



REQUEST FOR STATEMENTS OF QUALIFICATIONS

November 9, 2011

The Little Traverse Bay Bands of Odawa Indians (LTBB), a federally Recognized Indian Tribe, invites your firm to submit a Statement of Qualifications to become eligible for a possible interview regarding "Good Governance" Training.

Included with this letter are:

- 1.) Provisions governing RFQ.
- 2.) A list of materials and information which should be included in your Statement of Qualifications.
- 3.) A general description of the preliminary scope of work.
- 4.) 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.

If you have questions specific to this RFQ, you may contact Mandy Szocinski at 231- 242-1439.

The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. If you have questions on **only** the standard process, you may call QBS at (517) 332 – 2066 or e-mail questions to mail@acecmi.org and reference "QBS" about the standard selection procedure or you may go to www.qbs-mi.org.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

I. STATEMENT OF QUALIFICATIONS

- A. Please submit 2 copies of Statement of Qualifications and Bids to Mandy Szocinski in the Accounting Department by December 21, 2011.
- B. Statement of Qualifications and Bids will be accepted in the following four methods:
 1. In person: Little Traverse Bay Bands of Odawa Indians
Accounting Department
7500 Odawa Circle
Harbor Springs, MI 49740
 2. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 3. U.S. Mail: Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740
- C. All complete submittals will be reviewed for determination of eligibility for interview.
- D. Firms that are selected for an interview, interviews will take place during January 2012.

II. BACKGROUND

The Tribe was awarded a technology grant through the Administration for Native Americans (ANA). This award provides for an updated “members only” website, which will allow the Tribe to disclose more information to its Tribal Citizens via the site, and the site will also include a “comment posting area”, where Tribal Citizens can comment on proposed legislation and services. Part of the grant allows for training of “good governance” as it relates to participatory government, transparency, responsiveness and inclusion of Tribal Citizens in decision making processes.

In a Columbia Law Review Article on Good (Native) Governance, Angela R. Riley states, “*Good Native governance is the best way to facilitate self-governance, protect tribal sovereignty, and ensure continued cultural and political existence.*” (June 2007) She further asserts that providing an avenue for citizens to express their opinion is vital to good governance, claiming, “*In its absence, members may be forced to opt for exit or exile in lieu of speech, which can have a devastating effect on both the individual and the tribe.*” Our vision for this training is to strengthen the understanding of Tribal Officials regarding the need and impact of full participation by the Tribal Citizens within the government process.

There are currently 4,488 Tribal citizens residing throughout the country. There are approximately 1,200 citizens living in Charlevoix, Emmet and Cheboygan counties near the LTBB Government Complex. This reflects 27% of the Tribal citizens who are able to easily access direct government services. The remaining 73% of Tribal citizens do not currently have convenient or timely access to Tribal government information or services because they live far away from the reservation area. As expressed by one citizen who was elected by the community to represent them as speaker for the 2010 and 2011 Annual Meetings, there are “...*significant numbers of tribal citizens that live remotely and are unable to attend governmental meetings. This ultimately impairs their ability to become educated with their government and hindering involvement.*” The training should examine the roles of officials and the roles of Tribal Citizens and the use of technology in governance. Key concepts of good governance such as participatory government, transparency, responsiveness and inclusion should be included as a basis of the training.

III. PRELIMINARY SCOPE OF WORK

- A. Create a pre/post training survey.
- B. Create good governance training kits that can be used by future Tribal Council members. Presentations should be able to be videotaped and materials added to tribal web-site for use by Tribal Citizens.
- C. Training should include: Addressing Open Meetings Act, what type of information should be available to Tribal Citizens, and confidentiality of information posted on Tribal Citizen Website, roles of officials and roles of Tribal Citizens and such concepts as participatory government, transparency, responsiveness and inclusion.
- D. 13 hours of good governance training over a 2 day period to be held at the LTBB Tribal Facility. Tribal Council usually meets on weekends. The training will need to be held on a Friday and Saturday, preferably prior to June 1, 2012.

IV. STATEMENT OF QUALIFICATIONS

Statement of Qualifications along with that supplemental documentation which is required to meet the following criteria:

1. Complete list of capabilities and services provided by your firm.
2. Resumes of the staff proposed for the project, and the principles of the firm.
3. A list of references, local references preferred.
4. Sample reports and work products.
5. A description of similar projects undertaken by the firm, noting the project manager and who performed the actual project work.
6. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.

V. 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. Knowledge of and experience working with Anishinabe Cultures.

VI. FUNDING REQUIREMENTS

This project is fully funded with grant funds available through Health and Human Services Administration for Children and Families (ANA).

VIII. CONTRACT AWARD

The Legislative Services Attorney and Tribal Administrator will conduct interviews. LTBB may make a determination that the rejection of all submittals 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 Contractor for submittals.

IX. SUBMITTALS

Please submit 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 firm.
 2. Name, Title, and telephone number of the contact person for the firm.
 3. A statement that the submittal is in response to this request.
 4. The signature, typed name and title of the individual who is authorized to commit the firm to the bid.
- B. SUBMITTAL – MUST CONTAIN TWO COPIES
 1. The information listed in Section III of this request **in the order indicated above, and in tabbed format a must.**
 2. The total fixed price cost of the services for the Contract term as noted in Section V of this request.