



**Catawba Indian Nation
Rock Hill, South Carolina**

REQUEST FOR PROPOSALS

AmeriCorps Native Nations Planning Grant Contract Project Assistant Services

1. Introduction

The Catawba Indian Nation (the “**CIN**”) is seeking proposals from professional firms or qualified individuals (“Respondents”) to provide Contract Project Assistant services (the “**Services**”) to support the AmeriCorps Native Nations Planning Grant Initiative (the “**Grant**”). The selected contractor (the “**Contractor**”) will work in collaboration with the Project Manager, tribal staff, community partners, and stakeholders to coordinate planning activities, document processes, manage timelines, and support the development of program policies, procedures, and implementation tools needed for a future AmeriCorps program.

2. Background

The CIN is the only federally recognized Native American 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 6,000 years. Before contact with the Europeans, it is believed that the Catawba Indians inhabited most of the Piedmont area of South Carolina, North Carolina and the southern parts of Virginia. Our 1,000-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. The CIN currently owns 1,727 acres of land in North Carolina and South Carolina, with approximately 1,165 acres held in trust.

In 1993, the Catawbans won their fight for federal recognition with the passage of the Catawba Land Claims Settlement Act (the “Act”). The Act not only restored the Federal trust relationship between the CIN and the Federal government but also marked the path for the Catawba’s self-governance.

The CIN provides services for approximately 4,198-plus enrolled tribal members in the areas of legal and justice services, public safety, housing, natural resources, environmental services, public works, community services, cultural preservation, economic development, planning and development, transit services, public works, land management, realty, medical and dental care, wellness, behavioral health, tribal home visiting, childcare, youth development, social services, family services, and senior programming. These programs are overseen by their respective division’s Executive Director and Department Director. The Executive Leadership Team reports to the Tribal Administrator who, in turn, reports to the elected leaders of the CIN,

composed of our Chief, Assistant Chief, Secretary/Treasurer, and two (2) at-large committee members. The elected leaders of the CIN oversee the following tribal entities:

- **Tribal Government Offices:** Encompassing all the unique divisions and departments within the CIN's structure, as well as the supporting services to operate those programs, the Tribal Government Offices consist of ten divisions including: (i) Government; (ii) Finance; (iii) Shared Services; (iv) Legal; (v) Public Safety; (vi) Tribal Resources; (vii) Community Development; (viii) Planning and Development; (ix) Health and Human Services; and (x) Family Development and Wellness. With the tremendous growth that the CIN has witnessed over the last several years, CIN is currently undergoing an organizational wide restructuring.
- **Catawba Corporations** (the "**CORPS**"): The CORPS serves as the principal economic arm of the CIN. Through its operations, the CORPS enables the CIN to be self-sufficient and provides economic support for the CIN's citizens through employment and business opportunities. The business affairs of the CORPS are separate from the CIN's governmental operations.
- **Gaming Authority:** The Gaming Authority is the governing arm of the CIN's casino and gaming operations in the Carolinas. Currently, the Gaming Authority's portfolio includes Catawba Two Kings Casino (the "**CTKC**"), located in Kings Mountain, North Carolina (near the South Carolina border and approximately thirty-three (33) miles west of Charlotte).
- **Cultural Preservation Project:** The mission of the Cultural Preservation Project is to preserve, promote, and protect the rich cultural heritage of the Catawba People. It focuses on cultural programming, language preservation, food sovereignty (i.e., traditional foods), and educational programs.
- **Service Unit:** The Service Unit includes the medical and dental clinic located on the Reservation; it is run under the authority of Indian Health Services.
- **Iswa HeadStart:** Iswa HeadStart oversees the Iswa Early Learning Center and HeadStart programs and manages a comprehensive early childhood program serving children from birth to five (5) years of age and their families.
- **Senior Center:** The Senior Center serves our elders with the greatest economic and social needs, including low-income elders, frail, impaired elders, and the geographically and socially isolated elders through the AoA Title VI Grant, which provides congregate, and home delivered meals to members of the CIN ages 55 and older.

The CIN welcomes change and growth for the betterment of our great Nation and its people. The vision and mission of the CIN empowers our people to 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's rich culture; works to ensure collective and individual self-sufficiency; promotes excellence in education; provides quality opportunities for the physical, social, and economic well-being of its citizens; and conducts its affairs with great integrity and commitment. The Grant represents a significant opportunity for the CIN to design a transformative national service program that advances tribal self-determination, youth

leadership, and community well-being. With a culturally responsive planning framework, experienced leadership, and deep community roots, the CIN is well-positioned to launch a high-impact, sustainable AmeriCorps program that honors its past and builds a stronger future.

3. Scope of Work

Services provided by the Contractor will include, but are not limited to:

- A. Project Coordination & Scheduling
 - Maintain and monitor project timelines, milestones, and deliverables.
 - Schedule and coordinate meetings, focus groups, and stakeholder engagement sessions.
 - Track and follow up on action items from planning meetings.
- B. Documentation & Reporting
 - Draft, compile, and format project documents, including agendas, meeting notes, and summaries.
 - Assist in the preparation of quarterly and final reports for the Grant.
 - Maintain organized digital and physical project files.
- C. Stakeholder Engagement Support
 - Assist in preparing materials for community outreach, surveys, and interviews.
 - Coordinate logistics for stakeholder engagement events.
 - Track stakeholder input and compile feedback summaries for planning use.
- D. Policy & Procedure Development Assistance
 - Support staff and consultants in drafting Grant policies and procedures.
 - Assist in collecting, reviewing, and organizing reference materials for policy development.
- E. Administrative & Logistical Support
 - Attend scheduled planning and stakeholder meetings.
 - Prepare correspondence, forms, and templates related to the Grant process.
 - Provide basic data entry and tracking support for project evaluation activities.

4. Deliverables

The Contractor will be responsible for delivering the following:

- **Regular Progress Reports** summarizing activities, accomplishments, and upcoming tasks.
- **Meeting Documentation** including agendas, sign-in sheets, minutes, and action item logs for all project-related meetings.
- **Stakeholder Engagement Summary Reports** to be compiled after major engagement activities.

- **Draft Policy & Procedure Support Documents** organized and formatted for Project Committee review.
- **Final Project Binder** (digital and hard copy) with all planning grant materials, templates, and reports.

5. Qualifications and Experience

Proposals must include the following:

- A cover letter describing Respondent's:
 - Relevant experience providing administrative, project coordination, or program support.
 - Understanding of tribal governance and culture.
 - Knowledge of and/or experience with AmeriCorps and/or community-based program development.
- Resume or organizational profile.
- Description of approach to fulfilling the scope of work.
- Proposed hourly rate or fixed-fee structure.
- Three (3) references from recent, similar projects.

Successful proposals will demonstrate:

- Experience providing administrative, project coordination, or program support for nonprofit or government programs.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Proficiency with Microsoft Office Suite and/or Google Workspace.
- Knowledge of AmeriCorps, tribal governance, and/or community-based program development (*preferred but not required*).

6. Evaluation

The CIN will review all submitted proposals. Only complete proposals submitted by the stated deadline will be considered. Proposals will be evaluated according to the following criteria:

- Tribal preference
- Qualifications and relevant experience
- Approach to the project as described in the proposal
- Cost proposal
- References
- Knowledge of AmeriCorps, tribal, and/or community-based programs

The CIN reserves the right to request additional information or conduct interviews with finalists before making a decision. In the event interviews are not necessary, proposals will be ranked, and the CIN will initiate contract negotiations with the highest ranked firm or individual.

7. Compliance & Contracting Requirements

This procurement is subject to the requirements of 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and applicable AmeriCorps grant regulations. The Contractor must comply with all applicable federal, state, and tribal laws and regulations, including but not limited to:

A. Federal Compliance

- Non-Discrimination: Must comply with all applicable equal opportunity laws, including Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act, and AmeriCorps non-discrimination requirements.
- Debarment & Suspension: Contractor must not be suspended, debarred, or otherwise excluded from participation in federal programs. Verification through the federal SAM.gov system will be required prior to contract award.
- Conflict of Interest: Must adhere to federal and tribal conflict-of-interest policies; no person with a real or apparent conflict may participate in contract award or administration.

B. Contracting Requirements

- Independent Contractor Status: The Contractor will perform services as an independent contractor and will not be considered an employee of the CIN.
- Insurance: Contractor must provide proof of general liability insurance and, if applicable, professional liability coverage.
- Confidentiality: Contractor must sign a confidentiality agreement to protect sensitive tribal and community information.
- Record Retention: All records related to services performed under this contract must be retained for a minimum of three (3) years after the end of the Grant, or longer if required by law or CIN policy.

C. Invoicing & Payment

- Contractor will submit monthly invoices detailing hours worked, tasks completed, and deliverables submitted.
- Payments will be made net-30 days after receipt and approval of invoices.
- All costs must be allowable, reasonable, and allocable under 2 CFR Part 200 Subpart E.

D. Termination & Remedies

- The CIN reserves the right to terminate the contract for convenience or cause with written notice.

- If the Contractor fails to perform in accordance with the agreed scope of work, the CIN may withhold payment until corrective action is taken or terminate the agreement.

8. Proposal Submission

Please deliver three (3) copies of the proposal, in a sealed envelope, by **5:00 pm on Monday, September 29, 2025** to:

Catawba Indian Nation
995 Avenue of the Nations
Rock Hill, SC 29730
Attn: Leann Malone

Or, email your proposal to rebecca.malone@catawba.com with the subject line as follows: *AmeriCorps Planning Grant Project Assistant RFP*.

9. Schedule

The contract is expected to begin no later than November 3, 2025, and end no later than August 31, 2026.

RFP Schedule:

Request for Proposals Posted	Friday, September 5, 2025
Proposals Due	Monday, September 29, 2025
Interviews & Selection	September 30-October 24, 2025
Contract Project Assistant Begins	By November 3, 2025

**Note: All proposals, samples, and materials provided will become the property of the CIN and will not be returned. If any part of the proposal is deemed confidential, it must be so marked.*

10. Additional Provisions

The CIN 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 CIN 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 respondent. The CIN further reserves the right

to accept the proposal deemed the most advantageous and in the best interest of the CIN in its complete and absolute discretion.

The CIN is not responsible for expenses incurred in preparing and submitting a proposal or for the costs of any services performed in connection with submission of a proposal or taking any action in connection with the selection process.

Furthermore, the CIN reserves the right to investigate the qualifications of any respondent that it deems appropriate, negotiate modifications to any of the items in the proposal, request additional information from any respondent, reject any or all, in full or part, any proposal, and/or waive irregularities in any proposal.

11. Sovereign Immunity

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

12. Modifications to Proposals

A respondent **may not** modify or correct its proposal after the proposal due date, except in direct response to a request from the CIN for the purpose of clarification only.

The CIN reserves the right to revise or clarify any part of this RFP and will timely provide an addendum to each respondent to this RFP.

13. Questions

To provide equitable opportunity regarding this RFP process, respondents may not contact any staff or employees of the CIN regarding this RFP except as follows:

Potential respondents may submit written questions to Leann Malone at rebecca.malone@catawba.com no later than one (1) week before the deadline for submitting proposals. Telephone calls regarding this RFP are not allowed. The CIN further reserves the right to issue addenda to this RFP at any time as a result of questions received or to meet the needs of the organization. Finally, the CIN reserves the right to cancel or reissue this RFP.

14. Confidentiality

The CIN expects all proposals and related materials to be treated as confidential and only to be used for evaluation purposes.

15. Additional Information

Additional information about the CIN may be found at www.catawba.com.