



INTERIOR REGIONAL HOUSING AUTHORITY
828 27TH AVENUE
FAIRBANKS, AK 99701
907-452-8315

REQUEST FOR QUOTE **Grant Writing Services**

Proposal Date: 03/10/2023

Owner: Interior Regional Housing Authority

Contact: LaVerne Huntington, Chief Financial Officer

Scope: Interior Regional Housing Authority invites qualified and experienced grant writers to submit quotes for grant writing services to secure financial resources in the form of grants for IRHA and IRHA Tribes.

The grant writers will:

- Research and identify potential funding sources and grants
- Work with IRHA Staff and Tribes to collect data and information for submittal
- Provide general grant writing services associated with the completion and submission of grant applications

Term: Awarded contracts will begin on or around April 1, 2023 and end on December 31, 2023. IRHA will have the sole option of extending the award up to two additional fiscal years (January 1, 2023 through December 31, 2023 and January 1, 2024 through December 31, 2024), which will be initiated with a Contract Amendment.

Selection Process: A grant writer(s) will be selected through a competitive process based on the most responsive bid with the qualifications indicated below. Final selection is planned on or by March 31, 2023.

IRHA retains the right to postpone or cancel the RFQ process at any time, if it is in IRHA's best interest. IRHA also reserves the right to reject any or all proposals for budgetary, conflict of interest, past performance, federal contract disbarment, or other reasons.

Note: All contractors are required to comply with Alaska Native and American Indian Preference in accordance with Public Law 93-638.



INTERIOR REGIONAL HOUSING AUTHORITY
828 27TH AVENUE
FAIRBANKS, AK 99701
907-452-8315

Submittal Requirements: Proposals must be received by 4:00pm, March 24, 2023.

Please submit proposals to: Interior Regional Housing Authority
LaVerne Huntington, Chief Financial Officer
828 27th Avenue, Fairbanks AK 99701
or via email to lhuntington@irha.org

Statements of Qualifications and Proposals should include the following:

- Request for Quote – Will include
 - Point of contact, title, phone and e-mail address
 - Brief history and size of firm, including its form as a sole proprietorship, partnership, or corporation
 - The firm’s expertise and success rate in the preparation of Indian Housing and Capital Project grants
 - References and contact information for previous related projects
 - List of available staff assigned to project
 - The proposed prices/rates with consideration of the term of the award (see term above).