



**Picayune Rancheria
of the
CHUKCHANSI INDIANS**
49260 Chapel Hill, PO Box 2226 | Oakhurst, CA 93644 | (559) 412-5590

REQUEST FOR PROPOSALS:

Grant Writer

January 20, 2022

The Picayune Rancheria of the Chukchansi Indians (“PRCI”), requests proposals for a Grant Writer from qualified contractors, to find federal and independent grants for the PRCI program.

Proposal Requirements:

All RFP responses must be signed by the contractor and must include all of the following:

1. A summary of your experience and results in providing grant writing services, including pre-award services, grants management, and post-award activities. Include your experience with state and federal grant management requirements, including experience with grants made available to federally recognized Indian Tribes, whether administered by federal agencies or made available through state programs.
2. Familiarity and experience with tribal communities and needs;
3. A copy of your resume;
4. A statement of proposed fees and costs; and
5. A statement of information relevant to Tribal or Native American preference, if any, as described below.

Minimum Qualifications:

A successful applicant will have the following minimum qualifications:

1. At least 7 years experience in applying for, and managing, state and/or federal grants and awards;
2. Have at least a bachelor’s degree and preferably a master’s degree in a relevant field; and
3. Not be on the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
4. Be available to be on-site at least once per week to train directors and to assist directors with their questions.



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Tribal Preference

1. PRCI and CEDA exercise Indian preference in contracting. You are encouraged to include any information in your response that would qualify you for Indian preference Picayune Rancheria of the Chukchansi Indians including evidence that:

(1) the majority owner of the firm consists of one or more persons who are members of a federally recognized tribe;

(2) that the persons claiming tribal membership are actively involved in the management of the firm;

(3) of the structure, management, and financing affecting the Indian character of the firm; and

(4) proof of insurance

2. For purposes of hiring and utilizing contractor and consultant services and businesses, preference shall be given to businesses owned by enrolled Tribal Members and businesses owned by individuals eligible for enrollment as Tribal Members.

3. To qualify as a business that shall receive consideration under this Tribal Preference Policy, the enrolled Tribal Member or individual eligible for enrollment as a Tribal Member must own at least 51% of the interest in the business providing the services, and the enrolled Tribal Member or individual eligible for enrollment must be listed on the principal documents of the company, including but not limited to the bank accounts, contractor's license, and stock reports of the company.

4. If a bid is submitted by a joint venture, and one of the companies is owned by an enrolled



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Tribal Member or individual eligible for enrollment as a Tribal Member shall receive consideration under this Tribal Preference Policy only if the joint venture has previously completed at least one successful contract of similar magnitude as the submitted bid.

5. A successful bid from an enrolled Tribal Member, or individual eligible for enrollment as a Tribal Member, shall require the business to be fully qualified for the proposed scope of work, as identified in the project's request for proposals, and the bid for the scope of work must be within 10%, up to \$100,000.00, and 3% for each \$100,000.00 thereafter, of the lowest qualified bid for the same scope of work.

6. In the event both the enrolled Tribal Member and the individual eligible for enrollment as a Tribal Member meet the requirements for a successful bid as described above, the enrolled Tribal Member shall receive priority of preference.

Contractor Selection

The selected firm will be expected to sign a retainer letter that recognizes the sovereignty of PRCI and complies with other federal contracting requirements. PRCI reserves the right to award or reject any response or proposal for any reason, to request a modification of any proposal, or to solicit further proposals, or to determine not to pursue further action, as may become necessary in the best interest of PRCI.

Request For Information:

Please feel free to contact Sarah Gregg, Executive Assistant at C: 559-580-4398, O: 559-840-3452, or E: sgregg@chukchansi-nsn.gov, with your submissions and any question you may have. PRCI reserves the right to award or reject any response or proposal for any reason, to request a modification of any proposal, to solicit further proposals, or to determine not to pursue further action, as may become necessary in the best interest of PRCI.