INVITATION TO BID

October 9, 2015

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Tutoring Services for Grades 6-12 for October through December 2015 with additional services in 2016 based upon performance.

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 **October 21, 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. SCOPE

A. Participate in orientation and training
B. Work with the LTBB Education Department for list of students and their academic needs
C. Provide one-on-one or one-on-few academic support services to tribal students 6-125 Monday through Thursday
D. Assess the needs/goals of students 6-12
E. Create learning plans for students 6-12 based on individual learning goals
F. Execute lessons/learning activities for students 6-12 based on individual learning goals
G. Participate in meetings with Academic Services staff and Education Director to discuss student needs, progress, challenges, and problem solving
H. Travel to tutoring sites to provide academic support to students
I. Travel to LTBB Government Center for staff meetings and trainings
J. Travel to LTBB community events
K. Participate in at least 2 community events
L. Provide Quarterly Reports that include:
   - Number of students: decreasing academic performance, increasing academic performance, no change in academic performance
   - Average % increase/decrease/no change in test scores for all tutoring program students
   - Number of students served
   - Number of academic tutoring hours

IV. QUALIFICATIONS/REQUIREMENTS 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 successfully complete and pass fingerprinting background check**
C. 2 years minimum experience working in education or working with youth at the K-12 level
D. 2 years Education or youth related work samples
E. Ability to assess the needs/goals of students 6-12
F. Ability to create a learning plan based on individual learning goals
G. Ability to execute lessons/learning activities based on individual learning goals
H. Must complete in person interview.

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. Knowledge of and/or experience with Odawa Cultures will be preferred.
D. Knowledge of and/or experience with current K-5 education approaches
E. Teaching Certificate (Elementary or Secondary)

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 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 100% with funds available through Department of Interior Bureau of Indian Affairs. Contractor must comply with any and all special terms or conditions the granting source may require, including passing background check to work with minors.

VII. CONTRACT AWARD

The LTBB Staff Accountant, the LTBB Education Director and the LTBB Contract Personnel 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 academic services 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
   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. The total fixed price cost of the services for the Contract term as noted in Section II 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.
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 = 150)

1. Ability to Provide Services (bases on answers to C, D, E, and F of Section III and C-G of Section IV)
2. Availability to Service (needed time requirement – based on answers to A, C, and G-K of Section III)
3. Knowledge of and/or experience with Odawa Cultures
4. Experience working in education or working with youth at the K-12 level
5. Education or youth related work samples
6. Teaching Certificate
7. Price
8. Tribally Owned Business/Minority Owned/ Registered Small Business (must supply documentation for each)

Point Value for questions 1-3: poor = 1, fair = 3, good = 5, very good = 10, excellent = 20
Point Value for questions 4-5: poor = 1, fair = 3, good = 5, very good = 10, excellent = 25
Point Value for question 6: yes = 10, no = 0
Point Value for question 7: lowest bid = 15, next lowest bids = 10, middle bids 5, highest bid = 0
Point Value for question 16 (for each that apply) Possible of 15: yes = 5, no = 0