INVITATION TO BID

December 22, 2011

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Independent Dietician Services for 2012.

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 6, 2012*** 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 9, 2012.

II. REQUIREMENTS

A. Provide registered dietician on site at the LTBB Health Department located at 1250 Lears Rd, Petoskey Michigan, no less than two (2) days per month, more if required.
B. 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.
C. 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.
D. 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.
E. Aid in development of nutritional forms to record necessary data and maintain accurate records using current LTBB Health systems.
F. Prepare and submit reports as requested.
G. 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. Member of American Dietetic Association.
C. Minimum of four (4) years of Professional Experience.
D. Must be able to travel to and provide services at the LTBB Health Department located at 1250 Lears Rd., Petoskey, Michigan.
E. Must have minimum of one (1) year experience working with diabetes.

IV. PREFERENCES FOR CONTRACTOR

A. Native American Preference for Hiring shall apply.
   1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
   2. Other North American Indians, who meet the "Degree of North American Indian Blood" meaning the total degree of North American Indian blood of all tribes recognized by the United States Federal Government or by the Canadian Federal Government plus the degree of North American Indian blood derived from non-federally recognized tribes that is able to be certified by the Bureau of Indian Affairs
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 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 fully 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 and the 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, 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.

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. 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 price cost of services for the Contract term as noted in Section II of this invitation.
   3. A copy of the Certificates of Insurance for the Contract term as noted in Section IV of this invitation.

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. Additional Costs - Travel or out of pocket expenses

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 bidder = 20, next lowest bidders = 10, middle bidders 5, highest bidder = 0

Point Value for questions 7: yes = 0, no = 20