribal Enrollment of 1,792 Members. The Tribe is governed by a Council of eight Members that are elected to four year staggered terms and are organized under a constitution based on the standard document authorized by the Indian Reorganization Act of 1934.

Service delivery to the Membership is supported by over fifteen administrative and operational departments with 270 employees. The Tribe has developed diverse financial resources which includes revenue from over one hundred-fifty (150) current grants and contracts which are provided through fifteen (15) primary funding entities. The selected Consultant / Consulting Agency will be a key team member in continuing and expanding our current relationships and developing new relationships and sources of funding to improve services.

Information Request:

1. With emphasis on services, provided to tribal organizations, provide an outline of your experience providing grant writing services including but not limited to the following:
 - a. number of years that the Consultant / Consulting Agency has been in business;
 - b. provide examples of grant writing efforts which have been conducted, including examples of successful (funded) proposals;
 - c. provide examples of successful proposals in the service areas listed in the Scope of Services;
 - d. provide contact information and project summaries concerning grant writing work that you have provided to tribal organizations; and
 - e. provide a minimum of five (5) references, which you have provided grant writing services, including contact information and a brief description of the project.
2. Identify individual(s) who will be assigned to work with NIT. Provide their background, directly related experiences and past successes.
3. Explain how your organization will access potential sources of grant funding that might otherwise not have been available to NIT.
4. 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;
 - e. detailed time frame of whole process (a through d); and
5. Fee basis should be on an all-inclusive hourly fee with reimbursement of pre-approved travel and other costs. A price breakdown itemizing fees of various levels of staff is to be provided.

Scope of Services:

The following are typical services and items that the successful Consultant / Consulting Agency will be required to provide and should be addressed in the proposal.

1. **Funding Needs Analysis** – Work with NIT staff to facilitate meetings with NIT departments to assess the validity of current funding priority areas, identify changes in funding priority areas, and identify new priority areas for funding.
2. **Grant Funding Research** – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies, and organizations that support NIT funding needs and priorities in the following general service areas:
 - a. Community & Economic Development;
 - b. Cultural Resources;
 - c. Education;

- d. Tribal Enrollment;
 - e. Facilities & Maintenance;
 - f. Family Services;
 - g. Health Department (Clinic & Health Services);
 - h. Housing;
 - i. Information Technology;
 - j. Law Enforcement;
 - k. Tribal Attorneys;
 - l. Natural Resources;
 - m. Planning & Transportation;
 - n. Records Management;
 - o. Social Services;
 - p. Tribal Court; and
 - q. Youth & Recreation.
3. Grant Proposal Development & Submissions - Provide general grant proposal writing services associated with the completion of grant applications on the behalf of NIT, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, is to be provided to NIT and will need to go through out internal review system prior to submission.
 4. On-call Grant Research - In addition to the areas identified above, other areas may also be identified through the Funding Needs Analysis process and throughout the duration of the contract. The scope of work may also include grant opportunities identified by NIT or in response to grantor solicitations.
 5. Grant Modifications, Amendments and Compliance - Assist departments / programs with contract and grant modifications, amendments, and other areas as appropriate, such as:
 - a. providing technical assistance to Tribal programs for proposal writing techniques, styles and content;
 - b. monitoring contract and grant compliance and notifying department Directors of status; and
 - c. provide assistance in resolving issues and conflicts with funding agencies.
 6. Activity Calendar - Implement and maintain a funding activity calendar. Calendar will identify grants, continuation grants, new grant applications, deadlines, pending applications, renewal deadlines, and reporting requirements and will be provided to the CFO monthly.
 7. Monthly Reports - The successful Consultant / Consulting Agency shall submit monthly reports to NIT summarizing the amount of time expended and describe activities undertaken during the previous month.

General Instructions:

The proposal should contain the required elements as stated in the **Information Request**

and Scope of Services.

All proposals and accompanying documentation shall become the property of NIT. Submission of a proposal constitutes proposer's acceptance of the procedures, and RFP instructions. NIT reserves the right to solicit additional information or proposal clarification from any one submitting a proposal, should NIT deem such information necessary.

NIT reserves the right to change the submission deadline or to issue amendments to the RFP anytime or to cancel or reissue the RFP at any time without penalty. NIT reserves the right to accept or reject any and all proposals or parts and to waive any technicalities or irregularities as determined by NIT. Further, NIT is not liable for any costs incurred by the proposer including, but not limited to the costs for the preparation of the RFP and attendance at any presentation or meeting with NIT representatives.

NIT will answer questions in writing. Correspondence will be shared with all known Consultants / Consulting Agencies indicating interest in this process. Respondents shall indicate their interest in correspondence to Human Resource, as indicated below. Any questions regarding the RFP must be submitted in writing via U.S. mail or e-mail and should be addressed to:

CONTACT INFORMATION

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