

## REQUEST FOR PROPOSALS

# GRANT WRITER FOR FEDERAL GRANTS AND PROVIDING GRANT MANAGEMENT FROM START TO CLOSE OUT

The **Caddo Nation of Oklahoma** is seeking proposals from persons, consultants, or small businesses with the necessary knowledge, skills, abilities, and experience to write for and submit competitive federal grants on Grants.gov and other federal grant portals. The successful offeror will also train staff in the management of a federal grant.

The successful offeror will show experience in training tribal staff in how to write a grant and how to provide grants management, implementing the grant from start to closeout.

**PROPOSAL PREPARATION:** In order to expedite the review process, your proposal should include the following information:

1. Contact information (Name of proposer's firm, address, telephone and fax numbers, name of contact person, email, and date of submission)
2. Engagement letter (A summary stating the proposer's understanding of the work to be done and expected time commitment)
3. Proof of Tribal Enrollment
4. Qualifications and Experience of Firm (Describe company experience that is relevant to the proposed services, such as recent experience with other Tribal Governments and Tribally Designated Housing Entities (TDHE), including a list of tribal governments served by your firm in the last five years and types of services rendered to each)
5. References (Include references for three tribal governments or enterprises served by the proposer in the last three years. The information should include the name of the Tribal Government and/or TDHE and the key contact at the Tribe (CFO, chair, treasurer, etc.) or TDHE (Executive Director), contact information (e-mail and phone) for the key contact, the services performed by your firm, and the period of time the reference has been a client of the firm.)
6. Project Organization and Management (Expected timeline of services and number of staff expected to be assigned to the project)
7. Cost Proposal (We are requesting fee proposals which will identify the cost to write the grant and submit it, and identify the costs of grant management which includes training staff on how to manage a federal grant)
8. Proof of Sam.gov, with no exclusions, active registration and active Grants.gov Workspace access

**INDIAN PREFERENCE** – To receive points, proof of Tribal Membership should be submitted with proposal.

**Score: 0 to 20 points**

**QUALIFICATIONS AND EXPERIENCE** – The successful proposer will serve as a senior executive level assistant(s) to tribal leadership and program directors. The successful proposer will also train and help build internal capacity to manage federal grant construction projects, help with federal construction procurement according to NAHASDA, ICDBG Regulations at 24 CFR 1003 and 2 CFR Part 200.317-327 Procurement Standards, help with documenting environmental compliance, provide reporting templates, provide help with federal construction contracting, demonstrate how to make changes on federal grants, help with analysis of costs and change orders on active construction projects, manage diverse teams, teach how to get funds released for construction, create and document a construction grant file for funding source auditing, demonstrate construction compliance, including Davis-Bacon when applicable, and assist the Tribe/TDHE in timely close out of federal construction projects and grants on time and within budget. The successful proposer may be required to submit grants on behalf of the Tribe in Grants.gov.

To receive points for experience, submit a proposal demonstrating your **experience, knowledge, and qualifications which should be recent, relevant, and successful** projects completed and closed out for Tribes/TDHEs with federal funding sources over the last five (5) years.

1-5 Grant Applications funded – 15 points

6-10 Grant Applications funded – 30 points

Over 10 Applications funded – 50 points

**Score: 0 to 50 points**

**TECHNICAL KNOWLEDGE** – Proposers must be familiar with common software and programs in order to demonstrate competitive grant writing and manage federal construction projects such as Microsoft 365: Outlook, Word, Excel, and PowerPoint and well as Procore and Adobe Acrobat. The proposal should include a description of your experience in systems use.

**Score: 0 to 10 points**

**ACCESS** - The successful proposer must be registered and active on SAM.gov, with no exclusions, to be considered responsive to this request for proposals in order to submit federal grants for the Tribe/TDHE in Grants.Gov. To receive points, proof of being active in SAM.gov and experience with Grants.gov.

**Score: 0 or 5 points for active SAM.gov and Grants.gov registration**

**REFERENCES** – Proposals should include three Tribal/TDHE references from Tribes/TDHE's that the Proposer has submitted grant applications that have been funded.

**Score 0 to 5 points**

**COMPENSATION** - Include the costs of writing and submitting the grant. Also, if the Tribe/TDHE is awarded a grant, include the costs for grants management services including the training of staff on managing a grant from start to closeout.

**Score: 0 to 10 points**

### ADDITIONAL INFORMATION -

Please email your **Proposal to: [tthrelkeld@mycaddonation.com](mailto:tthrelkeld@mycaddonation.com)**

In the **SUBJECT LINE type: "Request for Proposals for Professional Services"**

**PROPOSALS MUST BE EMAILED BY 4:30 PM CST by: 11/07/2025**

Open for solicitation starting Wednesday, October 8th,

until the end of business day Friday, November 7th.

Physical mail can be delivered to 117 Memorial Ln, Binger, OK 73009