



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

REQUEST FOR PROPOSALS

AmeriCorps Native Nations Planning Grant Readiness Training

1. Introduction

Catawba Indian Nation (“CIN”) is seeking proposals from qualified AmeriCorps technical assistance consulting firms or individuals (“Respondents”) to design and deliver a 2-day AmeriCorps Readiness Training for CIN program directors and managers (the “Training”) to support the Fiscal Year (FY) 2025 AmeriCorps State and National Native Nation Planning Grant (the “Grant”).

CIN aims to strengthen its internal capacity to design, manage, and sustain culturally grounded AmeriCorps programming that aligns with AmeriCorps State and National (“ASN”) and ASN Native Nation models. The selected consultant (“Consultant”) will work in collaboration with the CIN Project Manager to prepare CIN staff to design, supervise, manage, and administer future AmeriCorps initiatives.

2. Purpose and Objectives

The purpose of this RFP is to procure a Consultant with demonstrated expertise in AmeriCorps program development and compliance—particularly within Tribal and Native Nations contexts—to deliver an interactive, practical, and culturally responsive training experience to CIN program directors and managers who are unfamiliar with the AmeriCorps program. The training objectives include:

- Building a foundational understanding of AmeriCorps State and National Native Nation program models
- Increasing organizational readiness for compliance, fiscal management, and member supervision
- Supporting culturally grounded service design aligned with community-defined priorities
- Strengthening internal systems for sustainability and long-term program success

3. Background

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 primary 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. CIN currently owns 1,727 acres of land in North Carolina and South Carolina, with approximately 1,165 acres held in trust.

In 1993, CIN won its 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.

CIN provides services for approximately 4,200-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 CIN, composed of our Chief, Assistant Chief, Secretary/Treasurer, and two (2) at-large committee members. The elected leaders of CIN oversee the following tribal entities:

- **Tribal Government Offices:** Encompassing all the unique divisions and departments within 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 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 CIN. Through its operations, the CORPS enables CIN to be self-sufficient and provides economic support for CIN’s citizens through employment and business opportunities. The business affairs of the CORPS are separate from CIN’s governmental operations.
- **Gaming Authority:** The Gaming Authority is the governing arm of 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 CIN ages 55 and older.

CIN welcomes change and growth for the betterment of our great Nation and its people. The vision and mission of 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 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, CIN is well-positioned to launch a high-impact, sustainable AmeriCorps program that honors its past and builds a stronger future.

4. Scope of Work

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

A. Training Design

- Collaborate with CIN staff to tailor training content to organizational context, readiness level, and strategic goals
- Develop a detailed 2-day training agenda, including learning objectives, session descriptions, and interactive components
- Incorporate culturally grounded approaches and examples relevant to Tribal and Native Nations programs

B. Training Delivery (2 Days)

Training may be delivered onsite or via live remote format (e.g., Microsoft Teams), depending on organizational needs and consultant capacity. At minimum, the training must address the following topic areas:

1. AmeriCorps Overview and Program Models
 - AmeriCorps State and National program structure
 - AmeriCorps Native Nations program structure
 - Key similarities, differences, and eligibility considerations
 - Appropriate use cases for each model
2. Compliance and Risk Management
 - Core AmeriCorps compliance requirements
 - Prohibited activities
 - Member eligibility, enrollment, and documentation

- Timekeeping, performance measurement, and monitoring
- Risk mitigation strategies
- 3. Culturally Grounded Service Design
 - Designing AmeriCorps service rooted in tribal values and community priorities
 - Integrating cultural knowledge, language, and community strengths
 - Aligning service activities with AmeriCorps performance measures
- 4. Member Supervision and Support
 - Roles and responsibilities of supervisors
 - Effective member onboarding and orientation
 - Trauma-informed and culturally responsive supervision
 - Performance management, support, and retention
- 5. Financial Systems and Fiscal Oversight
 - AmeriCorps fiscal requirements and cost principles
 - Budget development and allowable costs
 - Match requirements and documentation
 - Financial systems, internal controls, and audit readiness
- 6. Sustainability and Long-Term Planning
 - Planning for program growth and long-term sustainability
 - Braided funding and match strategies
 - Staffing and infrastructure considerations
 - Positioning programs for future funding opportunities

5. Materials and Deliverables

The Consultant will be responsible for delivering the following:

- Customized training agenda
- Participant training materials (digital and/or print-ready)
- Practical tools, templates, or checklists to support post-training implementation
- Post-training summary or recommendations (optional but preferred)

6. Qualifications and Experience

Proposals should clearly demonstrate the following qualifications:

- Proven experience providing AmeriCorps technical assistance and training
- Extensive knowledge of AmeriCorps State and National Native Nations programs
- Experience working with Tribal Nations or Indigenous-serving organizations (*strongly preferred*)
- Expertise in compliance, fiscal management, and program operations
- Experience delivering culturally grounded training tailored to adult learners
- Strong facilitation and communication skills

Proposals must include the following components:

1. Cover Letter
 - Brief statement of interest and understanding of the scope of work
2. Consultant Background and Experience
 - Organizational or individual qualifications
 - Relevant experience with AmeriCorps and Tribal contexts
 - Ability to effectively facilitate interactive, live virtual training for adult learners (*for live remote training proposals*)
3. Proposed Approach, Delivery Format, and Training Plan
 - Description of training methodology and adult learning approach
 - Description of how content will be culturally grounded and tailored to CIN
 - Draft 2-day agenda outlining session topics and timing
 - Live remote training proposals must describe:
 1. Proposed engagement strategies such as facilitated discussion, breakout sessions, and interactive activities, and how they will be utilized
 2. How training materials will be adapted for virtual delivery
 3. Consultants' accessibility and technical readiness for live remote sessions, including familiarity with Teams functionality.
4. Project Team
 - Key personnel who will deliver the training
 - Brief bios or resumes
5. Cost Proposal
 - Proposals must clearly differentiate pricing for onsite versus live remote delivery (e.g., Microsoft Teams).
 - Onsite cost proposals should itemize professional fees separately from travel-related expenses (e.g., airfare, lodging, per diem).
 - Live remote training costs should be presented as a distinct flat rate or daily rate and should not include travel expenses.
 - Any cost differences between onsite and virtual delivery must be clearly explained in the cost narrative.
6. References
 - At least two references for similar AmeriCorps or Tribal technical assistance engagements

7. Evaluation

CIN will review all complete and timely submitted proposals. Proposals will be evaluated based on the following criteria:

- Demonstrated understanding of AmeriCorps program models and compliance
- Experience with Tribal Nations and culturally grounded service design
- Quality and feasibility of proposed training approach
- Qualifications and experience of the consultant or project team
- Tribal preference

- Cost effectiveness and value

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. The CIN reserves the right to select the delivery format that offers the best value and alignment with organizational needs.

8. 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 Consultant 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: Consultant 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 Consultant will perform services as an independent contractor and will not be considered an employee of CIN.
- Insurance: Consultant must provide proof of general liability insurance and, if applicable, professional liability coverage.
- Confidentiality: Consultant 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

- Unless otherwise negotiated, Consultant will submit one invoice at the conclusion of the training, detailing dates of service, all services provided, and deliverables submitted.
- Payments will be made net-30 days after receipt and approval of invoice.
- All costs must be allowable, reasonable, and allocable under 2 CFR Part 200 Subpart E.

D. Termination & Remedies

- CIN reserves the right to terminate the contract for convenience or cause with written notice.
- If the Consultant fails to perform in accordance with the agreed scope of work, CIN may withhold payment until corrective action is taken or terminate the agreement.

9. Proposal Submission

Deadline for all proposals is **5:00 pm on Friday, February 27, 2026**. Proposals should be emailed to **rebecca.malone@catawba.com** with the subject line as follows: AmeriCorps Planning Grant Training Consultant.

10. Schedule

- RFP Issued: February 13, 2026
- Questions Due: 5:00 pm, February 23, 2026
- Proposals Due: 5:00 pm, February 27, 2026
- Consultant Selected: by March 6, 2026
- Training Conducted: between March 23 and May 1, 2026

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

11. Additional Provisions

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.

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

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, 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.

12. Sovereign Immunity

CIN is a federally recognized Indian Tribe entitled to sovereign immunity. Neither this RFP, nor any contract executed with Consultant, will be construed or deemed to be a waiver, in whole or in part, of the sovereign immunity of CIN. This RFP, and any contract executed with Consultant, will be governed by and construed in accordance with the laws and ordinances of CIN, including the Preferential Hiring Ordinance. By submitting a proposal, Respondent irrevocably agrees and consents to (a) the exercise of personal jurisdiction by the Catawba Indian Nation's Tribal Court, and (b) that if it brings an action, such action

shall be instituted exclusively in the Catawba Indian Nation Tribal Court.

13. 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 CIN for the purpose of clarification only.

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.

14. Questions

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

Potential respondents may submit written questions via email to rebecca.malone@catawba.com no later than 5:00 pm on February 23, 2026.

Telephone calls regarding this RFP are not allowed. CIN further reserves the right to issue addenda to this RFP at any time because of questions received or to meet the needs of the organization. Finally, CIN reserves the right to cancel or reissue this RFP.

15. Confidentiality

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

16. Additional Information

Additional information about CIN can be found at www.catawba.com.