



INVITATION TO BID

August 6, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for the LTBB Manda-Bee-Kee Dance Troupe Documentary Project.

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 **August 24, 2015** no later than 4:00pm prevailing local time. Submittals received after deadline 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 Fax: 231-242-1449
 3. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 4. 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 in the Accounting Department, 7500 Odawa Circle, Harbor Springs, Michigan.

II. REQUIREMENTS

The goal of this project is to produce a 28 minute documentary telling the story of the Manda-Bee-Kee Dance Troupe to help preserve the knowledge, stories, traditions and teachings of the traditional Anishinaabe songs and dances. We hope to accomplish at project-end the successful documentation of the historical, societal and cultural impact the Manda-Bee-Kee Dance Troupe had on the Odawa and Native Americans throughout Michigan.

- A. Work closely with Cultural Advisory Team and within the necessary cultural guidelines as indicated by the Cultural Advisory Team which include:
- Setting up interview appointments
 - Interviews
 - Review of recordings
 - Editing of recordings
 - Approval of recordings
 - Time line of deliverables
 - Culturally appropriate interaction and recording areas and materials
- B. Travel on location to record interviews, approximately 20 in person interviews.
- C. Attend and record LTBB cultural events.
- D. Record out-of-area interviews by appropriate means.
- E. Ability to record documentary or interview voiceovers
- F. Ability to convert photos and prerecorded video to be used in the project.
- G. Must have ability, software and equipment to edit interviews, video, voice overs, and photographs.
- H. Available to start project by September 1, 2015.
- I. Create rough cut of documentary ready for review by February 1, 2016.
- J. Create final cut ready for production by March 1, 2016.
- K. Ability to mass produce documentary for distribution.
- L. ALL MATERIAL, INFORMATION, FOOTAGE, AND RECORDING ARE THE PROERTY OF LTBB AND CANNOT BE USED WITH OUT LTBB WRITTEN RELAESE

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. Minimum of 5 years experience in video production.
- C. Equipment, software, manpower and flexible schedule appropriate to complete project.

- D. Reliable transportation, equipment and staff to meet project goals.
- E. At least 1 year experience in production of documentaries.

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 5 of "Bid Package" submittal for documentation needed.
- C. Knowledge of and/or experience with Indigenous Populations and 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 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 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.

VI. FUNDING REQUIREMENTS

This project is funded in full with funds available through Michigan Humanities Council Manda-Bee-Kee Documentary Grant. Contractors submitting bids and awarded this project MUST comply with the following Special Terms and Conditions that **All** materials and publications (written, visual or sound) resulting from award activities shall contain the following statements:

- "(Project Name/Event Title) is made possible in part by a grant from the Michigan Humanities Council, an affiliate of the National Endowment for the Humanities. Any views, findings, conclusions, or recommendations expressed in this publication do not necessarily reflect those of the National Endowment for the Humanities or the Michigan Humanities Council."

VII. CONTRACT AWARD

The LTBB Staff Accountant, the LTBB Education Director, Selected members of the Cultural Advisory Team and the LTBB Contracts Personnel will evaluate the bids and make a decision to award the contract to one or more of the most responsive, responsible, qualified bidder(s) having proven experience in video production as described above. Native American Preference shall apply.

The award may be split, at the LTBB's discretion, between two (2) or more contractors to better service specific locations.

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, Accounting, which provides the following information:
 1. Name and address of the contractor.
 2. Name, Title, and telephone number of the contact person for the contractor.
 3. A statement that the bid is in response to this invitation.
 4. The signature, typed name and title of the individual who is authorized to commit the contractor to the bid.
- 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 - 3-5 references required
 - d. List and provide contact information for any subcontractors for the project
 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. **Must submit 3 work samples of similar projects.**
 4. The total fixed price cost of the services for the Contract term as noted in Section II of this invitation.
 5. 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.

Bid Evaluation for Example

(Total Possible Points = 80)

1. Ability (based on equipment, software, knowledge of staff)
2. Quality of product (based on samples supplied)
3. Experience (number of years)
4. Plan for Project objectives
5. Price
6. Knowledge of and/or Experience with Indigenous Population
7. Tribally Owned Business/Registered Small Business/Registered Minority Owned

Point Value for questions 1-4: poor = 1, fair = 3, good = 5, very good = 10, excellent = 20

Point Value for question 5: lowest bid = 20, next lowest bid = 10, middle bid 5, highest bid = 0

Point Value for question 6: yes = 10, no = 0

Point Value for question 7 - each with documentation (possible 30): yes = 10, no = 0

