



Bois Forte Band of Chippewa

5344 Lakeshore Drive
Nett Lake, MN 55772
www.boisforte.com

**Request for Proposals (RFP) for
*Grant Writers***

ISSUE DATE: September 2, 2022

INITIAL DUE DATE: Ongoing, 2022

SUBMIT TO: Bois Forte Band of Chippewa
Attn: Tara Geshick
Secretary/Treasurer
5344 Lakeshore Drive
Nett Lake, MN 55772
Email: tara.geshick@boisforte-nsn.gov
Cc: cburr@boisforte-nsn.gov
Cc: disham@boisforte-nsn.gov
Cc: djohnson@boisforte-nsn.gov

Background Information on the Bois Forte Band

The Bois Forte Band of Chippewa is a federally recognized Band situated in northern Minnesota. The Band's governing body is comprised of a five-member Council. The Band delivers government services to over 3,600 enrolled members who are located on-reservation, across the United States, and abroad. The Band provides government services through a variety of departments, including Bois Forte Health Clinic, Human Services, Police Department, DNR, Tribal Court System, Realty, Housing, Enrollment, Public Works, IT services, Accounting, Education and Human Resources and Planning and Community Development. As the owner and operator of the Boys and Girls Club, Fortune Bay Resort Casino, and several enterprises. The Band is one of the largest employers within its region. You can learn more about the Band by visiting our website at: <http://www.boisforte.com/>.

The mission of the Bois Forte Grants Management Office is to support the Band's program staff in developing and strengthening programs that will benefit the Band and its members, and to provide comprehensive services that include grant seeking and grant writing.

1. RFP Overview

The Band wishes to engage Grant Writers to assist in identifying and pursuing grant opportunities issued by federal, state, local, and tribal governments. To that end, the Band invites you to submit a response to this RFP. In evaluating applicants, the Band, will focus primarily on responses to "Qualifications and Expertise" section, the price proposal submitted, and whether the consultant/contractor is a Native Contractor afforded Native Preference.

Proposals must:

- As a general matter, be responsive to the work described in the "Scope of Work" section of the RFP.

The Band's intent is that the Scope of Work and Deliverables will be identified in a final contract/agreement and will be substantially similar as those identified in the RFP. However, the Band is open to suggested changes to the Scope of Work, provided that those changes will better equip the Band to achieve its grant identification and application objectives (as determined by the Band).

- Directly address the applicant's experiences and abilities, as identified in the "Qualifications and Expertise" section of the RFP.
- Provide your best price proposal for the anticipated Scope of Work.
- Provide 3 (three) references for which you have successfully completed a project similar in scope to the RFP request. Please include the name of the responsible individual, his/her title and phone number, his/her company, and the associated project. This information will be considered confidential and shall not be disclosed beyond the Band or its direct agents.

- Disclose any contracts, services rendered, relationships, circumstances, or interests between the applicant, its consultants, or subcontractors and other clients that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts related to this Project. If there have been no such relationships, a statement to that effect should be included in the proposal.
- Include a certification acknowledging that information disclosed by the Band as a part of the Project shall not be disclosed to any party other than Bois Forte, or its assigned representatives, and all findings and Project conclusions shall be treated as proprietary information.
- Certify to the best of its knowledge and belief, that the applicant and its principals/employees:
 - Have not within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal).
 - Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal State, Local or Tribal) terminated for cause or default.

Scope of Work

The Band seeks to retain the services of a qualified individual to provide grant identification and writing services for the Band; specifically, identifying and pursuing grant opportunities issued by federal, state, local, and tribal governments.

The Grant Writer will, in accordance with the highest legal, ethical, and professional standards, provide at the direction of designated Band officials and staff, the following: services.

- Grant Funding Research/Identification:
 - The Grant Writer shall conduct ongoing research to identify potential funding sources that support the Band's funding needs and priorities.

- The Grant Writer shall monitor notices of funding availability, RFP's, the Federal Register, and other notifications of public and private sector resources available to meet high priority needs of the Band.
 - On a monthly basis, or other designated times period, the Grant Writer shall provide the Band officials with summaries of potential funding opportunities. Summaries shall include, but are not limited to, the funding source, due dates for applications, eligibility, a brief program summary, and level of funding available.
 - The Grant Writer shall coordinate with Band officials and leadership to identify grant priorities based on the Band's needs.
- Grant Proposal Development:
- The Grant Writer shall provide general grant proposal writing services for grants response, mitigation, assistance, and recovery from conceptualization through the final submission, including the preparation of funding abstracts, proofreading, and editing.
 - The Grant Writer shall coordinate with Band departments, as needed, to gather necessary information and data to complete grant applications.
 - The Grant Writer shall assist in submitting grant applications after the grant application package has been provided to, reviewed by and approved by the Tribal Council.
 - The Grant Writer shall assist in follow up with funding agencies on any required information and providing updates to Band official and leadership on application status.
- Reports to Band: The Grant Writer shall submit monthly reports to designated Band Employee(s) summarizing the activities undertaken during the previous month, including pending proposals.
- Reports to Funding Agencies: The Grant Writer shall assist the Band in complying with funding agency reporting requirements for grants the Band has obtained.

Selection Criteria

Proposals will be evaluated based on the following criteria and according to the following weight:

30% - Responsiveness to "Qualifications and Expertise"

30% - Experience of applicant / team members

25% - Experience with Tribal Governments

15% - Native Preference

2. Proposal Submission Requirements

All Grant Writers submitting a proposal in response to this RFP must ensure the proposal includes the following content. The Band may deem a proposal that fails to address content that is applicable to the individual/company as non-responsive and ineligible for consideration.

2.1 Cover Letter – Please submit a cover letter or cover page that identifies the legal name of the applicant, the appropriate contact information, the date of the proposal, and briefly describes why the applicant is best suited to deliver the services described in the Scope of Work.

2.2 Qualifications and Expertise – Proposals should address how the Grant Writers experience and abilities equip it to successfully provide the Scope of Work outlined above. At a minimum, the proposal should address

- Minimum Requirement: five years of demonstrated grant writing experience for governments/governmental entities (grant writing experience on behalf of tribal governments preferred).
- All current certificates/ professional licenses relevant to completing the Scope of Work.
- Please attach resume and/or other documentation demonstrating compliance with the “Minimum Requirements” detailed above
- Statement of Qualifications/Experience:
 - Describe experience in writing, submitting, and securing grants for governmental organizations (grant writing experience on behalf of tribal governments preferred).
 - Describe your experience and qualifications in the area grant research and identification, prioritizing grant opportunities, and understanding of legal issues relating to grant applications and writing.
- Please list all public entities/agencies for which you presently serve as grant writer complete with term of appointment, contact person and related phone number.

2.3 Price Proposal – Please provide a price proposal that identifies all fees and costs (out-of-pocket expenses) necessary to carry out the Scope of Work. If consultant/contractor price proposal is based on a fee structure other than a flat fee (e.g., an hourly rate), please identify the rate(s) applicable and provide an estimate of the total for fees and costs.

2.4 References – Provide 3 (three) references for which you have successfully completed a project similar in scope to the RFP request. Please include the name of the responsible individual, his/her title and phone number, his/her company, and the associated project. This information will be considered confidential and shall not be disclosed beyond the Band or its direct agents.

2.5 Native Preference (if applicable) – This RFP is not restricted to companies owned by Native persons. However, preference will be given to Native and Alaska Native consultant/contractors (“Native Consultant/Contractor”) that submit responses that are substantially equal to responses submitted by a non-Native consultant/contractor. Native Consultant/Contractor or “Indian-Owned Economic Enterprise” means any Indian-owned commercial, industrial, or business concern established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51 percent of the enterprise, and that ownership shall encompass active operation and control of the enterprise on a continuing basis for the duration of the project. A consultant/contractor claiming Native Preference may be required to submit evidence demonstrating qualification for that preference.

4.6 Certification – If possible, please provide the required certifications outlined in Section 2 – RFP Overview, above.

5. Submission Detail

Proposals may be submitted by mail, by facsimile, or by email. The Band may deem a proposal that fails to address content that is applicable to the company as non-responsive and ineligible for consideration.

- Due Date: Ongoing, 2022
- Submit to: Bois Forte Band of Chippewa
Attn: Tara Geshick
Secretary/Treasurer
5344 Lake Shore Drive
Nett Lake, MN 55710
Email: Tara.Geshick@boisforte-nsn.gov
Fax: 218-757-3312
Cc: cburr@boisforte-nsn.gov
Cc: disham@boisforte-nsn.gov
Cc: djohnson@boisforte-nsn.gov

6. Inquiries

Questions about this RFP may be directed via email to Carol Burr, Planning & Community Development Director, at cburr@boisforte-nsn.gov. In the subject line, please insert “RFP for Strategic Planning”

3. General Terms, Limitations, Reservation of Rights

The following terms, limitations, and reservation of rights apply to this RFP:

- Any award granted pursuant to this RFP shall be subject to the terms and conditions of a written contract between the Band and the contractor/consultant selected.
- The Band reserves the right to:
 - Modify or otherwise alter any or all requirements herein. If the Band modifies, consultant/contractor's will be given an equal opportunity to modify their proposals as identified in writing by the Band.
 - Reject any proposals received for whatever reason.
 - Terminate this RFP at any time, without cause or reason.
- The Band shall not be responsible for any expenses incurred by the applicant to prepare or deliver a response to this RFP, or to attend a virtual pre-award conference with the Band.
- The Band's determination on whether to make this award will be based solely on the Band's best interests as understood by the Band.
- Prior to any award and upon the Band's request, the apparent successful proposer must provide the information required of any consultant/contractor who does business with the Band, including the consultant/contractor's legal name, address, federal tax identification number, and evidence of insurance policies that meet minimum insurance specifications for the award.
- The consultant/contractor must disclose to the Band the use and identity of all subcontractors it uses in carrying out the requirements herein. The Band reserves the right to approve all subcontractors chosen (in its sole discretion). The consultant/contractor shall be solely responsible for the satisfactory performance of and compensation to all subcontractors.
- The laws and procedures of the Band shall govern all rights and duties under any contract that may result from the RFP.
- In the event of bankruptcy or receivership of any consultant/contractor, the applicable contract is null and void, and is terminated without further notice.
- This RFP shall not be construed as a waiver of the Band's sovereign immunity.

