

Date: May 15, 2024

Winnebago Tribe of Nebraska
Request for Proposal (RFP) for Grant Writing Services for the Winnebago Tribe's
Planning and Development

I. Background Information

The Winnebago Tribe is federally recognized, organized under the Indian Reorganization Act of 1934. The Tribe is located in northeastern Nebraska. The current lands are bordered on the eastern border by the Missouri River. The reservation is approximately 20 miles south of Sioux City, Iowa. The Tribe provides services related to multiple functional areas such as General Government, Judicial, Public Safety, Public Works, Sanitation, Health, Welfare, Cultural and Recreation, Community Support, and Utilities.

The governing body of the Tribe is the Tribal Council. The Tribal Council governs the Winnebago Tribe and consists of a Chairperson, Vice Chairperson, Secretary, Treasurer, and five other Tribal Council Members.

In 2021, the Tribal Council approved a Comprehensive Five & Ten Year Plan. It is the intention of the Tribe to apply for grants to support funding for services and projects for which the Tribe would otherwise be required to utilize local dollars.

II. Scope of Work

A. NATURE OF SERVICES REQUIRED

The Winnebago Tribe is seeking proposals from experienced Offerors with a proven track record of researching, developing, writing, preparing, and submitting successful grant proposals for state, federal and local grants. Primary responsibilities will include identifying and responding to grant opportunities and providing guidance to successfully assist the Tribe with securing funding for projects and programs. There is no minimum amount of work guaranteed under any contract awarded.

B. SPECIFIC TASKS TO BE PERFORMED

1. Grant Application Development: This may include but is not limited to the following types of activities:
 - a. Prepare a strategic work plan for the development of the proposed program underlying the grant application, and for production of the application itself, including key dates, responsible personnel, and specific deliverables.
 - b. Provide grant proposal writing services associated with the completion of grant applications on behalf of the Tribe, including the preparation of funding abstracts, production, and final submittal of applications by the Tribe.
 - c. Ensure that all required components of each proposal are included in submission, ensuring adherence to grant evaluation criteria, and ensuring each entire grant package is timely and correctly prepared in accordance with the requirements and

restrictions of its respective funders' portal and technical submission requirements.

- d. Edit draft proposals for consistency of messaging, ensuring integration of grant requirements and succinctness prior to final review and approval by the County and submittal to funder.
 - e. Organize facts, data, statistics, and narrative collected and written as a part of assigned projects, developing tabular or graphic data displays as appropriate, and making those items available to the County for future use.
2. Ongoing Communication: Engage in regular and ongoing communication with the Tribe's Department and Planning and Development Director regarding the status of current work undertaken and upcoming opportunities.

III. Contents of Proposal

In its proposal, Bidder shall submit, at minimum, Bidder's credentials, and qualifications; a brief summary of any prior experiences which make Bidder qualified to perform the Scope of Work; if Bidder is not an individual, the names and credentials and qualifications of the individuals who will be performing the Scope of Work; the Bidder's ability to complete the Scope of Work within the timeline requested (see Section IV. Timeline and Submission of Proposals below); and billing rates and terms.

IV. Timeline and Submission of Proposals

Bids shall be submitted no later than 4:30 p.m. on June 28, 2024, to Brittany Thomas, Planning and Development Director.

US MAIL: Mailed copies may be sent to
Winnebago Tribe of Nebraska
Attn: Planning and Development Department
P.O. Box 687, Winnebago, Nebraska, 68071

DELIVERED: Hand delivered and courier copies may be delivered to the
Planning and Development Office
112 S. Bluff Street
Winnebago, Nebraska 68071

Questions regarding this RFP should be submitted by email to
Brittany.thomas@winnebagotribe.com

The Tribe shall notify the successful bidder of the acceptance of the bid in writing. Prior to performing any services, the successful bidder and the Tribe shall enter into a contract for services, which will be negotiated and finalized after the bid has been awarded. Items 1 - 2 under the Scope of Work related to completion of grant writing services shall be completed by the successful bidder within 2 months from the notification of the successful bid.

V. Preference Policy

Pursuant to the Procurement Policy of the Winnebago Tribe of Nebraska, to the greatest extent feasible, preference shall be given to Indians, Indian Organizations, or Indian-Owned economic enterprises in the area of all contracts and subcontracts.