INVITATION TO BID

September 30, 2016

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Strategic Plan Coordination Consultant.

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 **October 24, 2016** 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

The Coordinated Tribal Assistance Solicitation (CTAS) Strategic Plan Coordination Consultant will be responsible for the completion of LTBB's Department of Justice CTAS Strategic Planning grant. Key components of the grant have been completed, establishment of a workgroup, basic data gathering, initial survey and the initial stages of a needs assessment. The consultant will be charged will completing the remaining objects of the grant:

1. Build a collaborative partnership to develop solutions to public safety problems over an 18 month project period
2. Complete a Community needs assessment by month 6 of the project
3. Complete a strategic plan for LTBB's justice system and community wellness and safety by the end of the 18-month project period
4. Development of the final LTBB Justice System Strategic Plan that pertains to overall crime, domestic abuse and substance abuse.

A. Develop qualified service agreements to establish a formal mechanism for data and information sharing among partners that protects client confidentiality as required by law while sharing data needed for public safety issues.

B. Conduct research and studies; assemble and correlate information regarding community needs and issues.

C. Coordinate multi-disciplinary planning Advisory Committee Meetings

D. Conduct public meetings to gather community input on the community's experience with domestic violence, substance abuse, law enforcement and the court system

E. Develop and implement a community needs assessment to identify the community's experience with domestic violence, substance abuse, law enforcement and the court system.

F. Prepare draft policies, procedures and standard forms.

G. Work closely with LTBB Departmental staff and Justice System Advisory Committee members to develop collaboration with program providers, identify new programs, and identify and develop culturally-specific protocols.

H. Coordinate program planning and development for the strategic plan.

I. Maintain records involving strategic plan development.

J. Collect and analyze data instrumental to strategic planning development.

K. Prepare grant-required reports.

L. Consult with traditional individuals and elders to document common traditions to help the community.

M. Develop community stakeholder plans for data-sharing, case identification, and referral protocols.

N. Build a collaborative partnership to develop solutions to public safety problems over an 18 month project period.

O. Complete a Community needs assessment by month 6 of the project.

P. Complete a strategic plan for LTBB's justice system and community wellness and safety by the end of the 18-month project period.
Q. Development of the final LTBB Justice System Strategic Plan that pertains to overall crime, domestic abuse and substance abuse by collecting and analyzing data and working with multiple agencies to draft an LTBB strategic plan.
R. Expected Deliverables: Data collection, analysis and presentation of community needs assessment results, systems mapping final product, interview summaries with key stakeholders, including those who are not part of the existing strategic planning team (Youth Coordinator, Chief Conservation Officer, Housing Director, Human Resources Director, etc), updated timeline, task checklist for partners, Qualified Service Agreements with key partners, and a Formal, written and electronic drafted LTBB Justice System strategic plan

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. The Parties understand that LTBB has enacted a statute, 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.
C. Experience with strategic planning for organizations.
D. Experience with data collection, analysis, and reporting.
E. Experience with organizing community events or public meetings with experience in presenting to diverse audiences.
F. Experience with facilitating complex workgroups and conflict resolution.

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.
C. Knowledge of and/or experience with Anishinabe 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 100% funded with funds available through Department of Justice Bureau of Justice Assistance grant. Contractors submitting bids and awarded this project MUST comply with the any Special Terms and Conditions the may be required.

VII. CONTRACT AWARD

The LTBB Grant Compliance Officer, the LTBB Contracts Personnel, and the LTBB Tribal Administrator 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 the 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
   - 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 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. <u>Documentation Required for Preferences Listed in Section IV</u>—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 = 100)

1. Ability to Provide Services
2. Knowledge of this type project and objectives
3. Knowledge of Tribal/Governmental Operations
4. Experience with Strategic Planning
5. Experience with public forums and workgroups
6. Experience with data analysis and reporting
7. Price
8. Experience working with grant reporting
9. Native or Minority Owned, Women Owned, Registered Small Business

Point value for questions 1- 8: Rated between 1-10
Point Value for question 9: Native = 10 or Minority = 5, Women Owned = 5, and Small Business = 5
(Can be Accumulative Must provide Documentation to be scored)