



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill, PO Box 2226
Oakhurst, CA 93644
(559) 412-5590

Request for Proposal (RFP)
Grant Writer

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March 25, 2024

Request for Proposal

General Background

The Picayune Rancheria of the Chukchansi Indians Tribal Government is currently searching for a Grant Writer to obtain new grants, contracts, or other outside funding for new and existing Tribal programs.

Project Scope

- Conduct thorough research to identify relevant outside funding opportunities that are aligned with the goals and objectives of our organization.
- Write proposals for existing programs to secure continuing funding from the same source and new funding sources.
- Knowledge and understanding of economic, cultural, and social barriers facing Native American communities.
- Knowledge of Federal, State, and local jurisdiction and authorities as they relate to community and human services and programs on Indian Reservations.
- Establishing and maintaining effective working relationships with the Tribal Council, Tribal departments, and outside resources is crucial for the smooth operation and successful achievement of our goals.
- Project implementation experience. Proven ability at leading major planning projects from start to finish.
- Ability to organize information. Maintain organized files, notes, and records and plan multiple tasks and projects.
- Ability to develop and prepare project budgets.
- Exhibits personal integrity and cultural sensitivity.
- Ability to summarize and develop grant abstracts and proposals.
- Assess the Tribe's programmatic needs on an ongoing basis.

Project Schedule

Requests for Information (RFI) are due on or before April 15, 2024, at 5:00 pm.

Proposals are due on or before May 15, 2024, at 5:00 pm. All proposals must be submitted electronically to: rfp@chukchansi-nsn.gov.

Selection of the Grant Writer is expected to occur on or before May 31, 2024.

Negotiation and execution of the contract is expected to be complete by June 15, 2024.

Notice to Proceed is expected to be issued by the PRCI Finance Department on or before June 20, 2024.

Required RFP Response Information

Each response to this RFP should include the following:

- A summary of the bidder's qualifications.
- A detailed summary of proposals and contracts the bidder has completed.
- A detailed summary of support offered by the Grant Writer to the PRCI Administration, Tribal Council, and departments as well as any extended service agreements offered.
- A detailed report on associated costs for proposals and contracts.
- A detailed list of all exclusions.
- A summary of the bidder's experience working with Tribal Governments.

PRCI exercises Tribal Preference and Native American preference in contracting; Bidders are encouraged to include any information in the RFP response that would qualify the bidder for Tribal or Native American Preference.

Tribal and Native American Preference

PRCI exercises Tribal and Native American Preference as follows:

1. First preference is given to enrolled Tribal Members of the Picayune Rancheria of the Chukchansi Indians, and to responsive bids from bidders in which an enrolled PRCI Tribal Member is a sole or majority owner.
2. Preference is next given to any responsive bids from bidders in which an enrolled member of any federally recognized Indian tribe is a sole or majority owner.
3. Bidders claiming Tribal or Native American Preference must submit the following with the response to this RFP:
 - a. Evidence that the majority ownership of the bidders consists of one or more persons who are enrolled members of PRCI or another federally recognized Tribe; and
 - b. Evidence that the persons claiming Tribal or Native American Preference are actively involved in the management and operation of the bidders.

Grant Writer Selection:

The selected Grant Writer Contractor will be expected to sign a contract that recognizes the sovereignty of the Picayune Rancheria of the Chukchansi Indians along with recognizing the tax-exempt status of the Tribe.

Please submit all questions, RFIs, and/or responses to the RFP electronically to: rfp@chukchansi-nsn.gov

Project Award

The rating factors to be used in the award of this contract are as follows:

<i>Criteria</i>	<i>Points</i>
Relevant Experience:	
Demonstrated experience with writing proposals and contracts in Indian Country specifically within a Tribal Government.	30 Points
Demonstrated experience with the proposed activities outlined above.	15 Points
Cost of Project	20 Points
Qualifications	15 Points
Proposed Schedule	10 Points
Indian Preference	10 Points
Total Possible:	100 Points

Reservation of Rights

The Picayune Rancheria of the Chukchansi Indians reserves the right to award or reject any bid, response, or proposal for any reason, to request additional information, to request a modification of any bid or proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP or to cancel the project, at any time for any reason, at the sole discretion of PRCI.