



**Request for Proposals (RFP) for Grant Evaluation Services
Native American Finance Officers Association (NAFOA)
Grant Evaluator**

Native American Finance Officers Association (NAFOA) is seeking proposals from qualified candidates with experience evaluating corporate foundation grants, specifically those evaluations on behalf of Native American non-profits. Applications will be considered by both firms and individuals.

ABOUT NAFOA

Through its work in growing tribal economies and strengthening tribal finance NAFOA supports the advancement of independent and culturally vibrant American Indian and Alaska Native communities. NAFOA launched over three decades ago as the Native American Finance Officers Association to highlight the role of tribal finance in fostering economic opportunities. Since that time, NAFOA has grown along with tribal economies.

Project Summary

NAFOA is seeking proposals from qualified candidates for Grant Evaluator in accordance with the Scope of Work specified in this Request for Proposal (RFP). The external grant evaluator candidate will possess the skills, expertise, experience, and resources to assist NAFOA in designing and implementing an evaluation plan for a corporate foundation grant. The award total is \$150,000.00 for a three-year grant period that ends on Oct. 31, 2024.

The programmatic goal within this three-year grant period is to provide a Grants Management for Tribal Communities Program that is relevant, provides learning experiences that are culturally responsive, and builds grants management capacity for Indian tribes. The program's area of focus is to increase the knowledge and proficiency in the subject area of the federal post-award period.

Delivery of the program will require the combination of onsite learning experiences, programming relevant webinars, and creating spaces for dialogues required to address the unique benefits and challenges of tribally focused grants management. The ideal program offerings will include twice-yearly on-site options along with access to supplemental live webinars. However, due to the shifting phases of the ongoing pandemic, NAFOA will initially offer year one of the course virtually.

Scope of Work

NAFOA will require the services of an external grant evaluator to define evaluation standards that demonstrate accountability, assesses the quality of the program, and cultivates the engagement of NAFOA's diverse tribal stakeholders. The program will require an evaluation framework designed for reflection and course correction.

NAFOA has identified the preliminary key areas for program evaluation that utilize NAFOA's in-house data collection capacity. Our metric tools include pre & post-course assessments, in-depth interviews, annual community surveys, CANVAS learning management analytics, and registration data.

Evaluating Program Registration Trends

Over the three-year grant period, NAFOA seeks to analyze year-to-year program registration trends to create a core student profile that provides standard enrollment data and refines clear goals for program participants. Upon the completion of the three-year grant period, NAFOA will finalize a student profile that provides guidance for future target registration numbers, course knowledge levels, and expected regions represented to achieve the mid-range and long-term goals. Registration data will provide the foundational information regarding student/participant's professional title, education and/or years of experience, and region/tribe represented.



Evaluating Overall Participation

Registration and completion of the program are key activities for the success of the program. Tracking year-to-year participation trends will provide evaluation metrics for understanding student and instructor activity during the program.

Evaluating Individual Student Activity

The post-course evaluation surveys will assist in measuring the impact of the real-time course corrections. NAFOA will provide evaluations of yearly comparisons of student activity required for course learning outcomes.

Evaluating Learning Objectives to Ensure Course Relevancy

NAFOA will measure course relevancy as the program's ability to provide information that is valuable to participants and structured within a manageable learning framework. Pre & Post tests, CANVAS analytics, course evaluation surveys, and longitudinal surveys with program alumni are the method options for course relevancy reporting.

Student Survey Collection

Meaningful feedback directly provided by the students and stakeholders is vital to NAFOA's responsive approach to program delivery. NAFOA seeks to collect and analyze two types of surveys, a course evaluation survey and a longitudinal survey.

Fee Schedule

The fee schedule should be all-inclusive and presented on an hourly basis, monthly retainer, or tied to results of grant awards by percentage. Applicant must provide a detailed price breakdown including fees for the following staff, if applicable: A) Senior staff; B) Professional staff; and C) Clerical staff. The cost will be based on the projected hours of work provided. The contractor will invoice and be paid per the contracted agreement.

Award

NAFOA plans to award the contract by November 15, 2021. NAFOA will then mutually discuss and refine the scope of work with the selected applicant and shall negotiate final conditions, compensation, and performance schedule.

RFP Questions and Responses

All questions pertaining to this proposal must be submitted in writing via email to:

Cody Harjo
Director of Media and Learning Initiatives
cody@nafoa.org

Statement of Non-Commitment

Issuance of this RFP does not obligate NAFOA to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

Application Requirements

To Apply submit the following:



-
1. Clear demonstration of applicant's knowledge of, and experience with Native American communities, culture, etc.
 2. Experience in corporate foundation grant evaluations.
 3. Schedule of proposed fees.
 4. A minimum of two (2) professional references from clients from whom the applicant has successfully performed similar work.
 5. **Proposals must be submitted by 5:00 pm CST on Monday, Nov. 1, 2021, in one PDF file to Cody Harjo, Director of Media and Learning Initiatives at cody@nafoa.org**
 6. The total proposal should be no longer than 6 standard letter-sized pages.

Proposals not meeting the criteria outlined in the RFP will not be considered.