



## REQUEST FOR QUALIFICATIONS

---

ROCKY BOY HEALTH CENTER (RBHC)

CONTRACT Grant Writing Services

---



# Request for Qualifications

---

**Grant Writing Services:** The Rocky Boy Health Center is seeking proposals from qualified individuals or firms to provide general grant writing services that include proposal development and submission.

**Issue Date:** April 20, 2021

- I. Request for Qualifications
- II. Evaluation Process
- III. Evaluation Criteria
- IV. Scope of Work
- V. Terms and Conditions

The RBHC seeks proposals from one or more firms (large or small) or individuals who can demonstrate proficiency in grant writing expertise as stated in this RFP.

The purpose of this request is to identify a panel of pre-qualified firms and individuals with demonstrable expertise that are eligible to provide services to the Rocky Boy Health Center for a **period of two (2) years** in grant writing when the need arises. The RBHC's pre-qualified list will permit the RBHC to assign grant writing projects without additional procurement processes.

This request for proposals is developed pursuant to RBHC Procurement Policy.

## **INSTRUCTIONS**

All proposals must be submitted either in security protected pdf format or in a sealed envelope and clearly marked "Sealed Proposal-RBHC Contract Review" and include 1 copy of the proposal. Proposals will be accepted until 4:30p.m. (mountain time), April 30, 2021.

## **METHODS OF SUBMISSION:**

**MAILING ADDRESS:** Rocky Boy Health Center. Attn: Cynthia Stump, Procurement Officer. 6850 Upper Box Elder Road, Box Elder, MT 59521

Secured email: [cstump@rbclinic.org](mailto:cstump@rbclinic.org) .



## I. REQUEST FOR QUALIFICATIONS (RFQ)

STATEMENT OF QUALIFICATIONS REQUIREMENTS: Description of Bidder practice areas and services proposed, including an explanation of how these services will best meet the RBHC needs as described in the Scope of Work. Five or more years' experience in the grant writing field. A list of licenses, training certifications, and references regarding reputation and qualifications of the firm and/or individual (s) performing the services and recommendations is required. Proposals shall clearly set forth fees or fee structure to be charged for services. Disclosure of any pending litigation or judgments rendered against the firm. Disclosure of any representation for matters in which the Chippewa Cree Tribe or its political subdivisions or enterprises were the client or party to such a matter.

## II. EVALUATION PROCESS ISSUE DATE: April 20, 2021

### EVALUATION PROCESS

Step 1: Written proposals will be reviewed for compliance with RFQ requirements. Those that comply will go to Step 2.

Step 2: Written proposals will be reviewed and evaluated by the RBHC Chief Financial Officer, Chief Executive Officer, and Chief Operating Officer. Evaluations are conducted on a point system, and a preference for qualified Chippewa Cree Tribal bidders with secondary other Tribal preference according to CCT TERO policy. Points will be awarded among the following criteria listed in the Scope of Work.

Step 3: The RBHC will conduct reference checks for the highest scoring Proposal(s). If the reference checks are positive, phone interview(s) will be scheduled.

Step 4: Should the process require; contract negotiations will commence with the selected proposal.

Step 5: RBHC will select and notify company selected.

Step 6: If negotiations with the initially selected respondent fail to produce a contract, RBHC reserves the right to enter negotiations with one or more other companies or engage alternative options under the RBHC's Procurement Policy.



### III. EVALUATION CRITERIA

The contract proposal should be based on the following criteria:

1. Cover letter: All proposals must include a cover letter submitted under the proposer's name containing the signature and title of person or an authorized official from that has the authority to enter a contract. The cover letter should also include contact information (name, email, address, telephone number and mailing address) for this proposal. The cover letter should include proposer's interest and executive summary.
2. Summary of experience in writing, submitting, and securing grants for tribal health organizations.
3. Description of your pricing structure. If using fee basis, indicate all-inclusive, hourly fee. If using a pricing structure per project, include a detailed price breakdown.
5. Please provide references that include the name, title, and contact information for three professional references familiar with your grant writing and submission skills.
6. Availability and ability to respond in a timely manner to RBHC's need.
7. Tribal Membership affiliation (if any).

#### A. PRICE: 20%

Scope of Work to be performed is described in **Section IV**.

The RBHC's Procurement Policy also notes the following Indian Preference provisions applicable to price determinations and qualifications:

- a) It is in the best interest of the RBHC to contract with bona fide Indian contractors or businesses whenever qualified and practical. If more than one bona fide Indian contractor or business has submitted a proposal that is within the cost differential table below, preference will be given to those contractors or businesses that are owned and controlled by enrolled members of the Chippewa Cree Tribe or any other tribal affiliation.
- b) If the lowest price by a bona fide Indian contractor is within the cost differential in the table below, when compared with the lowest bid or price, then the Indian business shall have the opportunity to match the overall lowest bid or price:



PROCUREMENT VALUE COST DIFFERENTIAL

\$5,000.00 OR LESS	15%
\$5,001.00 OR MORE	10%

c) This provision only applies to the awarding of the contract and shall not apply to any subsequent transactions. After award of the contract, the terms of the contract shall govern all transactions.

**B. EXPERIENCE: 30%**

- a) Length of time writing grants.
- b) Depth and experience of the grant writers and other matters relating to relevant experience.

**C. SUITABILITY: 30%**

- a) Demonstrated cultural competence with tribal/Indian communities: Include experience, accomplishments, work, or community affiliation.
- b) Understanding of the grant writing process with federal and state grants.

**D. LEADERSHIP QUALITIES: 20%**

- a) Experience working within teams; organizations, divergent community interests, or stakeholders. Experience in providing grant writing services to tribal communities (policies, resources, etc.).
- b) List of services provided to make best candidate choice.

**IV. SCOPE OF WORK**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The successful proposal will provide the RBHC with qualified grant writers to provide quality service at RBHC.

The successful proposal will provide qualified grant writers who will be expected to research, develop, write, and submit the completed proposal to the funding agency.

RBHC will meet with successful bidder to communicate the needs of the organization.

**OTHER CONDITIONS**

1. Contractors must have the flexibility to be available on an on-call basis as needed.