



ROUND VALLEY INDIAN HOUSING AUTHORITY

REQUEST FOR PROPOSALS

Grant Writing Services
Covelo, California

For additional information contact:

Lewis “Bill” Whipple
Executive Director
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Section 1. General Information

1.1 Introduction

The Round Valley Indian Housing Authority, with its office located at P.O. Box 682 115 B. Concow Blvd. Covelo, Ca 95428 is seeking competitive, sealed proposals for experienced professional grant-writing consultants to research, develop, write, prepare and submit successful grant proposals for federal and state governments grants. Details of responsibilities are described in this RFP under “Section 3. Scope of Work”

1.2 Due Dates for Proposals

Proposals must be submitted to the attention of Lewis “Bill” Whipple, at the address listed in section 1.3 no later than 4:30 P.M. Pacific Time on October 31, 2025. Late proposals will be rejected. In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an addendum to this RFP and applicable to all firms. RVIHA will receive written questions and request for additional information regarding this RFP until 4:00 P.M. Pacific Time October 31, 2025. RVIHA will distribute to all interested applicants all questions and request timely received with corresponding answers and information on or before November 3, 2025.

1.3 Proposal Format

Proposals shall be emailed to Lewis “Bill” Whipple, Executive Director, at lwwhipple@rviha.org. Proposals submitted by facsimile mail shall not be accepted or reviewed. Proposals may not be submitted by facsimile, or by U.S. Mail. All proposals shall

be sent by email in Portable Document Format (.pdf) or similar readable format. Proposals must include the following:

- A. Transmittal letter on firm letterhead signed by a managing partner or an authorized agent of firm.
- B. Firm Profile: Response to questions set forth in Section 2.
- C. Firm's Fee Breakdown: Responses to items set forth in Section 4.

1.4 Selection Process

The Housing Authority will evaluate the submission through a point rating system. Points are awarded for the following categories up to the maximum indicated.

a. General Quality of the Proposal	20
b. Technical Experience/Key Personnel	30
c. Costs	20
d. References	20
e. Indian Preference	10
Total:	100

1.5 RFP Policies and Procedures

A. It's the Housing Authority's intent to select the firm that provides the best service for the Housing Authority's needs. The firm's response to this RFP, as may be subsequently modified in negotiations with the Housing Authority, may be included as an exhibit in any contracts that the Housing Authority may execute with firm.

B. The Housing Authority reserves the right to amend this RFP. The Housing Authority reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Housing Authority. The Housing Authority reserves the right to request additional information from any firm.

C. This RFP is not intended and shall not be construed to commit the Housing Authority to pay any costs incurred in connection with any proposal or to procure or contract for any services.

D. The decision to award a contract shall be based on firm's ability to provide quality services and to comply with all applicable laws, rules and regulations, including without limitation the laws of the Round Valley Indian Reservation.

E. The award of any contract will be made as judged to be in the best interest of the Housing Authority. The final selection of the firm will be made by the Housing Authority.

F. Each Proposal will be examined to determine whether it is responsive to the requirements of this RFP. All responsive proposals will be evaluated in accordance with the criteria set forth herein.

G. While the Housing Authority is under no obligation to contact firms for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the Housing Authority may elect to interview all or some of the firms during the selection process and to request presentations.

Section 2. Firm Profile

2.1 General Information

A. Firm name, main address and all branch office addresses.

B. Describe the nature of your organization (e.g. Business Corporation, not-for-profit Corporation, proprietorship, etc.). If applicable, identify all principals and the ownership interest of each.

C. Year firm was founded and brief history.

D. Total number of employees and number of licensed professionals.

E. Location(s) from which services will be performed.

2.2 Specific Information

A. Indicate your understanding of the Housing Authority's needs. Summarize how you will respond to the scope of work. Describe the level continual two-way communication you will maintain with the Housing Authority administrators. Discuss any specific or special qualifications your firm has.

B. Provide the name and role of attorneys of your firm who will work under this RFP, including a resume for each that describes the individual's expertise, law school, bar memberships, and licenses.

C. Describe your firm's experience in providing services similar to those requested in this RFP. Discuss current work related to the scope of work herein.

D. Describe your firm's experience in providing services similar to those requested in this RFP for tribally designated housing entities and/or tribes.

E. Discuss your firm's experience in completing specific projects and contracts for clients, emphasizing significant accomplishments.

F. Indian preference will be given in making this award. Any firm seeking Indian preference must provide evidence that it is not less than 51% Indian owned and controlled.

G. All proposals must contain a commitment to provide Indian preference in 1) subcontracting, 2) training and 3) employment, and must contain a statement describing the methods that will be used to provide such preferences.

H. Include any brief supplemental information that may be relevant to your qualifications for the project.

Section 3. Scope of Work

3.1 General Statement of Responsibilities

Responsible for the identification, development and application of grant opportunities in support of Tribal Housing priorities. Coordinates the pre-award planning, organization and application preparation of the various grants of the Round Valley Indian Housing Authority. Interacts with administrative staff to ensure grants are in compliance with regulatory, funding agency and policy requirements. Responsible for monitoring and coordinating projects with other tribal agencies and the federal government when possible.

3.2 Relationships

- Reports to the Executive Director
- Maintains effective working relationships with staff, Board of Commissioners, federal, state and local agencies, tribal community, professionals and the public in general
- Maintains open communication with funding sources as assigned by the Executive Director

3.3 Responsibilities

The activities listed below are not all inclusive; however they are indicative of the types of activities normally performed by the Grants Manager.

- Identify funding sources applicable to tribal housing activities.
- Determine eligibility requirements for specific funds available
- Provide information to the RVIHA Board of Commissioners for approval to submit funding applications.
- Responsible for monitoring grants authorized by the Housing Authority and ensuring consistent grant processing.
- Assist in providing procedures and application systems necessary to maintain proper records and to afford adequate controls and reports to funding sources
- Provide guidance to the programs on grant making strategies and procedures

- Coordinates the establishment of budgets for grant application.
- Provides clear, concise instruction on grants administration policies and procedures to both grantees and staff
- Reviews the general economic, business, and financial conditions and the impact on the housing's policies and operations
- Assist in monitoring performance towards quarterly/annual performance targets
- Evaluates and recommends partnering opportunities. Identifies opportunities for cross-program efficiencies
- Establishes and maintains contacts with funding institutions.
- Assists in maintaining compliance with contract regulations. Maintains schedules, monitors grant balances, tracks incoming inquiries and proposals, provides reports and responds to inquiries as requested