



## **WALKER RIVER PAIUTE TRIBE**

1022 Hospital Road / PO Box 220  
Schurz, Nevada 89427  
(775) 773-2306

### **Request for Proposals:**

### **GRANT WRITING SERVICES – HOUSING DEPARTMENT**

### **RFP 2026**

#### **SECTION 1. GENERAL INFORMATION**

##### **1.1 Significant Dates:**

Posted Date: January 16, 2026

Deadline for Questions: January 30, 2026

Closing Time and Date: February 16, 2026 5:00PM

Contract Date: March 1, 2026 to March 1, 2028

##### **2023 1.2 Description of Proposals Sought:**

The Walker River Paiute Housing Department (“WRPT Housing”) is seeking contracted grant writing services to assist the WRPT Housing in researching and identifying potential grants and providing general grant writing services associated with the completion and submission of grant applications, program administration and delivery; along with technical assistance, training, and strategic guidance to strengthen housing programs, compliance, and funding competitiveness. Grant writing and technical services are needed to support and enhance existing services and programs, implement new programs and services, assist with the implementation of the Tribe’s Long-Term Comprehensive Community Plan, and support WRPT Housing.

Firms or individuals with demonstrated experience in working with tribal governments and housing entities are encouraged to submit proposals in response to this RFP.

##### **1.3 About Walker River Paiute Tribe:**

The Walker River Paiute WRPT Housing is a federally recognized Indian WRPT Housing in Nevada. The reservation was established in 1874 by Executive Order and is under the General Allotment Act of 1887. The Walker River Paiute Reservation is located within three counties in rural Midwestern Nevada about 100 miles southeast of Reno, Nevada. The Tribe’s land base consists of about 325,000 acres in a river valley, mostly used for grazing and some ranching.

The Tribe’s 3,200 enrolled members are governed by seven-member Tribal Council with officers elected to a four-year term. The Tribe’s Administrative Offices are located at 1022 Hospital Road Schurz, Nevada

89427.

#### 1.4 Response Format:

Proposals should be prepared simply, providing a straightforward and concise explanation of the Offerors approach and capabilities necessary to satisfy the criteria listed in Section 3. Emphasis in the proposals should be on completeness, clarity of content, and adherence to the presentation structure required by this RFP.

#### 1.5 Completeness of Proposal

The Offeror must submit a completed Proposal signed by an Offeror representative authorized to bind the proposing Offeror contractually. The Offeror must identify on the form any exceptions the Offeror takes to the RFP or declare that there are no exceptions taken.

During the evaluation process, the WRPT Housing reserves the right, where it may serve the Tribe's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

#### 1.6 Response Date and Location

Proposals must be submitted no later than February 16, 2026 by 5:00 PM. Proposals shall be submitted five (5) copies via U.S. Mail to **Walker River Paiute Housing Department Attn: Genia Williams PO Box 238 Schurz, NV 89427** and one electronic copy emailed to [wrhddirector@wrpt.org](mailto:wrhddirector@wrpt.org). All proposals and accompanying documentation will become the property of WRPT Housing and will not be returned. Offerors accept all risk of late delivery.

#### 1.7 Offeror's Cost to Develop Proposals

Costs for developing proposals in response to the RFP are entirely the obligation of the Offeror and are not chargeable in any manner to the Tribe—no exceptions.

## **SECTION 2. TERMS AND CONDITIONS**

### 2.1 Questions Regarding the RFP

Requests for interpretation/clarification of this RFP must be submitted via email to [wrhddirector@wrpt.org](mailto:wrhddirector@wrpt.org). Unauthorized contact with other tribal employees regarding this RFP may result in disqualification. All oral communications will be considered unofficial and non-binding on the Tribe.

### 2.2 RFP Amendments

WRPT Housing reserves the right to request any respondent clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal. WRPT Housing reserves the right to change the RFP schedule or issue amendments to the RFP at any time. WRPT Housing also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP.

### 2.3 Withdrawal of Proposal

Provided notification is received in writing to the email address [wrhddirector@wrpt.org](mailto:wrhddirector@wrpt.org), proposals may be withdrawn at any time prior to the proposal response due date and time specified. Proposals cannot be changed or withdrawn after the time designated for receipt.

### 2.4 Rejection of Proposals

WRPT Housing reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the

Tribe.

### 2.5 Proposal Validity Period

Submission of a proposal will signify the Offeror's agreement that its proposal and the content thereof are valid for 30 days following the proposal response deadline unless otherwise agreed to in writing by both parties. The proposal may become part of the Contract negotiated between the WRPT Housing and the successful Offeror.

### 2.6 Proposal Signatures

An authorized representative of the Offeror must sign proposals, with the Offeror's address and telephone information provided. Unsigned proposals will not be considered.

### 2.7 Ownership of Documents

Any reports, studies, conclusions, and summaries prepared by the Offeror shall become the property of the Tribe. WRPT Housing may provide the Offeror with a limited license to use such material.

### 2.8 Hold Harmless

The Offeror shall hold harmless, defend, and indemnify WRPT Housing and WRPT Housing officers, agents, and employees against any liability that may be imposed upon them by reason of the Offeror's failure to provide worker's compensation coverage or liability coverage.

### 2.9 Limitations on Costs and Expenses

The Offeror's cost proposal may not include: any costs that can be described as overhead, including secretarial, clerical, or file management work; on-line research services charges (in-house photocopying; unnecessary express mail/overnight courier mailings); or for developing invoices for the Tribe.

### 2.10 Dispute Resolution and Venue

WRPT Housing will require the selected Offeror to expressly consent to the jurisdiction of the Walker River Paiute Tribal Court for any and all disputes that may arise from WRPT Housing engagement of the Offeror's services, including the application of tribal law.

### 2.11 Appropriated Funds

Any contract awarded pursuant to this RFP is subject to the Tribe's appropriation and budgetary process, which operates on a calendar fiscal year from January 1 - December 31. Any required payments under the contract are contingent on the availability of funds in the tribal treasury. As funds are appropriated yearly any contract awarded would be for the remainder of the fiscal year, at which time it would be renewable on a yearly basis. WRPT Housing reserves the right to use unrestricted or federal funds to support any contract entered into as a result of this RFP. Use of federal funds may require additional terms and conditions.

### 2.12 Indian Preference

The RFP is non-restricted, but Indian Preferences applies to the award of this contract in accordance with Regulations 24 CFR 1000.52, Section 7 (b) of the Indian Self Determination and Education Assistance Act U.S.C. 450 (b), and the Walker River Paiute Tribe, Procurement and Property Management Policy & Procedure Manual, Chapter 3.

### 2.13 Local Tribal Laws

Local tribal laws shall apply. Tribal Employment Rights Office (TERO), Tax Ordinance and the Business License Code will be enforced for the services. Copies of the TERO, Tax Ordinance and Business License Code will be provided upon request. It is the responsibility of the Offeror to obtain specific requirements of

the TERO and Tax Code from the department. TERO Director, 775.773.2478 ext. 2151 or [slamkin@wrpt.org](mailto:slamkin@wrpt.org), and Tax Director, 775.773.2478 ext. 2150.

#### 2.14 Debarment

Selected Offeror must sign a Certification Regarding Debarment and Suspension (See Attachment A).

#### 2.15 Contract

The selected Offeror will be required to enter into the Walker River Paiute Tribe's standard form contract which will include a "no assignment" provision indicating that the Contract may not be assigned without written consent of the Tribe. Any increase in contract price following execution of the contract requires a written modification to the term to continue.

#### 2.16 Legal Review

All contracts and addendums to existing contracts must be reviewed by the Tribal Attorney before execution. The Tribal Attorney will review contractual obligations imposed on both parties of the contract. Generally, the Tribal Attorney will not review for subject matter; however, as Offerors may attempt to modify certain terms of the agreement in the scope of work, the Tribal Attorney will review the contract in its entirety and will address any issues and concerns. The Tribal Attorney may impose amendments and require changes to specific contract wording in order to adequately protect the Tribe.

### **SECTION 3. REQUESTED SERVICES**

#### 3.1 Duration of Services

WRPT Housing anticipates awarding the contract for a two-year period beginning March 1, 2026 through March 1, 2026, subject to annual funding availability. However, if the work extends beyond this period, any agreement would require a written amendment to the contract.

#### 3.2 Scope of Work

1. Funding Need Analysis – Work with the Walker River Paiute Housing staff to facilitate meetings with the Tribe's departments to assess the validity of current funding priority area, identify changes in funding priority areas, and identify new priority areas of funding.
2. Grant Funding Research – Conduct research and develop a grant database to identify grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the Tribe's funding needs and priorities in the following general areas including but not limited to:
  - a. Housing Rehabilitation Programs;
  - b. Infrastructure construction and maintenance including water, sanitary sewer, expansion of Arsenic facility, and transportation related projects;
  - c. Programs for the youth;
  - d. Job Training;
  - e. Strategic Planning;
  - f. Fire/Emergency Services;
3. Grant development that will assist with expansion of programs and grant management that will support grant implementation, budgeting, and monitoring.
4. Engagement of the Walker River Paiute Tribe, program directors and community. Facilitate an update to the Walker River Paiute Tribe's Long-Term Comprehensive Community Plan that will enable Tribal programs, staff and the community to develop programs addressing short- and long-term planning goals.

5. Prepare complete and compliant grant or contract funding proposals, inclusive of a budget to be reviewed and approved by the Walker River Paiute Tribal Council through a Tribal Resolution.
6. On-site training, assistance, and development of a working relationship with the Walker River Paiute Tribe, Housing Director, tribal program directors/managers, community representatives, public and private, on a regular basis to facilitate adherence to comprehensive planning, program planning, budgetary planning, and identifying strategy for submittal of grant applications.
7. Provide appropriate staff training related to new and/or updated funding opportunities and procedures for new or revised program development processes to include technical assistance to strengthen tribal housing.

#### B. Reports to Be Issued

The successful bidder will be required to submit monthly reports to WRPT Housing summarizing the activities undertaken during the previous month.

### 3.3 Required Information

The Offeror's Proposal must include the following:

- A. Transmittal Letter. A one- or two-page summary stating the Offeror's understanding of the work to be done and making a positive commitment to perform the work.
- B. Table of Contents. A clear identification of the material by section and page number.
- C. Provide an outline of your experience providing grant writing services, to include at a minimum the following:
  - a. Number of year's firm has been in existence.
  - b. Provide information on successful grant writing efforts including benefitting party, source, year of award, and dollar amount of grant award.
  - c. Provide a minimum of three (3) references from tribes or other governmental entities for which you have provided grant writing services. Include the name organization, brief description of the project, name of contact person and daytime telephone number.
  - d. Certificate of existing insurance detailing the extent of professional errors and omissions and commercial general liability, automobile, and workers compensation coverage.
  - e. Indicate from where grant related services will be conducted.
- D. Identify individuals who will be assigned to work with the Tribe. Provide their background, directly related experiences and past successes.
- E. Provide a detailed description of how your organization will perform the following grant writing services:
  - a. Funding needs analysis;
  - b. Identification of appropriate grant resources;
  - c. Grant preparation process;
  - d. Grant review and approval process; and
  - e. Detailed time frame of whole process (a through d)

- F. Current Assignments. Provide a statement concerning the Offeror's ability to devote sufficient time and resources to this type of work in relation to existing or anticipated assignments of the Offeror.
- G. Disclosure of Potential Conflicts of Interest. Provide a statement regarding any potential conflict of interest issues the Offeror might have or encounter in providing these services to the Walker River Paiute Tribe.
- H. Prior Engagements with the Tribe. The firm should list separately all work performed for WRPT Housing within the last three years. For each engagement, the firm should indicate the scope of work, date, engagement partners, and total hours.
- I. Detailed Cost Proposal. Provide a detailed statement of any and all costs for providing these Services. This statement must include proposed hourly rates for all persons employed by or contracting with the Offeror to provide the work described herein, as well as rates for travel and other expenses when travel is necessary.

## **SECTION 4. PROPOSAL EVALUATION**

### **4.1 Evaluation Procedures**

A Selection Committee will evaluate proposals. The selection will consider how well the Offeror's proposal meets the needs of WRPT Housing as described in the Offeror's response to each requirement listed in Section 3.5. In evaluating the proposals, WRPT Housing will use a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 4.2. All proposals will be evaluated using the same criteria and weighting. Any proposal that does not contain each element described in this RFP, fully completed, initiated or executed, as appropriate, may be judged to be incomplete and may not be considered further.

### **4.2 Scoring and Evaluation Factors**

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, WRPT Housing may select a contract other than the one providing the lowest cost solution. The objective is to choose the entity capable of providing reliable and effective services within a reasonable budget.

Proposals will be evaluated on the following criteria:

1. Demonstrated knowledge of sources of grant funds available to tribal governments;
2. Demonstrated proficiency in obtaining funds;
3. Demonstrated capability of grant management and completion;
4. Consultant's qualifications and experience;
5. Consultant's staff qualifications;
6. Plan provided by Consultant for services;
7. Adequacy of insurance coverage;
8. Cost of services;
9. Relevancy of other information provided by Consultant; and
10. Indian Preference

### **4.3 In-Person Discussion Sessions**

One or more Offerors who have scored well on the evaluation may be invited by the Tribe, without cost to the Tribe, to a discussion with the Walker River Paiute Tribal Council, the managers of relevant tribal programs, and others invited to the Session to provide the Offeror the opportunity to demonstrate its services, to discuss its approach/methodologies, implementation process, schedule, staffing and other applicable professional services. The Discussion Session will be informal, as the WRPT Housing is not interested in a sales presentation by Offeror but rather an interactive discussion; it is important that those key personnel identified by the Offeror to be assigned to the project will fully participate in the presentation and discussion.

#### 4.4 Final Selection

The Selection Committee will formulate their recommendation for award of the contract, which will be forwarded to the Walker River Paiute Tribal Council for formal acceptance. Each Offeror submitting a response to this RFP will be notified in writing as to acceptance or rejection of their proposal. Release of notification letters shall be within thirty (30) days of the proposal submission date. WRPT Housing reserves the right to delay this action if it is deemed to be in the best interest of the Tribe.

#### 4.5 Contract Award and Execution

WRPT Housing reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be initially submitted on the most favorable terms the Offeror can offer. This should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final document.

The RFP document and the successful Offeror's proposal response, as amended by agreement between WRPT Housing and the Offeror, including e-mail or written correspondence relative to the RFP, may become part of the Contract between WRPT Housing and the successful Offeror. Additionally, WRPT Housing may verify the Offeror's representations appearing in the proposal. Failure of the Offeror to perform as represented may result in elimination of the Offeror from competition or in Contract cancellation or termination.

The apparent successful Offeror will be expected to enter into a contract with the Tribe. If a contract is not entered into within a reasonable time after selecting the proposal, WRPT Housing may elect to cancel the award or award the Contract to the next highest ranked Offeror. WRPT Housing shall not be bound or in any way obligated until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of a final contract.

After opening and ranking, an award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification, or, WRPT Housing may discuss with the selected Offeror offers for cost reduction and other elements of the Offeror's proposal. If WRPT Housing determines that it is unable to reach a contract satisfactory to WRPT Housing with the selected Offeror, then WRPT Housing will terminate discussions with the selected Offeror and proceed to the next Offeror in order of selection ranking until a contract is reached or WRPT Housing has rejected all proposals. WRPT Housing will not disclose any information derived from the proposals submitted from competing offers in conducting such discussions.

WRPT Housing reserves the right to award a contract for all or any portion of the requirements proposed by reason of this request, award multiple Contracts, or to reject any and all proposals if deemed to be in the best interests of WRPT Housing and to re-solicit for proposals, or to reject any and all proposals if deemed to be in the best interests of WRPT Housing and to temporarily or permanently abandon the procurement.

**ATTACHMENT A: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS.**

A. The Offeror certifies, to the best of its knowledge and belief, that:

1. The Offeror/any of its Principals-

(a) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or any Tribal Government.

(b) Have ( ) have not ( ), within a 7 year period preceding this offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, ore receiving stolen property; and

(c) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in subdivision (A)(1)(b) above.

(d) The Offeror has ( ) has not ( ), within a 7-year period preceding this offer, had one or more contracts terminated for default by any Federal agency or any Tribal Government.

2. Principles for the purposes of the certification, mean officers; directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager, head of a subsidiary, division, or business segment, and similar positions). If this certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under 18 U.S.C. § 1001.

B. The Offeror shall provide immediate written notice to the Contract Officer if at any time prior to contract award the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (A) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror's proposal non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (A) of this provision is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to the remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

I hereby certify that the information above is true, accurate and complete under penalty of fraud.

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Authorized Signature

**ATTACHMENT B:  
CLIENT REFERENCES**

Client Reference # 1

Name of Entity:  
Mailing Address:  
City/State/Zip Code:

Contact Name

Title  
Phone Number  
Email Address\_  
Date when work performed:  
Description of work performed:

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Client Reference # 2

Name of Entity:  
Mailing Address:  
City/State/Zip Code:

Contact Name

Title  
Phone Number  
Email Address\_  
Date when work performed:  
Description of work performed:

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Client Reference # 3

Name of Entity:  
Email Address: \_ City/State/Zip  
Code:

Contact Name

Title  
Phone Number  
Email Address\_  
Date when work performed:  
Description of work performed:

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