



**Catawba Indian Nation
Rock Hill, South Carolina
REQUEST FOR PROPOSALS
Policy Writing Services**

1. Introduction

The Catawba Indian Nation is soliciting proposals from professional firms or qualified individuals to provide Policy Writing services to assist with updating the Catawba Nation's Grant's Management Policy & Procedures, Procurement Policy & Procedures, and Accounting Policy & Procedures.

2. Background

The Catawba Indian Nation is the only federally recognized Indian tribe in the state of South Carolina. The Catawba Indians have lived on their ancestral lands along the banks of the Catawba River dating back at least 6000 years. Before contact with the Europeans, it is believed that the tribe inhabited most of the Piedmont area of South Carolina, North Carolina and the southern parts of Virginia. Our 1000-acre reservation is located on two non-contiguous parcels of land approximately eight miles east of Rock Hill, South Carolina, in the center of an area that once comprised Catawba territory.

In 1993, the Catawba's won its fight for federal recognition with the passage of the Catawba Land Claims Settlement Act. The Act not only restored the Federal Trust relationship between the Catawba Nation and the Federal Government but also marked the path for self-governance.

We provide services for approximately 3,000 plus enrolled tribal members in the areas of housing, social services, public works, medical and dental care, economic development, childcare, senior program, cultural preservation and transit. The elected leaders of the Tribe oversee the following entities:

- a. ISWA Development Corporation - ISWA Development Corporation, or IDC, is the housing community development arm of the Tribe. It is set up as a separate 501(c)(3). ISWA also oversees early childhood education for the tribe with a division that encompasses daycare and Head Start programs.
- b. The Catawba Cultural Preservation Project - The mission of the Catawba Cultural Preservation Project is to preserve, promote and protect the rich cultural heritage of the Catawba Indian Nation. It focuses on cultural programming, language preservation, food sovereignty including traditional foods, as well as educational programs.
- c. Catawba Service Unit – this is the medical and dental clinic located on the Reservation; it is run under the authority of Indian Health Services.
- d. Senior Center – The Senior Center serves our elders with the greatest economic and social needs, including low income, frail and impaired elderly, and the geographically and socially isolated

3/18/2025

through the AoA Title VI grant, which provides congregate, and home delivered meals to tribal elders ages 55 and older.

- e. Tribal Government Administration – This encompasses all of the departments of the tribe as well as the supportive services to operate the programs. Programs offered include Family Services, Economic Development, Real Estate and Other Rights Protection, Wellness, Environmental Services, Transit, Road Maintenance, Justice Services, and more.

The Catawba Indian Nation has welcomed change with our vision and mission that states the tribe will become an economically thriving community whose citizens embrace their cultural heritage, enjoy strong self-esteem, lead successful lives and are fully prepared for a future of continuing opportunities and challenges. Tribal leadership promotes the Catawba Nation's rich culture; works to ensure collective and individual self-sufficiency; promotes excellence in education; provides quality opportunities for health, social, and economic well-being of its citizens; and conducts its affairs with great integrity and commitment.

We show that we are proud of our past by embracing our culture and sharing it with others. We presently have a wide variety of programs and services available to enhance the lives of our citizens. As we prepare for the future growth of the tribe through education, economic development and planning, we recognize that we need to update our Grants Management Policy & Procedures.

3. Scope of Work

The Catawba Indian Nation's vision and mission focuses on growth and diversifying the tribe's grants portfolio. Our grant portfolio currently consists of grant funds and contracts from federal and state governments, as well as other non-grant related funds. The contracted work will involve researching Grants Management policies, OMB Uniform Guidance, and updating the Catawba Nation's Grant Management Policy & Procedures.

To ensure consistency and transparency, we are also including within this scope of work the review and updating of the Catawba Nation's Accounting Policy & Procedures and Procurement Policy & Procedures, to ensure fluidity with the Grant Management Policy & Procedures. These processes are critical for reporting and tracking expenditures permitted under awarded grants.

We are seeking an individual or firm with a proven track record in writing policies. Previous experience working with tribal governments is preferred. The individual or firm will work closely with the Grants and Compliance Deputy Director, the Procurement Director, and the Controller.

Task and Activities will include:

- a. Understanding and actively engaging in successful implementation of the Tribe's vision and mission
- b. Understanding the Tribe's current published policies and procedures:
 - i. Accounting's Policy & Procedures research
 - ii. Procurement's Policy & Procedures research
 - iii. Grant's Management Policy & Procedure research
 - Ensuring the Catawba Nation's Grant Management Policy & Procedures align with OMB Uniform Guidance
- c. Organizing the various policies to ensure they are easy to follow and understand
- d. Meet with the Deputy Director of Grant's and Compliance, Director of Procurement, and Controller weekly (or bi-weekly depending on availability) to work on the various policies and procedures.

3/18/2025

4. Contents of Proposal

If interested, please submit not less than three copies of a proposal in response to this RFP. The proposal should include the following information:

- a. A cover letter to the attention of Morgan Webster, Deputy Director of Grants and Compliance.
- b. A narrative explaining the experience and qualifications of the firm or individual applicant, including a resume of the principal individual to provide direct services. The narrative and resume should detail the applicant's experience in policy development. The narrative should include the types of organizations to which the applicant has provided services for in the past and examples of programs supported by policy development services.
- c. An excerpt, not to exceed 5 pages, from a policy written by the applicant.
- d. Minimum of 2 references from clients; and
- e. An outline of the proposed cost.

5. Submission

Please deliver three copies of the proposal by **5:00 pm, April 18, 2025**, to:

Catawba Indian Nation
Attn: Morgan Webster
996 Avenue of the Nations
Rock Hill, SC 29730

6. Evaluation

The Catawba Indian Nation will review all submitted proposals. The criteria by which an individual or firm will be chosen includes the following:

- a. Quality of experience;
- b. Technical capabilities to perform the project;
- c. Qualifications of key personnel;
- d. Approach to the project as described in the proposal;
- e. Previous performance in the area;
- f. Cost; and
- g. Schedule.

Depending on the proposals received, the Catawba Indian Nation may determine that interviews with the top ranked firms or individuals are necessary. In the event interviews are not necessary, firms and individuals will be ranked, and the Catawba Indian Nation will initiate contract negotiations with the highest ranked firm or individual.

7. Schedule

It is anticipated that the project will commence on or about May 5, 2025 until the project is complete.

RFP Schedule is as follows:

Request for Proposals Posted
Proposals Due
Interviews & Selection
Grant Writer Begins

Friday, March 21, 2025
Friday, April 18, 2025
April 21-May 2, 2025
Around May 5, 2025

3/18/2025

8. Additional Provisions

The Catawba Indian Nation reserves the right to reject any or all proposals, waive technicalities and be the sole judge of the suitability of the proposed services for its intended use and further reserves the right to make the contract award in the best interest of the organization. The Catawba Indian Nation also reserves the right to modify the scope of work, add or delete tasks, and modify the proposed project budget in contract negotiations with the top ranked firm.

9. Sovereign Immunity:

The Catawba Nation is a sovereign nation, and Contractor shall adhere to and comply with all laws of the Nation, including the Preferential Hiring Ordinance.

10. Additional Information

Additional information about the Catawba Indian Nation can be found on our website, www.catawba.com. Questions regarding this Request for Proposals may be directed to Morgan Webster, Deputy Director of Grants & Compliance at (803) 833-4707 or morgan.webster@catawba.com.