

# **SOLICITATION FOR GRANT WRITING AND TECHNICAL ASSISTANCE SERVICES**

## **REQUEST FOR PROPOSAL**

Pit River Tribal Housing Board (PRTTB) is now soliciting written proposals from qualified individuals and firms to provide Grant Writing and Technical Assistance Services. This request for Proposal (RFP) is issued to result in a contract to provide Grant Writing and Technical Assistance Services for 2023. This proposal includes an option for two (2) additional years.

### Scope of Proposal

The scope of work will be as follows;

#### Grant Writing and Technical Assistance Services

Pit River Tribal Housing Board, a Tribally Designated Housing Entity (TDHE) as defined in the Native American Housing Assistance and Self Determination Act (NAHASDA), is soliciting proposals from qualified and licensed firms and individuals to provide Grant Writing and Technical Assistance Services as described in the following:

Provide assistance on applying for grants such as creating resolutions and downloading documentation required under the NOFA through grants.gov.

Coordinate with PRTTB staff and Housing Board via regularly scheduled meetings, email, and videoconferencing.

An understanding of the Pit River Tribe's needs, lands and the ability to effectively link those statistics to the grant.

Exemplary writing, editing, and proofreading skills including the ability to craft a compelling narrative

The ability to conduct research and synthesize that research into writing to support the grant

The ability to meet all deadlines given multiple priorities to ensure timely submission of material

These services may be performed at the PRTTB office located at 20300 Fir Street, Burney, CA. 96013 or remotely.

Offerors shall respond with sufficient detail to facilitate the evaluation of all factors included in the Evaluation Criteria; and should include the required items from the “Proposal Submittal Requirements” included in this packet. Failure to provide required items will result in the proposal being considered non-responsive. Failure to provide sufficient information for the evaluation criteria will result in loss of points. Proposals shall be submitted in three (3) copies, clearly marked: “PRTHB RFP GRANT WRITING AND TECHNICAL SERVICES 2023” and received by the time and at the place established below.

All proposals submitted in response to this solicitation must conform with all of the requirements and specifications outlined in this document in its entirety.

### **Pit River Tribal Housing Board**

**Office Staff:** 4 employees

#### **Organizational Objectives:**

To plan, construct and manage housing financed and developed under the Native American Housing Assistance and Self Determination Act, per 24 CFR 1000, for eligible Indian families.

To assist Tribe's in developing their communities. To do so in a way that is consistent with their social, cultural and economic values.

To alleviate some of the effects of poverty by providing quality, affordable housing.

PRTHB operates within a 100-mile square, and serves approximately 3109 Tribal Members, also located within the 100-mile square are five rancherias. For the Detailed RFP packet please contact our office at (530) 335-4809.

#### RFP Information

PRTHB Contact Person

Allen Lowry, Housing Coordinator  
(530) 335-4809

SUBMITTALS

Via Facsimile at (530) 335-4849  
E-Mail: [prthbookkeeper@frontiernet.net](mailto:prthbookkeeper@frontiernet.net)

Submittal Address: 20300 Fir Street Burney, CA 96013

## PRTHB RESERVATION OF RIGHTS NOTICE:

- The PRTHB reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- The PRTHB reserves the right not to award a contract pursuant to this RFP.
- The PRTHB reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
- The PRTHB reserves the right to determine the days, hours, and locations that the successful proposer shall provide the services called for in this RFP.
- The PRTHB reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Proposals without the written consent of the PRTHB Purchasing Agent.
- The PRTHB reserves the right to negotiate the fees proposed by the proposer entity.
- The PRTHB reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to: incomplete Proposals and/or Proposals offering alternate or non-requested services.
- The PRTHB shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

Award of a firm, fixed-price contract for the specified work will be made in accordance with PRTHB's procurement policies and will be based on qualifications and other criteria, as identified in this RFP, from qualified, responsive, and responsible Offerors. The work to be performed under this contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 USC 450e). Section 7(b) requires, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to American Indians and Alaska Natives, and (2) preference in the award of contracts and subcontracts shall be given to American Indian/Alaska Native-owned enterprises.

Tab 1: Form of Proposal: The Form of Proposal must be fully completed and executed and submitted as a part of the Proposal.

Tab 2: Profile of Firm Form: The Profile of Firm Form and its required attachments must be fully completed and executed and submitted as a part of the Proposal submittal.

Tab 3: Proposed Service Description: As more fully detailed within this document, Scope of Proposal/Technical Specification, the proposer proposes to provide, must incorporate the technical specifications referenced in this RFP as well as a description of the plan and/or methods that the proposer will utilize to deliver the proposed services. The detailed work plan shall also show the sequential steps and a timetable fully describing how the proposer proposes to provide services.

Tab 4: Proposed Fees Form: The Proposed Hourly Rates for all disciplines shall be documented in Tab 4. This is a Request for Qualifications. Rates shall be identified, at a minimum for the principal. The contracts issues will be considered an indefinite quantity type contract with task orders issued, based on negotiations, utilizing the proposed hourly rates contained in this section. Please note that PRTHB reserves the right to negotiate all fees.

Tab 5: Managerial Capacity/Financial Viability: The proposer entity must submit a concise description of its managerial and financial capacity to deliver the proposed services.

Tab 6: Client List: The proposer entity must submit a list of at least three (3) former or current clients for whom the proposer has performed similar or like services to those being proposed herein, within the preceding twelve (12) months. The list must include:

Tab 7: Equal Opportunity Employment Policy: The proposer entity must submit a copy of its Equal Opportunity Employment Policy.

Tab 8: Subcontractor/Joint Venture Information (Optional Item): Describe hereunder whether or not the proposer intends to use any subcontractors for this job, if awarded, and/or if this Proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

Tab 9: Indian Preference Documentation (Optional Item): For any proposer entity claiming a Indian Preference, he/she shall under this tab include Certifications identifying the firm as an Indian owned enterprise. Indian owned enterprise are eligible for 10 points in the evaluation scoping of the proposals.

Tab 10: Other Information (Optional Item): The proposer entity may include any other general information that the proposer believes is appropriate to assist the PRTHB in its evaluation.

Evaluation Criteria - Proposals will be evaluated by an appointed evaluation committee.

PRTHB will determine the most responsive proposal based on the accumulation of the highest number of points from the following criteria:

<b>a)</b>	Knowledge of NAHASDA financial system audit and related Reporting requirements.	<b>10</b>
<b>b)</b>	Indian ownership. Firms claiming Indian preference must Provide the following: a. Evidence showing fully the extent of Indian ownership and interest. b. Evidence of structure, management and financing affecting the Indian character of the enterprise. Firms plan to implement Indian Preference in training & Employment.	<b>15</b>
<b>c)</b>	Experience providing grant writing services to Tribes and Tribal Housing Programs, Tribally Designated Housing Entities, and Indian Housing Authorities.	<b>40</b>
<b>d)</b>	Working experience with Grants.gov and understanding of submitting requirements	<b>25</b>
<b>e)</b>	Availability of firm personnel to provide services in timely Manner	<b>10</b>
	<b>Total Points</b>	<b>100</b>

The Housing Coordinator or his designee will conduct negotiations with the highest-ranked Offerors based on these criteria and award a contract subject to the negotiation of fair and reasonable compensation in accordance with PRTHB adopted Procurement Policies & Procedures. An award of contract, if any, resulting from this solicitation will be made which is in the best interest of the PRTHB.

#### Evaluation Method

The PRTHB shall select a minimum of a three-person panel to evaluate each proposal submitted in response to this RFP for the applicable administrative area, and in accordance with the evaluation criteria referenced in this document. The evaluation methods utilized by the panel may include an oral interview of each qualified proposer entity.

PRTHB reserves the right to assign points within total for each criterion based upon its evaluation of the proposal submitted.

### Contract Award Procedure

If a contract is awarded pursuant to this RFP, the following procedure will be followed:

Upon completion of this Proposal Evaluation Process, the PRTHB evaluation panel will forward its conclusions and recommendation to the PRTHB Contract Division. The PRTHB Contract Division will submit the panel's conclusion and recommendation to either the PRTHB Housing Coordinator for approval of award or it may be necessary to submit the recommendation to the PRTHB of Commissioners will then make its determination of whether or not to follow the panel's recommendation. If the recommendation is followed, the successful proposer will receive and PRTHB an PRTHB Notice of Award; thereafter contract price negotiations will begin.

### Contract Conditions:

The following provisions are considered mandatory conditions of any contract award made by PRTHB pursuant to this RFP:

- a. **Assignment of Personnel:**  
The PRTHB shall retain the right to demand and receive a change in personnel assigned to the work if the PRTHB believes that such change is in the best interest of the PRTHB and the completion of the contracted work.
- b. **Unauthorized Sub-Contracting Prohibited:**  
  
The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the PRTHB Contract Officer.  
  
Any purported assignment of interest or delegation of duty, without the prior written consent of the PRTHB shall be void any may result in the cancellation of the contract with the PRTHB, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the PRTHB.
- c. **Contract Period:**  
  
This request for Proposal (RFP) is issued to result in a contract to provide Grant Writing and Technical Assistance Services for 2023. This proposal includes an option for two (2) additional years.

d. Licensing and Insurance Requirements:

Prior to award (but not prior to submission of the proposal) the successful proposer will be required to provide:

- (a) a copy of the entity's business license allowing that entity to provide services with the State of California;
- (b) an original certificate from the entity's industrial (workers compensation insurance carrier);
- (c) original certificates (that also includes auto coverage) also naming the PRTHB as an additional insured showing the entity's liability insurance coverage (minimum) of \$1,000,000.00 each occurrence general aggregate minimum limit of \$1,000,000.00), with deductible of not greater than \$1,000.00;

(d) Proof of State unemployment coverage.

The requested related information shall also be entered where provided for on the Profile of Firm Form. By delivering such certificates to the PRTHB, the successful proposer and the insurance carriers are verifying that the successful proposer is in possession of such coverage and certifications PRTHB during the entire term of the contract.

(e) Right To Negotiate Final Fees:

The PRTHB shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such negotiations may begin after the PRTHB evaluation panel has chosen an apparent successful proposer and received PRTHB approval to begin negotiations.

If such negotiations are not, in the opinion of the PRTHB evaluation panel or PRTHB Contract Officer, successfully concluded within five (5) business days, the PRTHB shall retain the right to end such negotiations and begin negotiations with the next rated proposer. The PRTHB shall also retain the right to negotiate additional fees with any proposer, if the PRTHB's needs in these areas change.

(f) Billing/Payment Methods:

1. Indefinite Quantity Contract/Task Order Basis:

The proposed contract shall be considered to be an indefinite quantity contract (IQC) with work ordered on a task order basis; meaning, the PRTHB does not at this time know how much work on an as-needed basis. The PRTHB reserves the right to order any quantity of work pursuant to the proposed contract, which means that there shall be no minimum or maximum amount of work that will be ordered, either on an individual order basis or in total.

2. As may be further detailed within the contract, to receive any payment due to the successful proposer, he/she shall submit to the PRTHB a monthly or as work is completed invoice detailing the service provided, the dates of service and shall be accompanied by copies of the individual time sheets for all the contractor's personnel who worked at the PRTHB property during the billing period. All invoices will be paid on a net thirty-day (30) basis and should be formatted as follows:

- a. Company Name, Address, Telephone Number,
- b. Invoice Number,
- c. PRTHB Contract Number,
- d. Detail of Services being billed.
- e. Contract Service Standards:

All work performed pursuant to this RFP must conform and comply with all applicable, local, state, and federal laws.

1. Disputes

In the event any dispute arises from this solicitation or resulting contract for services, such dispute shall be resolved in accordance with the adopted policies & procedures of the PRTHB.

2. Inquiries

All inquiries regarding this Request for Proposals shall be formally submitted in writing to:  
Allen Lowry, Housing Coordinator  
Pit River Tribal Housing Board  
20300 Fir Street  
Burney, CA 96013



Potential Offerors should carefully review this RFP, including any attachments, for defects and questionable or objectionable material. Questions concerning defects and questionable or objectionable material must be delivered in writing to PRTHB by March 24, 2023. If determined necessary by PRTHB, the RFP may be revised, including an extension of the submittal deadline by addenda which will be faxed and mailed to every party registered with PRTHB as requesting an RFP package for this solicitation.

## **Qualifications**

a. Evidence sufficient to demonstrate that the firm has the technical, administrative and financial capability to perform the work anticipated under this contract.

All responses must include a statement addressing the following:

- a. Details of the firms employment and training opportunities for Native Americans.
- b. A plan to provide preference to Native Americans implementing the contract.
- c. The number and percentage of Native Americans to be employed and trained by the firm in providing services under the contract.

Please provide a statement of qualifications, experience and professional references and include information pertinent to the attached evaluation criteria. A fee schedule must be provided. Information regarding the firm's in-house capabilities to provide services for the necessary disciplines and/or plan to obtain consultants should also be included.

Pit River Tribal Housing Board will accept proposals until 4:00 p.m., on April 7, 2023.