

**Little Traverse Bay Bands of Odawa Indians**  
7500 Odawa Circle, Harbor Springs, MI 49740

**Request for Proposal**

May 13, 2019

Little Traverse Bay Bands of Odawa Indians (LTBB) is soliciting a proposal and qualification statements for facilitation of strategic planning for our Tribe. LTBB is a Federally Recognized Indian Tribe having headquarters located in Harbor Springs, Michigan. Although, this solicitation is for a specific project, qualifications statements are held by LTBB for a period of time and may be considered for other projects. Also, experience working with LTBB is a ranking factor for future projects.

For project specific questions please contact Amanda Swiss, Planning Director at (231) 242-1591.

Attached to this letter are:

1. A list of materials and information which should be included in your Proposal and Statement of Qualifications.
2. A general description of the preliminary scope of work.
3. A schedule of dates and requirements for the selection schedule.

For firms that are selected for an interview, more detailed information will be provided at that time.

Four copies of your proposal and statement of qualifications should be sent to the following address and received no later than 3:00 pm Monday, June 10 , 2019.

Little Traverse Bay Bands of Odawa Indians  
Attn: Planning Department  
7500 Odawa Circle  
Harbor Springs, MI 49740

Sincerely,

Amanda Swiss,  
Planning Director

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle, Harbor Springs, MI 49740

## **Project Background:**

The last Strategic plan that LTBB had done was completed in 2001. Since then the tribe has grown considerably and diversified greatly. The Tribe is comprised of three branches, Executive, Legislative, and Judicial, each having separate powers and duties. The Executive branch is made up of a Tribal Chair and Vice Chair and numerous departments, the Legislative branch is made up of 9 Tribal Council members and various boards and departments. Tribal membership is dispersed throughout the country with large concentrations of members living in population clusters in Michigan. The Tribe's reservation is located in Emmet and Charlevoix county but the Tribe maintains a 27-county service area in Michigan.

The Tribe manages a portfolio of health and human services, elder care, education, natural resources and environmental services, tribal housing, language revitalization, cultural and history archival, GIS, planning and zoning, and law enforcement, as well as economic development.

The consultant or firm selected will work closely with and report to the Little Traverse Bay Band of Odawa Indians Planning Director and Unit Directors throughout the planning process. The Planning Director will assist with logistics (e.g. recruiting strategic planning committee members, generating mailing lists for surveys/needs assessment, use of space for meetings, access to existing data, etc.) This project will include, but is not limited to, collecting data, analyzing data, and developing a Comprehensive Strategic Plan that plans for the needs of all three branches of the Tribal Government and the needs of Tribal Members. A minimum of three public meetings will be held for the development of this plan, each held in a location where there are large population clusters of Tribal Members.

## **Project Scope of Work:**

- Coordinate with the Tribe's Strategic Planning Committee and Steering Committee to customize a strategic planning approach to align with the Tribe's specific needs. (includes regular meetings throughout project)
- Meet with each branch of government and their specific departments, boards, and commissions to develop a plan for each to be included in the final comprehensive strategic plan.
- Assist with choosing the types of tools used to gather assessment information from Tribal Government Branches, Tribal Members, community partners, and any other key stakeholders.
- Conduct statistical analysis of data gathered.
- Facilitate a minimum of 3 public meetings for data collection and one 1 public meeting to present plan prior to finalizing.
- Develop, mail, and analyze a survey/needs assessment sent to each Tribal household.

# **Little Traverse Bay Bands of Odawa Indians**

7500 Odawa Circle, Harbor Springs, MI 49740

- Document the results of all Strategic Planning meetings.
- Final Strategic Plan development

## **Deliverables:**

- Written overview of chosen methodology.
- Analysis of data collected (including survey/needs assessments).
- Written summaries of group processes and decisions related to priorities, goals, and objectives.
- Facilitation of focus groups, Planning Committee and Steering Committee meetings, and public input meetings.
- Creation of final strategic planning document.
- Final strategic planning document presented to public, Tribal Council, Tribal Chair, Tribal Vice Chair, and all stakeholders.
- 30 hard bound copies of final product as well as electronic copy to be provided.

## **Essential Skills and Knowledge**

- Experience with Governmental Strategic Planning.
- Experience with and/or knowledge of Tribal Governments, and Tribal populations.

## **Statement of Qualifications**

Your proposal and Statement of Qualifications should be supplied in the order indicated below and in tabbed format along with supplemental documentation required to meet the following criteria:

1. Pricing (30 pts)
2. Complete list of capabilities and services provided by your firm- include a brief history of your firm. (20 pts)
3. Resumes of the staff proposed for the project, and the principals of the firm. (10 pts)
4. A list of references, local references preferred. (10 pts)
5. A description of similar projects undertaken by the firm, noting the project manager and staff were on the project- include sample reports and work products. (10 pts)
6. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general. (10 pts)
7. Is Business Native American owned (8pts.). Non-Native Minority, Women, Disabled, Registered Small Business, or veteran owned? (2 pts)

**Little Traverse Bay Bands of Odawa Indians**  
7500 Odawa Circle, Harbor Springs, MI 49740

**Tentative Schedule for selection**

May 13, 2019	Request for Qualifications advertised
June 10, 2019	Statement of Qualifications Due at 3:00- pm
June 14, 2019	Internal Review and scoring
June 17-21, 2019	Interviews Scheduled (if necessary)
June 24, 2019	LTBB Planning will inform firms of their award status
September 1, 2019	Project Begins