



Caddo Nation of Oklahoma

Division of Housing

21 Halfmoon Circle | PO Box 167

Gracemont, Oklahoma 73042

PH: (405) 480-2100

Request for Proposals

Grant Writer for Federal Grants and Grant Management Services

Overview

The Caddo Nation Division of Housing invites qualified individuals, consultants, or small businesses with proven experience in federal grant writing and grant management to submit proposals. The selected provider will assist our tribal housing staff in writing and submitting competitive federal grant applications (e.g., on grants.gov and other federal portals) and will train staff in effective federal grant management from award through closeout.

Scope of Service:

The successful proposer will be expected to:

- Prepare and submit competitive federal grant applications.
- Provide training to staff on federal grant writing and management.
- Assist with federal construction project grant administration, including compliance with applicable regulations.
- Support documentation of procurement, environmental compliance, cost analysis, reporting, and closeout procedures.
- Help establish internal processes/templates for ongoing grant management.

Proposal Submission Requirements

To conduct review, proposals should include the following:

1. Contact Information
 - a. Name of firm or individual
 - b. Address
 - c. Telephone and fax numbers
 - d. Primary contact and email
 - e. Date of submission
2. Engagement Letter
 - a. Summary of understanding of work proposed
 - b. Estimated time commitment
3. Proof of Tribal Enrollment
4. Qualifications and Experience
 - a. Description of relevant experience
 - b. Reent experience working with Tribal governments and Tribal Designated Housing Entities (TDHEs)
 - c. List of tribal clients served in the past five (5) years and services provided
5. References
 - a. Three tribal government or TDHE references from the last three years
 - b. Include key contact, email, phone, services performed, and duration
6. Project Organization and Management

Caddo Nation of Oklahoma

PO Box 487, Binger, OK 73009

T: (405)656-2344 | W: www.mycaddonation.com



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- a. Proposed timeline and staffing plan
- 7. Cost Proposal
 - a. Fee for grant writing and submission
 - b. Fee for grants management and staff training
- 8. Active Registrations
 - a. Proof of active sam.gov registration with no exclusions
 - b. Proof of active grants.gov workspace access

Scoring Criteria

Proposals will be scored on the following:

Category	Points
Indian Preference – proof of tribal membership submitted with proposal	0 – 20
Qualifications and Experience (experience with Tribes/TDHEs and federal grants)	0 – 50
Technical Knowledge (software proficiency including Office 365, Procore, Adobe Acrobat)	0 – 10
Active sam.gov and grants.gov access	0 – 5
References	0 – 5
Compensation (cost proposal)	0 – 10

Submission Instructions

Email proposals to: bhernandez@mycaddonation.com

Subject line: Request for Proposals for Professional Services

Solicitation Window: June 29, 2026 – July 10, 2026

Deadline: 4:30PM CST on July 10, 2026

Optional Physical Submission of Hard Copies: 21 Halfmoon Circle, Gracemont, OK 73042

For questions regarding this RFP, contact us via email at bhernandez@mycaddonation.com

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