



Request for Proposals (RFP) for Grant Writing Services Competitive Hatchery Funding

Confederated Tribes of the Umatilla Indian Reservation
Artificial Production Program
Department of Natural Resources

RFP No. 2025-01/34-444

Administrative Contact: Julie A. Burke
Office: (541) 429-7292
Email: julieburke@ctuir.org

Technical Contact: Jen Krajcik
Office: (541) 429-7278
Email: jenniferkrajcik@ctuir.org

Solicitation and Project Timeline

Milestone	Date	Description
RFP Release	1/13/2025	Date RFP opens
Questions Due	1/22/2025	Deadline to ask questions on RFP document
CTUIR Responses	1/29/2025	CTUIR will provide responses to questions
Proposals Due	2/5/2025	Deadline to submit proposals
Proposal Review	2/7/2025	CTUIR will review/rank proposals
Contract Award	2/12/2025	Target date for contract award, CTUIR may award earlier

Attachments

- Attachment A – MEMO: Bureau of Indian Affairs, RFPs for Competitive Hatchery Funding
- Attachment B – Final NOAA-BIA Competitive Hatchery RFP Guidance

1. Introduction & Background

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR), Department of Natural Resources invites qualified grant writing professionals to submit proposals for grant writing services and support. We seek individuals or firms with demonstrated expertise in securing Federal grants.

The CTUIR is the recipient of a grant from Bureau of Indian Affairs (BIA). The intent of the grant is to address backlogged deferred maintenance needs for the Artificial Production Facilities operated by the CTUIR, to increase staff capacity to manage these projects, and apply for further funding to support this work.

2. Services Overview

As part of this work, the CTUIR Department of Natural Resources – Artificial Production program is soliciting a grant writer to prepare and submit applications for projects such as addressing improved internet to remote facilities, valve and other equipment replacements, and adding volitional release capabilities to facilities operated by the program.

The CTUIR has identified Competitive Hatchery Funding available through the BIA and the National Oceanic and Atmospheric Administration (NOAA) to be distributed through Indian Self-Determination and Education Assistant Act contracts and compacts. These Inflation Reduction Act funds are for maintenance and modernization of hatchery facilities that produce Pacific salmon and steelhead in support of tribal fishing rights. The BIA expects to award \$184 million through the competitive proposal process.

We seek support from grant writer to further define and strengthen our approach and strategy for the proposal(s).

3. Scope of Work

Grant writer is expected to provide support across the full lifespan of the application process from brainstorming and drafting the initial proposal approach to final edits through the submission process.

The selected grant writer will be responsible for:

Proposal Development:

- Working with CTUIR staff to gather necessary information for grant proposals.
- Composing narratives that effectively communicate CTUIR mission.
- Incorporate all relevant resources to strengthen CTUIR proposals.
- Submitting final proposals to CTUIR by February 28, 2025, to allow for submission by the due date.

Compliance and Documentation

- Ensure strict adherence to all grant guidelines, requirements, and submission instructions.
- Conduct thorough reviews and quality checks to eliminate grammar errors and inconsistencies in grant proposals.
- Organize all necessary documents, and supporting materials required for grant submittal.
- Confirm the proposals include all required elements of the proposal as stated in the Final NOAA-BIA Competitive Hatchery RFP Guidance (Attachment B).

CTUIR will be responsible for submitting the final proposal to the Bureau of Indian Affairs by the due date of March 3, 2025.

4. ADMINISTRATIVE INFORMATION

4.1 Questions and Answers

All clarification questions must be submitted by **January 22, 2025**, no later than 4:00 pm PST.

All requests, questions, or other communications about this RFP must be made in writing to: JenniferKrajcik@ctuir.org.

Communications made to other CTUIR staff or attempts to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the contractor. Contractors should only rely on written statements issued by the CTUIR. Responses will be provided no later than **January 29, 2025, 4:00 PM** PST.

4.2 Proposal Submission

All proposals must be submitted by **February 5, 2025**, no later than 4:00 PM PST to: julieburke@ctuir.org. Any bid proposal received after this deadline will not be considered.

Proposals should include:

Cover Page: Include primary contact information, including name, title, phone number, email, and organization name, address, and DUNS number.

Company Overview: A brief introduction of the services provided, including relevant experience and expertise in grant writing and providing similar services.

Project Approach: A detailed outline of the approach to providing support and guidance on BIA-NOAA grant proposals.

Previous Work Samples: Examples of previous grant support projects demonstrating the contractor's ability to write impactful and winning proposals. Please attached these in an appendix.

Team: Details about the team member(s) involved in the project, their roles, and their relevant experience and background.

Labor Cost Proposal: A proposed fee schedule should be all-inclusive and presented on an hourly basis. Provide the cost of completing the grant process as noted in the scope of work above.

4.3 Proposal Evaluation Criteria

The CTUIR will select the bidder through a formal evaluation process. All proposals will be initially reviewed to ensure compliance with the RFP requirements. If proposals are late or are not administratively compliant, they will be deemed non-responsive.

Proposals will be reviewed and scored as per the evaluation criteria listed below by a panel of evaluators, and the scores will be used to rank proposers. If evaluators have questions about a proposal that may affect a proposal score to one or more of the criteria, the CTUIR may conduct an informational interview with the proposer.

Evaluation Criteria

Criteria Description	Weight
Technical Expertise: Ability to bring technical approaches to CTUIR grant writing proposals.	30%
Experience: Shows strong experience with grant writing and familiarity with a wide range of Federal agencies and other funding sources. Experience and/or samples provided showing high-quality winning proposals.	40%
Cost: Competitive rate structure suited to the project needs	30%