

Request for Qualifications

For More Information: Deanna Miller (530) 493-1475 ext. 5100, djmiller@karuk.us  
 Proposal Deadline: March 25, 2020 no later than 5:00 pm (Pacific Standard Time)

The Karuk Community Development Corporation (KCDC) requests Statement of Qualifications from interested individuals to provide Grant Writing services on an as needed basis. The Grant Writer will gather information and data from KCDC staff to research, develop, write, review, and edit grant/funding proposals. Respondent shall have demonstrated experience in grant writing, including strong writing, editing and proofreading skills, and documented success of receiving grants from multiple funders.

Questions relating directly to the RFQ process are to be directed in writing by email to Deanna Miller, KCDC CFO, djmiller@karuk.us.

Mission Statement of the KCDC

*The mission of the Karuk Community Development Corporation is to strengthen, sustain, and diversify; our tribal economy and to improve the quality of life in our communities.*

Scope of Work:

1. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), Grants.gov and other notifications of public and private sector resources available to meet funding priorities as provided of the Karuk Community Development Corporation
2. Shall develop, prepare, review, and edit grant proposals, including all required forms, narratives, budgets, and attachments, ensuring grammatical and informational completeness and clarity of content.
3. Shall assist KCDC in the development of internal and external assessment instruments and evaluation methods for grants, as well as reporting procedures that are responsive to funder requests and/or requirements.
4. Shall provide support as requested by KCDC to develop program strategies, goals, work plans (including goals and process objectives & outcomes.), staffing plans, and budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.
5. Shall facilitate project specific grant coordination and resource utilization. This may include attending meetings with KCDC staff to discuss goals and funding opportunities, and attending department events to gain a better understanding of activities.
6. Must be able to travel to all three KCDC communities, as needed.

REQUEST FOR QUALIFICATIONS, GRANT WRITER  
 KARUK COMMUNITY DEVELOPMENT CORPORATION

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Post Office Box 1148 \* 529 Jacobs Way \* Happy Camp, CA 96039 \* (530) 493-1475 \* Fax (530) 493-1476

*Karuk Community Development Corporation is chartered and owned by the Karuk Tribe*

**Responsibility of Proposer:**

KCDC will award contracts only to responsible prospective respondents who have the ability to perform successfully under the terms and conditions of the proposed contract. To be determined responsible a proposer must:

1. Have adequate financial resources to perform the contract;
2. Have a satisfactory performance record;
3. Have a satisfactory record of integrity and business ethics;
4. Have a satisfactory record of compliance with public policy;
5. Respondent must certify that there are no conflicts of interest which would prevent them from impartially representing the KCDC.

Proposal must be responsive, responsive means: whose bid or proposal substantially complies with all the requirements of the RFQ. Before being considered for award, additional documentation or information may be requested, failure to provide such additional information shall render the proposer nonresponsive and ineligible for an award.

**Responses to this Request for Qualifications shall include the following:**

Please limit the proposal to succinct yet informative and concise documents. The following items should be included in all proposals submitted:

1. Cover letter with full contact information, including daytime number and email address.
2. A statement of qualifications.
3. Two (2) writing samples of not more than two (2) pages each that demonstrate the ability to clearly, persuasively, and accurately prepare grant applications.
4. A detailed fee schedule that includes all costs needed to provide the required services.
5. A proposed approach and rationale for providing all items in the above "Scope of Work", including descriptions of similar work previously completed within the last five (5) years and the results achieved.
6. Names and telephone numbers of five (5) recent client references, three (3) of which must be related to providing grant writing services within the last two (2) years.
7. Demonstrated proof of Tribal Enrollment, or Indian ownership, if applicable.
8. Completed Karuk TERO Compliance Plan (attached).

**Evaluation Criteria:**

KCDC reserves the right to interview some or all respondents prior to making an award. Responses will be evaluated using the following point system:

Relevant experience and successful track record of acquiring grant funding for organizations of a similar size and/or mission.	up to 20 points
Quality of writing samples submitted.	up to 15 points
Capacity and experience working with Native American Tribes, and/or Tribally Designated Economic Development Entities.	up to 15 points
Previous client references related to providing grant writing services.	up to 15 points
Volume and nature of present workload relative to ability to fulfill the Scope of Work and meet necessary deadlines, and ability to commit additional time for accelerated assistance, when necessary.	up to 10 points
Cost, based on hourly rate(s).	up to 10 points
Member of Federally Recognized Tribe, or Indian owned and controlled company.	15 points
<b>Maximum Points</b> _____	<b>100 Points</b>

**Proposal Preparation and Submission**

Proposers shall examine all proposal documents, and any and all other documents included with or referred to in the Request for Qualifications. Failure to do so will be at the Proposer's risk.

Each Proposer shall furnish all information required, and shall address each of the evaluation factors set forth in the Request for Qualifications. Where forms have been included in the Proposal Documents, all such forms shall be completed and all blank spaces must be completed in ink or be typewritten. All documents that require a signature, that shall be signed in ink with the Proposer's name typed or printed on each document, along with the name and position of the person signing the Proposal. Erasures, interlineations, alterations, or other changes must be initialed by the person signing the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority. Failure to provide all required information or failure to complete any form in full accordance with the instructions set forth in the Proposal Documents, may result in the rejection of the proposal. Any condition, limitation or provision in the terms of the proposal not specifically provided for in the Request for Qualifications may result in a rejection of the proposal.

All proposals shall be submitted in sealed envelopes.

The KCDC intends to award a contract to the responsible proposer who will be the most advantageous to KCDC considering cost and other evaluation factors set forth in the Request for Qualifications.

KCDC may:

1. Reject any or all proposals if such action is in the KCDC interest,
2. Accept a proposal other than the lowest cost,
3. Waive informalities and minor irregularities in proposals received; provided, that the KCDC shall not be required to waive any informality or irregularity, and/or
4. Award more than one contract for all or part of the requirements stated.

**Amendments:**

All interested parties shall provide an email or fax number at which they can receive amendments or responses to questions. Any proposer desiring an explanation or interpretation of the Request for Qualifications must request it in writing from KCDC at least seven (7) days before the submission deadline. Requests must be transmitted by email, provided that the proposers shall be solely responsible for receipt of such requests by the KCDC. No phone calls for requests for information will be allowed. You may submit these requests to Deanna Miller, Executive Assistant, [djmiller@karuk.us](mailto:djmiller@karuk.us), and reference "**RFQ Grant Writer**" in the subject line.

Any information obtained by, or provided to, a proposer other than formal amendment to the Request for Qualifications shall not constitute a change to the Request for Qualifications.

KCDC shall reserve the right to cancel this RFQ at any time, whether before or after the closing date for the submittal of proposals.

**Late Submissions, Modifications, and Withdrawals of Proposals**

Any proposal received at the place designated in the RFQ after the exact date and time specified for receipt shall not be considered.

Any modification or withdrawal of a proposal must be received by the exact date and time specified for receipt of proposals.

**Responses must be either hand delivered, emailed, sent via UPS/Fedex, or mailed and received at the KCDC office by March 25, 2020 at 5pm (PST) to:**

Deanna Miller, CFO  
Karuk Community Development Corporation  
PO Box 1148  
529 Jacobs Way  
Happy Camp, CA 96039  
Emails will be accepted at [djmiller@karuk.us](mailto:djmiller@karuk.us)  
Faxes will **NOT** be accepted.

## General Provisions

### *Indian Preference*

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO).

### *TERO Fee (Mandatory/Required)*

The Karuk Tribe assesses a TERO (Tribal Employment Rights Ordinance) fee of two percent (2%) of the total for contract amounts that exceed \$2,500.00 on or near the Karuk Ancestral Territory. Additional information for the TERO fee can be obtained by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, Ext. 2030

REQUEST FOR QUALIFICATIONS, GRANT WRITER  
KARUK COMMUNITY DEVELOPMENT CORPORATION  
PROPOSALS DUE THURSDAY, MARCH 11, 2020