



UIHA Request for Proposals Grant Writer Services

The Ute Indian Housing Authority (UIHA), Fort Duchesne, Utah 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, and private foundation grants. Primary responsibilities include responding to grant opportunities selected by UIHA and provide supporting guidance. The successful firm will be offered a 1 year service contract with a cost limit to be determined by UIHA. This Request for Proposals (RFP) is not an Invitation for Bid but a written proposal addressing the services listed.

UIHA intends to use the funding primarily for the rehabilitation of housing units under its low rental and home ownership programs as well as tribal homes that are within the same communities but not managed by UIHA. All UIHA housing units and other tribal homes it intends to rehabilitate are located within the Uintah and Ouray Reservation boundaries.

Interested firms shall submit proposals which includes business resume, professional licenses or certifications, description of services to be provided with identification of the individual(s) in the firm who will have primary responsibility for providing services to UIHA, three clients to serve as references, a history on working with Indian Housing Authorities or Native American Tribes, fee structure which includes hourly fee and types of expenses that are to be charged, and any contract history with UIHA. This RFP is being advertised as an open procurement with Indian Preference. Firms claiming Indian Preference must submit proof of enrollment with an Indian tribe and proof of at least 51% Indian ownership of their firm.

Each proposal will be rated using a point system that is applied to the information provided by the offer or that addresses the needs of the housing authority.

• Past experience with Indian Housing Authorities or Native Am. Tribes	15 points
• Professional licenses/certifications	15 points
• Fee structure & expenses	15 points
• Indian Preference	15 points
• Contract history/performance	15 points
• References	<u>15 points</u>
Total Points	90 points

The firm with the highest overall rating (point score) will be selected.

All questions may be directed to the office of the UIHA Executive Director at 435-722-4656.

All sealed proposals are due no later than **November 22, 2023** at the close of business which is **5:00 pm (MST)**. The proposals must be marked **“Do Not Open Proposal Enclosed: Grant Writer Services”** on the outside. Faxed proposals will not be accepted. Proposals are to be mailed or delivered to the following address:

For Mailing:
Ute Indian Housing Authority
P.O. Box 250
Fort Duchesne, Utah 84026

or

For Delivering:
Ute Indian Housing Authority
7700 East 800 South
Ft. Duchesne, Utah 84026