INVITATION TO BID

November 17, 2014

The Little Traverse Bay Bands of Odawa Indians (LTBB or Tribe), a Federally Recognized Indian Tribe, having headquarters located in Harbor Springs, Michigan, is requesting is requesting proposals for graphic and web design services for a surface water quality protection project on the LTBB Reservation Year 1.

Included with this letter are:

1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

I. BIDS DUE

A. All bids to be submitted as one (1) hard copy and one (1) full electronic copy (pdf format) and received by Mandy Szocinski in the Accounting Department by **December 8, 2014** no later than 4:00pm prevailing local time. If an electronic copy is not feasible, please submit four (4) hard copies. Proposals received after this date and time or not in the above formats, will not be considered.

B. Bids will be accepted in the following four methods:
   1. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
   2. By E-Mail: mszocinski@ltbbodawa-nsn.gov (Note: file size limited to 10 MB)
   3. U.S. Mail to: Little Traverse Bay Bands of Odawa Indians
      Attn: Mandy Szocinski
      7500 Odawa Circle
      Harbor Springs, MI 49740

C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231-242-1439.

D. All bids will be reviewed at 7500 Odawa Circle, Harbor Springs, Michigan.

II. BACKGROUND

LTBB is the recipient of an Administrative for Native Americans (ANA) grant under the Environment Regulatory Enhancement (ERE) program to improve surface water quality protections by developing draft legislation, regulations and/or policies modeled on the needs and desires of the Tribal community. These enhancements will incorporate both scientific environmental data and traditional ecological knowledge (TEK) through a collaborative community process.

The LTBB Natural Resource Department (NRD) is the governmental department charged with promoting, honoring and respecting our traditional, spiritual and physical relationship with natural resources and the environment by managing, protecting, and sustaining them for the next seven generations. The Surface Water Quality Protection Program (SWQPP), within the NRD, specifically works to monitor, assess and protect surface water from degradation for the next seven generations. The SWQPP has and continues to collect consistent surface water quality data since the year of 2000. Using data collected through 2010, a baseline assessment was completed in 2011 that provides the Tribe with data to determine natural variability of each monitored water body. With the completion of this assessment, the next step toward protection of Reservation waters is to develop statutes and/or regulations. The Tribe currently does not have any legislation protecting all surface waters.

Year 1 of this two-year project was awarded in early October 2014. The first objective of the project is for the workgroup to develop water quality legislation using the following resources: the baseline assessment, current monitoring data, Tribal uses of surface waters, TEK, community and workgroup input, and legal expertise. Legislation will include but is not limited to at least two statutes, regulations, and/or policies for LTBB surface water resources. The second project objective is to provide information to and gather feedback from Tribal Citizens on surface water quality resources, uses and concerns. This will be accomplished through three types of media formats: online, in-person and mailings. The core project workgroup will consist of an appointed official, in-house legal counsel and environmental and water quality staff.

Although not part of this request for proposals, additional graphic and web design services are anticipated for the second year of this project. Services are subject to the availability of grant funds and at the discretion of the Tribe and the granting agency. These activities may include: continued updates to the project website, launch and maintain web survey, finish design and print hard copy survey; continued development and printing of educational materials; and completing website transition.

III. SCOPE

A. We seek a qualified graphic and web design to develop and maintain a project website, web-based survey, social media tools, project mailings and educational materials over the project period. Specific tasks include:

- Attend in-person kick-off meeting with project workgroup
- Design, implement and update project website
- Create web survey
- Assist in the design and print project mailings
- Design and produce surface water quality education and outreach materials
- Provide technical assistance (as requested).

B. Website must be developed to be compatible with current LTBB governmental website.

C. Social media components may be added to this project based on project workgroups community input plan.

D. Project work group will guide all development of material and survey content.

E. Anticipated schedule of activities:

- Kick-off meeting upon contract award
- Website development beginning in January 2015
- Educational and outreach material development from May-September 2015

F. Provide technical assistance throughout project as requested

G. Estimated level of effort for year 1 is to be between 50-75 hours.

IV. QUALIFICATION REQUIREMENTS

A. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.

B. Experience with graphic and web design to complete scope of work.

C. Experience with environmental science concepts and terminology.

D. Capability to respond effectively and on schedule to project tasks and flexibility to adjust to workgroup needs and timelines for the project.

E. Experience working with Native American Tribes preferred.

F. Understanding of tribal traditions and culture of the Odawa.

V. PREFERENCES FOR CONTRACTOR

A. Native American Preference shall apply.

1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs

B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of "Bid Package" submittal for documentation needed.

C. Minority- or women-owned firms are encouraged to apply.

VI. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, the following insurance coverage as required by law. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

A. The Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage.

B. The Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use at the work site during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, tools and materials.

C. The Contractor shall procure and maintain during the term of the contract Commercial General and/or Professional Liability Insurance on an "occurrence basis" with limits of liability of not less than $1,000,000 per occurrence combined single limit, for Personal injury, Bodily injury and Property Damage. Coverage shall include the following extensions: 1.) Contractual Liability; 2.) Products and Completed Operations Coverage; 3.) Independent Contractors Coverage; and 4.) Broad Form General Liability Extensions or equivalent.
D. The Contractor shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than $1,000,000 per occurrence combined single limit.
E. If any of the above coverage expires during the term of the contract, the Contractor's insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

VII. CONTRACT AWARD

Proposals will be evaluated and scored by a Review Committee consisting of the project workgroup and Accounting Department staff. Proposal evaluations and a decision to award the project to one or more of the applicants will be based on the scoring criteria listed in Section VIII. Interviews or requests for additional information with top firms may be conducted. Native American Preference shall apply.

LTBB may make a determination that the rejection of all submittals is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder. All proposals submitted are the property of LTBB and will not be returned.

VIII. PROJECT EVALUATION

Proposals will be scored and evaluated according to the table below.

Qualifications and experience of staff dedicated to this project	**15**
Experience with web and graphic design	**30**
Responsiveness to tasks/flexibility	**15**
Total cost and hourly rate	**20**
Experience with environmental concepts	**5**
Experience with LTBB	**5**
Native American, minority- or women-owned	**10**
TOTAL SCORE	**100**

BID PACKAGE

Contractors must submit a response in the form of one (1) hard copy and one (1) full electronic copy (pdf format) of your proposal. If an electronic copy is not feasible, please submit four (4) hard copies. Submittal must include the following:

A. Proposal must provide enough information to evaluate capabilities based on the factors in Section VIII and that includes the following sections:
   1. Name, address, telephone number, and email of the contact person including the signature, typed name and title of the individual who is authorized to commit the firm to the proposal.
   2. Summary of company and services, including examples of work completed that relates to the scope of services.

3. Key staff and office location that will perform the tasks for this project.
4. List of References, particularly for similar projects.
5. Any limitations the consultant may have with the scope of services.
6. List and provide contact information for any subcontractors for the project

B. BID

1. Provide an estimated cost based on scope of services that includes an hourly rate(s) for all staff involved in the project, travel costs and other fees (if applicable)
2. Work Plan – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Include equipment and/or technologies to be used. Clearly indicate which tasks will be completed by subcontractors (if applicable).
3. All proposals must be received by Mandy Szocinski in the Accounting Department by 4:00 pm (local time) on December 8, 2014.
4. Documentation Required for Preferences Listed in Section V—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
   - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
   - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
   - Small Business— Small business for this purpose is firm doing less than $2 million annually as verified by gross receipts, SBA certification required.
5. A copy of the Certificates of Insurance for the Contract term as noted in Section VI of this invitation.

CONTACT INFORMATION

Administrative/Contractual
Mandy Szocinski
Accounting and Contracts
(231) 242-1439
mszocinski@ltbbodawa-nsn.gov

Project Contact
Christina Coger
NRD-Environmental Services
(231) 242-1571
ccoger@ltbbodwa-nsn.gov