

NAVAJO NATION DIVISION OF ECONOMIC DEVELOPMENT  
TOURISM DEPARTMENT

Request Proposal

for

GRANT WRITER and CONSULTING SERVICES

**REQUEST FOR PROPOSAL BID #22-09-2892LE**

**PROPOSAL DUE DATE:** **October 11, 2022 – 3:00 PM DST**

To the attention of:

Navajo Nation Purchasing Services  
Window Rock Boulevard  
P.O. Box 9000  
Window Rock, Arizona 86515

### **PROJECT DEFINITION**

The Navajo Tourism Department intends to identify and select an experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for federal, state government and private foundation grants. Primary responsibilities include responding to grant opportunities – typically federal, state, or private foundations with providing advocacy guidance on the many opportunities that are available in the tourism industry. Details of responsibilities are described in this RFP under ‘Scope of Services.’

### **PROJECT DURATION**

This project will have a term of twenty (24) months beginning on or about November 1, 2022 and ending on November 1, 2024.

### **SCOPE OF SERVICES**

- Thoroughly understand the history, programs, and services provided by the Navajo Tourism Department; and
- Be knowledgeable about potential resources for grant collaboration/ partnership; and
- Work with Navajo Tourism team to identify partners as necessary; and
- Provide specific RFP guideline interpretation to steer tourism team to successful and timely proposal development; and
- Research all required and suggested background documents, promising practice programs, etc.; and
- Demonstrate resourcefulness, creative thinking, and innovation in order to generate high quality plans for program and proposal development; and
- Prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations; and
- Initiate, develop, and document the scope of grant project-related as required by the grantor; and
- At the beginning of the proposal process, develop a timeline that is agreeable by the Tourism Department for submission of proposal drafts and review; and
- Write well-organized, compelling proposal drafts that follow the requirements of the RFP and submit for review; and

- Make edits or revisions to drafts as required in a timely manner; and
- Submit final proposal via print or online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements; and
- Provide digital and paper copies of complete proposals for Navajo Tourism Department.

## **QUALIFICATIONS/CREDENTIALS**

- Respondent should have proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal and state government grant proposals – preferably in the \$250,000.00 plus range – documented by summary of funding source, date, amount.
- Respondent should have experience preparing grant proposals for federal, state, and private foundation funding areas.
- Respondent should have ability to do multiple assignments at the same time.
- Respondent should have documented experience with collaborative project development with multiple partner organizations. If respondent has experience with development of regional grants, include documentation of extent of region and partnerships.
- Respondent should have excellent writing skills and ability to write persuasive proposals aligned with RFP requirements as demonstrated by clear and compelling proposal samples.
- Respondent should have excellent budget preparation skills and be able to prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.
- Respondent should have expert computer skills in Microsoft Office Word, Excel and online grant submission systems.
- Respondent should be highly organized with the ability to identify and implement needed systems and follow-up processes.
- Respondent should be able to effectively work – and maintain superb interpersonal skills - under pressure, use excellent judgment, and produce a high-quality work product within tight-time constraints.
- Respondent should state previous experience to demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

**SUBMITTAL:** Respondent’s proposal should be clear, specific, and provide a straightforward, concise explanation of Respondent’s capacity and experience. Requested grant/RFP samples must be included.

Submit one original and four (4) copies of the proposal to: Navajo Nation Purchasing Services

Closing date for this Request for Proposal (“RFP”) is 3:00 PM DST, on October 11, 2022. Please reference the above ***RFP number on all correspondences.***

Questions regarding this RFP may be submitted via e-mail to: [arvaltmccabe@discovernavajo.com](mailto:arvaltmccabe@discovernavajo.com) no later than at 4:00 PM DST.

## FORMAT FOR PROPOSALS

The original and four (4) copies of the proposer's proposal should be arranged as follows:

- Letter of Interest. A cover letter formally responding to the RFP and submitting your qualifications. The contents of this document must include a statement that attests to the accuracy of your submitted proposal and the document must include your signature.
- Summary of Qualifications. Résumés of individual(s) who will be assigned to this project.
- Background and Track Record. State Respondent's successful experience in all applicable aspects of federal and/or state grant writing as outlined above. List all successful grants and the amounts funded for each. In addition, enclose copies of at least one funded proposal that you have written along with the applicable RFP.
- Services to be provided. Include responsibilities that the Navajo Tourism Department has noted as required and the services you will furnish in order to support them.
- Budget. This document should describe the various cost factors of your bid, projected costs, including a projected allocation of time for individuals involved with this contract.
- References. Three (3) references are required, two (2) of which must be clients. The Navajo Tourism Department will verify that Respondent has successful grant experience and a history of fulfilling requirements of projects in a timely and professional manner and within the proposed budget.
- Disclosure Statement. Respondent shall provide a disclosure statement regarding any potential conflict of interest issues Respondent might have or may encounter.
- Navajo Nation Business Preference Certified: Include copy of current Navajo Business Preference Certificate.

**Response Date:** RFPs must arrive at: Navajo Nation Purchasing Services  
Administration Building #1  
Window Rock Boulevard  
P.O. Box 9000  
Window Rock, Arizona 86515

on or before October 11, 2022 by 3:00 PM DST. Respondents mailing their submissions should allow normal mail delivery time to ensure timely receipt of the RFP.

**EVALUATION OF QUALIFICATIONS** The award of the contract to the Selected Respondent will be based on the proposed budget for services rendered in accordance with, but not limited to, the results of the Navajo Tourism Departments' evaluation of:

- Respondent's Letter of Qualifications
- Reference checks
- Respondent's experience and expertise in the field
- How well Respondent's proposal meets the stated requirements, as evidenced by Respondent's proposal
- Overall thoroughness of the proposal
- Response to Conditions

THE NAVAJO TOURISM DEPARTMENT RESERVES THE RIGHT TO REJECT ANY AND ALL RFPs AND TO ACCEPT ANY RFP AS SUBMITTED, OR AS MODIFIED, WHICH, IN THE OPINION OF THE NAVAJO TOURISM DEPARTMENT, WILL BE IN THE BEST INTERESTS OF THE NAVAJO NATION.

### **LEGAL UNDERSTANDINGS**

Please take notice, by submission of a proposal in response to this RFP, proposing entity agrees to and understands:

- That any proposal, attachments, additional information, etc. submitted pursuant to this RFP constitutes merely a suggestion to negotiate with the Navajo Tourism Department and is not a bid, and becomes property of the Navajo Nation.
- Submission of a proposal, attachments, and additional information shall not entitle the proposing entity to enter into a service agreement with the Navajo Tourism Department for the required services.
- By submitting a proposal, the proposing entity agrees and understands that the Navajo Tourism Department is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same.

In addition to the foregoing, by submitting a proposal, the proposing entity also understands and agrees that the Navajo Tourism Department reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this RFP, except to the extent restricted by applicable law, including, but not limited to, the Navajo Nation procurement policies:

- To reject proposals that do not conform in all material respects to the RFP or meet the minimum evaluation criteria;
- To reject all proposals;
- To issue additional solicitations for proposals and/or amendments to this RFP;
- To waive any irregularities in proposals received after notification to all proposers;
- To negotiate for amendments or other modifications to proposals;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- The Navajo Tourism Department assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal; The Navajo Tourism Department is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time-stamped prior to the deadline.

### **INSURANCE:**

Provide evidence of the certificates of insurance with the appropriate coverage and limits of insurance and names of the Navajo Nation as the insured in the general and auto liability policies with fifteen-days of selection.

## **CONTRACT**

Upon selection of the successful proposer, and following contract negotiations, a formal Navajo Nation Contract will be prepared and executed when signed by both parties and approved by the Navajo Nation President.

## **CONFLICT OF INTEREST**

The award of a contract is subject to provisions of the Navajo Nation laws. All proposers must disclose with their proposals the name of any employee of the Navajo Division of Economic Development that is family-related or business partner.