



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB DESCRIPTION

Grant Writer (On-call)

Note: Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

The Swinomish Indian Tribal Community is requesting Statements of Qualifications from interested and qualified Grant Writing Professional On-Call. Professional writing services are needed for projects identified by the Swinomish Grants Department.

SCOPE OF WORK

The Grant Writer responsibilities include researching and identifying new funding sources, evaluating grant opportunities to support the programmatic and business needs of the Tribe, developing and writing foundation and government grants, engaging program staff to support grant submissions. Consultants should be familiar with tribal government systems and their funding.

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format (*following criteria will be used in screening*):

1. **Experience with Tribal Grants (20-30%):** Provide a description of your prior experience and qualifications in, working with tribal governments and associations. Also reference the experience in writing successful grants. Provide proof of tribal affiliation if any (i.e., CIB federally recognized tribe, enrollment number).
2. **Qualifications (30-40%):** Provide a brief resume for each person outlining their credentials and experience if more than one.
3. **References (10%):** Provide the name and contact information for at least three (3) references familiar with the quality of work of similar nature as contained in the above Scope of Work.
4. **Project Understanding (25-35%):** Provide your general understanding of the programmatic and business needs of Tribal Governments. Identify any potential challenges or special concerns that maybe encountered.
5. **Other Supporting Data (TBD):** Include any other information you feel to be relevant to the selection.

The entire Statement of Qualifications shall not exceed ten (10) pages; excluding the front and back covers, dividers, cover sheet, table of contents, resumes and letter of introduction (maximum one page).

SELECTION OF THE CONSULTANT

It is the intent of the SITC to appoint a committee to review the Statements of Qualifications submitted and rank the qualified applicants or applicants.

SITC may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 7 days prior to the interview date.

All unsuccessful applicants will be notified in writing no later than 10 days after selection of the Consultant.

SITC reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of SITC. SITC assumes no responsibility for costs incurred in responding to this RFQ.

All selections shall be qualification based. No overhead rate, fees, or any cost information should be identified as part of this submission.

CONTRACT

The top ranked will be invited to negotiate a contract with SITC. A detailed scope of work will be developed and agreed to by the selected consultant and the SITC Grants Department. This detailed scope of work and associated fee will be incorporated as part of the contract.

Indian preference applies to this advertisement and is strongly encouraged. Disadvantaged Business Enterprise (DBE) utilization are also strongly encouraged.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Three copies of the Qualifications Statement must be submitted no later than 6:00 p.m. on November 8, 2018 to:

*Alethia Edwards, HR Director
11404 Moorage Way
360-466-1216*

All questions regarding this RFQ should be directed to:

*Cleora Scott, Grants Director
11404 Moorage Way
360-707-1752 cscott@swinomish.nsn.us*