INVITATION TO BID

October 8, 2014

The Little Traverse Bay Bands of Odawa Indians (hereafter "L.T.B.B.), a federally Recognized Indian Tribe, invites your business to submit a Bid for Newsletter Contractor Services for 2015 through 2017.

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 must be received by Mandy Szocinski in the Accounting Department by **November 18, 2014,** no later than 5:00pm prevailing local time.
B. Bids will be accepted in the following four methods:
   1. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
   2. U.S. Mail: 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 on November 20, 2014.

II. REQUIREMENTS

A. Contractor to print and mail Odawa Trails, the monthly newsletter of LTBB.
B. The Contractor **must** be able to receive single page PDF files via an FTP site from the Communications Coordinator containing the newsletter to be printed.
C. Contractor **must** be able to print InDesign CS6 pages.
D. Contractor **must** have capability to print newsletter in tabloid 11"x17" size.
E. The Contractor shall receive a Print Order for each issue to be printed from the Communications Coordinator and print each issue in a timely manner.
F. After the newsletters are printed, the Contractor shall create head of household mailing labels from the list provided by LTBB's Enrollment Department (in the form of an Excel Document) and affix mailing labels to the newsletters.
G. Contractor shall mail newsletter to each head of household on the list provided by LTBB's Enrollment Department, under their **first class** mailing license.
H. Contractor is expected to print and mail approximately 3000 newsletters monthly.
I. Contractor shall deliver extra copies of the newsletter back to the LTBB Communications Coordinator.
J. Contractor must be available to trouble shoot and provide technical and graphic assistance to LTBB Communications Department Staff.
K. Contractor must be able to provide monthly billing for both printing and mailing of newsletter.
L. Contractor must be willing to do reprints at no charge if the error is Contractor's mistake.
M. Contractor must be willing to provide onsite technical assistance, if required, at no charge.

III. QUALIFICATIONS OF CONTRACTOR

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. Must have a minimum of 10 years experience in commercial printing.
C. Must have and maintain commercial printing equipment and FTP equipped website.
D. Must be able to print InDesign CS6 pages.
E. Must be able to receive and print from single page PDF's.
F. Must have 1st Class mailing license.
G. Must be able to receive confidential mailing list provided, produce labels, affix labels and mail newsletter.
H. Must have the flexibility to print 24 to 36 page newsletters with 16 color pages and to print different quantities each month.

IV. 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. Knowledge of and/or experience with Anishinabe Cultures will be preferred.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract, the following insurance coverage. 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 Liability Insurance Coverage, as required by law.

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 term. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, tools and materials.

C. 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.

VI. CONTRACT AWARD

The LTBB Contracts Personnel, the LTBB Communications Coordinator and the LTBB Tribal Administrator will evaluate the bids and make a decision to award the contract to one or more of the most responsive, responsible bidder(s) having proven experience in Printing Services as described above. Native American Preference shall apply.

LTBB may make a determination that the rejection of all bids 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.

BID PACKAGE

Contractors must submit a response in the form of a bid that includes the following items:

A. TRANSMITTAL LETTER – This letter is to be a brief letter, addressed to Mandy Szocinski,
   - 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 contractor to the proposal

B. BID
   1. Introduction
      a. Company Profile including the date organized to provide services
      b. Key staff who will perform the tasks for this project
      c. List of References
      d. List and provide contact information for any subcontractors for the project.
      e. At least two (2) Samples of printing.
   2. The total fixed price cost of the printing services for the Contract term as noted in Section II of this invitation.
      a. Quote on News Print
      b. Quote on Bright White

3. 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).
4. Documentation Required for Preferences Listed in Section IV—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 V of this invitation.

Printing, Mailing and Insertion Criteria for Contractor
(Scale 0-10 with 10 being highest- Total possible of 120 points)

1. Print quality.

2. Price

3. Quality of customer service (ability to provide personal tech support and to to contact the Communications Department immediately so that any problem can be solved in a timely fashion.

4. Indian Owned, Minority Owned, Register Small Business

5. No charge for reprints if the printer is at fault.

6. Ability to receive mail list by Excel Spreadsheet, print mail labels and mail newsletters by First Class Mail.

7. Ability to provide on-site Tech and Graphic support.

8. Ability to receive newsletter pages in single page PDFs via website equipped with FTP site.

9. Ability to print 36 page newsletters with 16 color pages and to print different quantities each month.

10. Ability to print newsletter in tabloid 11"x17" size.

11. Ability to provide one bill monthly for both printing and mailing services, with breakdown of fees.

12. Ability to do outside inserts into Tribal newsletter, if needed.

Point value for questions 1 through 3 are based on scale of 0-10 based on product received and references provided and/or past experiences with LTBB. Best =10, 2nd = 5, 3rd = 3, 4th to last will receive = 1, Last = 0.
Point value for questions 4 through 12 - yes = 10, no = 0.