

KAW GAMING INC.

REQUEST FOR PROPOSALS

GRANT WRITER FOR FEDERAL GRANTS AND FEDERAL GRANT PROGRAM AND/OR CONSTRUCTION MANAGEMENT FROM START TO CLOSE OUT

The Kaw Gaming Inc. (**KGI**) (“**owner**”) is seeking proposals from **person(s), consultant(s), or small business(es)** (“**proposer**”) with the necessary knowledge, skills, abilities, and experience to write for and submit competitive federal grants on GRANTS.gov and other federal grant portals. The successful proposer will also train staff (by example and templates) in the management of a federal grant.

PROPOSAL PREPARATION: In order to expedite the review process, your proposal should include the following information:

1. **Contact Information** (Name of proposer’s firm, mailing address, telephone number, email address, and name of contact person who will be assigned to the project)
2. **Engagement Email** (A summary stating the proposer’s understanding of the work to be done and expected time commitment)
3. **Proof of Tribal Enrollment**
4. **Qualifications and Experience of Firm** (Describe company experience that is relevant to the proposed services, such as recent experience with other Tribal Governments, Tribally Designated Housing Entities (TDHE) and/or Tribal Entities over the last five years and types of services rendered)
5. **References** (Include references from three (3) clients (Tribal Governments/TDHEs/Tribal Entities) served by the proposer. The information should include the name of the Tribal Government/TDHE/Tribal Entity key contact name and contact information (e-mail and phone)
6. **Proof of Active Access** (SAM.gov registration, with no exclusions, active registration, and active Grants.gov Workspace access—NO login or client information)
7. **Project Organization and Management** (Expected timeline/deadline of services, number of management hours expected to complete the federal project, and number of hours per month)
8. **Cost Proposal Fees** (For both grant writing and hourly fee for grant project management)

INDIAN PREFERENCE – To receive points, proof of Tribal Membership should be submitted with proposal. Also provide a copy of your SAM.gov Native American business assertions.

10 points – Indian proof of enrollment only

20 points – Indian proof of enrollment AND active SAM.gov business assertions of Indian ownership

Score: 0 to 20 points

QUALIFICATIONS AND EXPERIENCE – The successful proposer will serve as a senior executive level assistant(s) to tribal leadership and program directors. The successful proposer will also train and help build internal capacity to manage federal grant construction projects, help with federal construction procurement according to NAHASDA, ICDBG Regulations at 24 CFR 1003, IHBG Regulations at 24 CFR Part 1000, and Super Circular Regulations 2 CFR Part 200, help with coordinating release of federal funds, provide reporting templates, provide help with federal construction contracting procurement and management, demonstrate how to make changes on federal grants, help with analysis of costs (including TDC) and change orders on active construction projects, coordinate diverse teams, create and document a master construction grant file for funding source auditing, demonstrate construction compliance, including Davis-Bacon when applicable, work with owner's construction inspector, and assist the Tribe/TDHE/Tribal Entity in close out of federal construction projects on time and within budget. The successful proposer will be required to submit grants on behalf of the owner in GRANTS.gov.

To receive points for experience, submit a proposal demonstrating your **experience, knowledge, and qualifications which should be recent, relevant, and successful** federal grant projects 1) awarded, 2) managed, AND/OR 3) completed and closed out for Tribes/TDHES/Tribal Entities over the last five (5) years.

15 points – **1 to 5** Grant Applications Funded/Projects Managed/Projects Closed Out

30 points – **6 to 10** Grant Applications Funded/Projects Managed/Projects Closed Out

50 points - **Over 10** Grant Applications Funded/Projects Managed/Projects Closed Out

Score: 0 to 50 points

REFERENCES – Proposer should include three (3) Tribal/TDHE/Entity references from clients the proposer has submitted grant applications for that have been awarded AND the federal projects that the proposer has managed and/or closed out for owners within the last five (5) years.

Score 0 to 5 points

ACCESS - The successful proposer must be registered and active on SAM.gov (provide copy of SAM.gov registration expiration date and screenshot of exclusions statement) and active in GRANTS.gov (screenshot of the proposer's ability to access workspace and/or assign roles within GRANTS.gov)

5 points – screenshot of SAM.gov registration expiration date and screenshot of exclusion statement

5 points – active GRANTS.gov proof of workspace success and/or role assignment screenshot

Score: 0 or 10 points for active SAM.gov and Grants.gov registration

TECHNICAL KNOWLEDGE – Proposers must be familiar with common software and programs in order to demonstrate competitive grant writing and manage federal construction projects such as Microsoft 365 (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Procore. Proposer must also demonstrate computer software security to ensure owner servers/emails/downloads are not virus corrupted.

5 points – Screenshot of active computer security (such as AVG, Avast or any other security system protecting owner's computer from virus threats

5 points – Screenshot of active access to online construction management portal (such as Procore.com)

Score: 0 to 10 points for computer security and online construction management

COMPENSATION - Include the cost of writing and submitting the federal grants you are offering. Also include the hourly fee and monthly/yearly hours proposed for grant management through closeout if the grant is awarded.

Score: 0 to 5 points

Please email your **Proposal to: kgiprojects@rockandbrewscasinobraman.com**

In the **SUBJECT LINE** type: **“Request for Proposals for Professional Services”**

PROPOSALS MUST BE EMAILED BY 5:00 PM CST by: May 18, 2026

The Owner may award a multi-year consulting agreement with one or more proposers in response to this solicitation and reserves the right to select without interviews. Future projects will be negotiated as task orders to the consulting agreement.