

Request for Proposals Grant Writing Services August 2021

The East Chicago Housing Authority (ECHA) is issuing a Request for Proposal (RFP) from qualified individuals and/or firms to furnish Grant Writing Services to the ECHA as identified in the “Scope of Services” of this request. This contract will be awarded as an **Indefinite Quantity Contract**.

Obtaining the RFP: To obtain the RFP package, please contact Rita De La Rosa, HUD Compliance Coordinator/Grants at 219-397-9974 Ext 135, or 219-354-9012, or by email at: rdelarosa@echa-in.org.

Questions: Any questions or requests for further information or clarification shall be directed to Rita De La Rosa by email (rdelarosa@echa-in.org) no later than **August 6, 2021**.

Submission Deadline: Proposals, in accordance with conditions defined in the RFP, must be received to the ECHA Central Office **no later than 3:00 pm local time August 13, 2021** at the address below. All submissions will be date stamped upon receipt. **No submittals will be accepted after this time. Faxed submittals will not be accepted.** Please submit two (2) copies of the proposal, with the exception being the HUD #5369-C, HUD #5370-C and Section 3 Certification forms, only one copy is needed of those forms. Women and Minority owned firms are strongly encouraged to submit a proposal.

Submission Instructions: Submit a sealed proposal marked “**Grant Writing Services 2021**” to Rita De La Rosa, c/o **East Chicago Housing Authority, 4444 Railroad Ave., East Chicago, IN 46312**. No proposals shall be opened before the submission deadline. Submissions will not be publicly opened.

ECHA reserves the right to reject any or all proposals. The ECHA is an equal opportunity Employer and contracting agency.