



INVITATION TO BID

May 18, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Independent Licensed Master and Social Worker Supervisor Consultant June 2016 through December 2016.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Mandy Szocinski
Accounting

I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **May 31, 2016** 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.

II. REQUIREMENTS

- A. Must be a Licensed Master Social Worker Certified by State of Michigan.
- B. Provide onsite supervision of LTBB Behavioral Health employees at the LTBB Health Department located at 1250 Lears Rd, Petoskey Michigan, four (4) sessions per month, more if required.
- C. Provide required supervision to those employees who are limited licensed social workers employed as master level counselors as required by State of Michigan to practice as such.
- D. Supervision may consist of:
 - clinical guidance to LTBB's Mental Health Practitioners.
 - reviewing and sign off on patient charts treated by LTBB counselors, if needed.
 - aid in recording data to maintain accurate records using current LTBB Health systems.
- E. Prepare and submit reports as requested.
- F. 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. Licensed in the State of Michigan as a Master Level Social Worker (must be current).
- B. Must have current NASW certification.
- C. Experience in or with substance abuse/mental health cases
- 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**, per LTBB WOS 2012-008, the Sex Offender Registration and Notification Statute, to fulfill the obligations of sex offender registration and notification; All contractors, including their employees including all subcontractors and their employees that are sex offenders that are mandated to register are required to update their registry with the LTBB Law Enforcement when working on sites under the jurisdiction of LTBB.

IV. SPECIAL CONSIDERATIONS 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 and/or 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/Professional 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 and LTBB Tribal Health Director will evaluate the bids and make a decision to award the contract to one or more of the lower, most responsive 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.

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.

Criteria for Contractor
(100 Total Points Possible)

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

Point value for questions 1 - 2: yes = 10, no = 0

Point value for questions 3: 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 4: less than 4 year = 0, 4-5 year = 5, 5-7 years = 8, 7-10+ years = 15

Point Value for questions 5: lowest bid = 30, next lowest bid = 10, middle bid 5, highest bid = 0

Point Value for questions 6: Native = 10, Minority = 5, Women Owned = 5, and Small Business = 5