

Request for Proposals:

The Pyramid Lake Paiute Tribe is seeking responses from qualified firms for grant writing and technical assistance services.

- I. On seven to ten grants annually (roughly a grant every 45 to 60 days) provide the following services.
 - a. Provide technical assistance and grant writing services to Tribal Departments seeking federal or state funding. Technical Assistance and grant writing services include:
 - i. Editing of narratives for form.
 - ii. Writing of sections of grant narratives when the firm's expertise on a specific portion of the grant exceeds Tribal Staff's expertise.
 - iii. Assist Tribal Staff with the development of budgets.
 - iv. Assist Tribal Staff with the calculation of Indirect Costs
 - v. Participation, as needed in the judgement of the grant writer, in webinars and conference calls explaining Funding Opportunities and providing guidance to grant applicants.
 - vi. The filling out of electronic forms (Standard Form 424, 424B, LLL, etc.) required for submittal of the grant.
 - vii. Working with the Contracts and Grants Administrator to identify forms that are needed for an application.
 - viii. Developing a check list of items and steps required for a successful submittal of each grant application.
 - ix. Working with the Contracts and Grants Administrator to develop resolutions authorizing applications for consideration by the Tribal Council.
 - x. Filing the application on grants.gov
- II. Travel:
 - a. Travel would not be required, however when useful for the development of a grant application—either to meet with Tribal Staff or with the Tribal Council--it would be welcomed.
 - i. Travel will be at the expense of the grant writing firm. Respondents should build travel costs, if any, into their overall bid.
- III. Budget:
 - a. The Pyramid Lake Paiute Tribe anticipates that there will be between \$15,000 and \$25,000 available for this project.
- IV. Submittal Instructions:
 - a. Firms interested in submitting a response to this Request for Proposals should provide the following:
 - i. The name of the organization, its DUNS Number and EIN.
 - ii. A list of the people who will be available to write grants for the Tribe.
 - iii. Resumes for the people who will be available to write grants for the Tribe.
 - iv. A list of successful grants written by the firm, and its employees and/or subcontractors, over the past 10 years. Include the Federal Awarding agency, the amount awarded, and the recipient organization.
 - v. Contact information for the person at the firm authorized to negotiate a contract with the Tribe.
 - vi. 3 Organizational References and 3 Professional Reference.
- V. The length of this contract will be one year dating from June 7, 2019.
- VI. Submittal Instructions: Send two copies via certified mail to Pyramid Lake Paiute Tribe C/O Programs Office, PO Box 256 Nixon, NV 89424. Proposals must be received by 4:30 p.m. on May 22nd, 2019.
- VII. Staff support available to the contractor: The Pyramid Lake Paiute Tribe employs a full-time Contracts and Grants Administrator who researches funding opportunities, assists departmental staff in the development of grant applications and ensures compliance with federal regulations on awarded grants. This staff person will coordinate the activities of the contract grant writing firm.