 **CHOCTAW NATION OF OKLAHOMA**

**REQUEST FOR QUALIFICATIONS**

**Grant Writing Services**

**PROPOSALS SUBMITTED UNTIL: February 20, 2015 4:00 PM Central**

**PHYSICAL ADDRESS: Choctaw Nation of Oklahoma**

**Internal Audit Department**

**529 N. 16th Street**

**Durant, OK 74701**

**CONTACT: Bruce Barnett 580.924.8280 ext 2186**

**bbarnett@choctawnation.com**

**Background Information**

Choctaw Nation of Oklahoma (Nation), a federally recognized Native American Tribe, is seeking qualified grant writers for federal grants and programs.

The Nation currently serves around 200,000 tribal members and employs over 5,000 full-time employees. The Nation’s territory covers 10.5 counties in Southeast Oklahoma. The Nation’s governing structure follows the revised 1984 Constitution. Three branches of government are utilized – legislative, executive, and judicial. An elected Chief heads the Executive Branch, along with an appointed Assistant Chief. An elected Tribal Council comprises the legislative function, elected by twelve geographic districts. The Nation operates a Court of General Jurisdiction, which resolves tribal disputes within the 10.5 counties of the Choctaw Nation, including a three-member appellate division.

**Purpose of this Request for Qualifications (RFQ)**

Choctaw Nation of Oklahoma (Nation) will accept certain materials from qualified individuals or firms to provide Grant Writing Services (see **Requested Materials** section). The responses will be used to pre-qualify multiple grant writers for the purpose of creating a pool of qualified contract grant writers. The initial qualification period covers March 6 through December 31, 2015. The Nation intends to pre-qualify a group of grant writers every two years in the future.

**Instructions**

Your response should include the requested information in this RFQ (see **Requested Materials** section). Interested individuals and firms are encouraged to provide additional materials, further describing their capabilities and experience. Additional materials can be included with the submittal package as a separate item.

**The requested materials will be accepted until 4:00pm Central on February 20, 2015.** Submittals should be clearly labeled RFQ for Grant Writing Services on the outside of the submittal package and be addressed to:

Bruce Barnett, Director of Internal Audit

Choctaw Nation of Oklahoma

529 N. 16th Street

Durant, OK 74701

Planned selection schedule:

RFQ released January 23, 2015

Deadline for questions about RFQ February 4, 2015

Deadline for answers to RFQ questions February 6, 2015

RFQ due date February 20, 2015

Identify Qualified Grant Writers March 6, 2015

**Qualifications of Submittals**

The Nation reserves the right to reject any and all submittals as it may determine in its sole and absolute discretion. Submittals will be evaluated by the Nation’s professional employees and such advisors and consultants as it deems necessary. During the qualification process, the Nation may request additional information from prospective individuals or firms.

**Subcontracting**

Subcontracting will not be allowed for any portion of the services requested within this   
RFQ without the prior written consent of the Nation.

**Dispute Resolution**

Both parties agree to make a good faith effort to resolve any disputes that arise. However, if a court proceeding becomes necessary, both parties agree that the venue for any litigation arising from this contract shall lie in Bryan County, Oklahoma.

**Selection Criteria**

All applicants must meet the base screening criteria, as follows:

1. Applicants must possess relevant professional education and training in grant writing, as evidenced by a résumé or curriculum vitae, writing samples, and references.
2. Applicants must have a minimum of two years recent experience (within the last 10 years) serving in a grant writing capacity.
3. If a grant writer is pre-qualified and subsequently selected to work with the Nation, the grant writer or key employee(s) of the grant writer’s firm must successfully pass a federal background check as administered by Choctaw Nation Law Enforcement personnel. If a potential grant writer cannot pass a federal background check, the grant writer applicant should not respond to this RFQ.

**Process of Selecting Qualified Grant Writers**

Experienced staff members will screen the responses based on the described selection criteria to identify qualified contract grant writers. Selected individuals and firms might be contacted by the Nation for questions and possible interviews. All chosen grant writers will be notified in writing.

The screening explores proficiency in:

* Grant writing process
* Program development and implementation processes
* Cultural knowledge
* Data collection, management, and analysis

The Director of Grants Coordination will choose a grant writer from the pre-qualified pool, on an as needed basis, for grant writing services.

**Scope**

The individual or firm selected will be required to perform all services and duties usually performed by an external grant writer. Depending on the type of grant, the expected procedures from grant writers could include:

* Meeting with CNO Program Directors and Grants Department during the grant writing time period
* Collaborate with CNO staff to
* develop goals and objectives of the program
* research, develop, and review the needs assessments
* develop grant budget and align with CNO Cost Allocation Policy
* research, develop, and review the performance measures for the program
* research program curriculum and assessment tools
* Assist program staff or provide research that informs the development of an evaluation plan (including higher level research) that provides the necessary process, product, formative and summative information

The Nation reserves the right to seek grant writing services from other sources as needed.

**Contract Negotiation and Fees**

The fee for grant writing services shall be limited to the amount negotiated for each individual grant. Final fees will be negotiated and determined at the time that the Director of Grants Coordination selects a qualified grant writer from the pre-qualified pool and finalizes the contract terms.

**Requested Materials**

All applicants must submit the following materials for review/screening:

1. A cover letter (no more than two pages) describing applicant’s interest in this opportunity, relevant professional grant writing experience, areas of expertise or knowledge, and hourly rates for services
2. A copy of the applicant’s résumé or curriculum vitae
3. Two writing samples (grant, technical, or business related writing)
4. Three client or employer references for whom the grant writer has provided grant writing services to within the past 10 years

**Questions and Answers**

All RFQ questions should be directed to Bruce Barnett at [bbarnett@choctawnation.com](mailto:bbarnett@choctawnation.com). Questions will be accepted by e-mail until 4:30pm on February 4. One set of responses will be provided by e-mail on February 6. Obviously, we need e-mail addresses from interested individuals or firms by January 30, 2015 to distribute the responses (send e-mail addresses to [bbarnett@choctawnation.com](mailto:bbarnett@choctawnation.com)).

In fairness to all responders, verbal responses to questions will be not provided by the Nation. It is the responsibility of each interested person or firm to decide how the questions and responses affect your submittals.

**Conditions for Submission**

All responses to this RFQ must meet the following conditions to be considered:

* The qualified individual or firm shall disclose any business relationship they have or had with a current Tribal Council member or other employee of the Choctaw Nation. Failure to disclose shall be grounds for termination of any contract then entered into with the qualified individual or firm.
* The Nation reserves the right to reject any and all submittals, and to negotiate portions thereof. Submittals that address only part of the requirements in the RFQ will not be considered.
* The Nation reserves the right to select any individual or firm that it deems most advantageous, regardless of price.
* The qualified individual or firm shall furnish additional information, if requested by the Nation.
* The Nation will not be liable for any cost incurred in the preparation of submittals.
* The Nation will not be liable for any cost resulting from additional time or questions related to this RFQ.
* Delivery will be accepted by mail, express delivery service, or in person. No faxed or electronic submissions will be allowed. It is the responsibility of the submitting party to ensure that his or her submittal package is received at the appropriate destination by the advertised time.