



INVITATION TO BID

January 8, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites you or your business to submit a Bid for a Feasibility Study on Community Supported Agriculture.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Map of the farming acreage.

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 **February 6, 2015**, no later than 4:30pm prevailing local time, late or incomplete bids will not be accepted.
- B. Bids will be accepted in the following four methods:
 - In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
 - By Fax: 231-242-1449
 - By E-Mail: mszocinski@ltbbodawa-nsn.gov
 - 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.

II. Overview

- A. Location: 5055 East Gill Road, Carp Lake Michigan 49718
- B. Site Description: the Farm is over 300 acres and consists of 170 acres of forest and 90 acres of crop lands. (see Appendix A).

II. Scope of Work

The Tribe is planning on growing organic foods for its Tribal Citizens at either low cost or no cost. In order to offset some of the costs, the Tribe would like to plant additional acres of produce for direct market or produce other added value products. Examples of well-known direct markets include farmers' markets, road-side stands, u-pick, cooperatives, and retail outlets such as restaurants or institutions. Lesser known, but equally as important markets are Community Supported Agriculture (CSA) and Buying Clubs. The Tribe is looking to commission for a feasibility study to look at the best method for direct marketing sales, with an emphasis on determining whether a CSA would be feasible.

As part of the assessment, the Contractor, along with farm representatives, will visit a tribally owned CSA in order to understand how the Tribal CSA is set up and operates within the Tribal community.

Upon completion of the study, the Contractor will present the information at a LTBB community forum to answer questions from the community.

Goal I: To determine what type of buying and selling structure(s) should be utilized by the Tribe for direct market sales, what products should be available to consumers and the break-even price of planting and harvesting produce that will aid in establishing pricing models for products marketed through a direct market(s), with emphasis on the feasibility of setting up a CSA.

III. Feasibility Study Requirements

- A. **Market:** This should be an in-depth look at the market(s) for the product or service. The study would identify the industry outlook, competitive industry, industry characteristics and trends, competition - identify strengths and weaknesses, market share and potential competitors. Also the study would analyze major customer groups, target markets, primary market size, number of prospective customers, identify primary market, critical needs, extent to which needs are currently being met and other demographics, including annual purchases of products or services meeting the same or similar, needs.
- B. **Supply:** The potential supply analysis will assess the number of acres of production that the farm can grow to support both the organic produce for Tribal Citizens and for direct market sales in the next five years. It will also identify, looking at the growing season, crops that will meet the needs of the Tribe and the potential for direct market sales.

- C. **Alternative feasible operating models:** This analyses will consider additional models with a ranking of most successful based on clearly stated assumptions about location, financial analysis, business models and operation scales.
- D. **An economic impact analysis:** Will need to be conducted to evaluate the internal and external economic impact of the farming activities and any additional added value products. It should also, examine job creation, job training and entrepreneur development.
- E. **Assessment of resources:** This analysis will look at the farm's management, leadership, equipment and resources to determine the strengths and weakness in recommending the direct market model.

IV. Qualifications Of Contractor

- A. The Contractor must have a minimum of five years of experience in small scale farming business that includes developing feasibility studies or business plans for similar climate conditions and industry, and who also has applied agricultural experience.
- B. The Contractor must have a proven ability for a contract commencement by March 1, 2015 and completed by August 1, 2015.
- C. The Contractor must be able to travel to the farm and out-of-state.
- D. The Contractor shall submit a list of three (3) references, including names, addresses, phone numbers, and contact persons.
- E. This project is grant funded; therefore, cost of the project will be a consideration. The bid must include all anticipated costs: travel to and from the LTBB farm located in Carp Lake, Michigan; travel to a tribally owned CSA such as the Mdewakanton Wozupi, operated by the Shakopee Mdewakanton Sioux Community located in Minnesota, or other similar operation.
- F. 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.

V. Special Considerations Of 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. Past performance and references will be taken into consideration.
- D. Experience working with Tribes.

VI. Funding Requirements

This project is 100% funded with funds available through United States Department of Agriculture (USDA) Local Food Promotion Program grant. Contractors submitting bids and awarded this project MUST comply with any Special Terms and Conditions the granting source may require.

VII. Contract Award

The LTBB Contracting Personnel, Tribal Council designee, the Legislative Services Attorney and the LTBB Tribal Administrator will evaluate the bids and make the awarding decision. Native American Preference shall apply and past performance may be a determining factor.

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 sections:

- A. TRANSMITTAL LETTER** – This letter is to be a brief letter, addressed to Mandy Szocinski, that includes; 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 or Personal profile including experience
 - b. List of References (minimum of 3).
 2. Total Cost (must cover all travel related expenses).
 3. Statement of previous work with Tribes, 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.

Bid Evaluation (Total Possible Points = 100)

Points =

Price	lowest= 40	2nd low= 25	3rd thru highest = 15	highest = 5
Experience	great=20	good=10	fair=5	poor=0
References	great=25	good=15	fair=5	poor=0
Native American/Minority	yes =5	no= 0	Native Yes = +5	
Previous work with Tribes	yes = 5	no= 0		

"References" is based on quality of work, and the timeliness of completion of work, ability to work well with others.

APPENDIX A

