



**INVITATION TO BID**

December 19, 2014

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Independent Dietician Services January 2015 through December 2016.

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 **January 15, 2015** no later than 4:30 pm 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. By Fax: 231-242-1449
  - 3. By E-Mail: mszocinski@ltbbodawa-nsn.gov
  - 4. 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 January 16, 2015.

## II. REQUIREMENTS

- A. Provide registered dietician on site at the LTBB Health Department located at 1250 Lears Rd, Petoskey Michigan, no less than sixteen (16) hours per month, more if required.
- B. Provide registered dietician to perform educational services at offsite locations such as LTBB community Center or field trips with the LTBB Community Members as required by LTBB.
- C. Provide registered dietician to perform Patient Nutrition Evaluations for the LTBB Diabetes Program staff and clients for both individual and group sessions, as requested by the LTBB Diabetes Coordinator.
- D. Provide registered dietician to perform Patient Nutrition Counseling services for the LTBB Diabetes Program staff and clients for both individual and group sessions, as requested by the LTBB Diabetes Coordinator.
- E. Provide registered dietician to perform Patient Nutrition Education services for the LTBB Diabetes Program staff and clients for both individual and group sessions, as requested by the LTBB Diabetes Coordinator.
- F. Aid in development of nutritional forms to record necessary data and maintain accurate records using current LTBB Health systems.
- G. Prepare and submit reports as requested.
- H. Contractor agrees to hold harmless and indemnify the Program for any and all acts or omissions of the Contractor, which result in liability to LTBB.

## III. QUALIFICATIONS OF CONTRACTOR

- A. Registered Dietician with the American Dietetic Association.
- B. Certified Diabetes Educator.
- C. Member of American Dietetic Association.
- D. 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.
- E. Minimum of four (4) years of Professional Experience.
- F. Must be able to travel to and provide services at the LTBB Health Department located at 1250 Lears Rd., Petoskey, Michigan.
- G. Must have minimum of one (1) year experience working with diabetes.

## 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.
  - B. Experience working in a Native American Community.
  - C. Experience working with Indian Health Services.
  - D. Experience working with grant funded programs.

## V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract the following insurance coverage if applicable, 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 Professional/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. The Contractor shall procure and maintain during the term of the contract Professional Liability (Errors and Omissions Coverage) Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence.
- F. 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 100% supported with funds available through Department of Health and Human Services. Be advised that Department of Health and Human Services funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the grants associated with this project and their related guidance. For this project, which is funded by grant sources from the Department of Health and Human Services, Contractors must bill each grant separately to ensure the records comply with the requirements of the grant award.

## VII. CONTRACT AWARD

The LTBB Contract Personnel, the LTBB Diabetes Program Coordinator, LTBB Tribal Health Director and Grant Compliance Officer will evaluate the bids and make a decision to award the contract to one or more of the lower, most responsive, responsible bidder(s) having proven experience in 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 sections:

- 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. Professional Portfolio, including accurate and up to date evidence of all academic accomplishments, continuing education, licenses, certifications, and membership within professional associations.
    - b. Employment history.
    - c. List of References.
  2. The total fixed (all inclusive) hourly rate for services for the Contract term as noted in Section II of this invitation.
    - a. Hourly rate to include all expenses to provide onsite services
  3. A copy of the Certificates of Insurance for the Contract term as noted in Section IV of this invitation.
  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.

Registered Dietician Criteria for Contractor  
(100 Total Points Possible)

1. Experience working with grant funded programs
2. Experience working with Indian Health Services
3. Experience working in a Native American Community
4. Diabetes experience – minimum - 1 year
5. Professional experience – 4 years
6. Price Per Hour
7. Native, Minority, or Small Business

Point value for questions 1 - 3: yes = 10, no = 0

Point value for questions 4: less than 1 year = 0, 1-2 year = 5, 2-5 years = 8, 5-7 years = 10, 7-10+ years = 15

Point Value for questions 5: less than 4 year = 0, 4-5 year = 5, 5-7 years = 8, 7-10+ years = 15

Point Value for questions 6: lowest bid = 20, next lowest bid = 10, middle bid 5, highest bid = 0

Point Value for questions 7: Native = 10, Minority = 5, and Small Business = 5