



REQUEST FOR STATEMENTS OF QUALIFICATIONS

December 4, 2013

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 for Independent Grant Evaluation Services for services for the Waganakising Odawa Career and Technical Education Program (WOCTEP).

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

The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. 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, or you may contact Mandy Szocinski at 231- 242-1439.

Thank you for your interest.

Sincerely,


Mandy Szocinski
Accounting

I. STATEMENT OF QUALIFICATIONS

- A. Qualification submittals must be received by Mandy Szocinski in the Accounting Department by **December 16, 2013** no later than 4:00pm prevailing local time. Qualification submittals received after the deadline will not be considered.
- B. Submissions will be accepted in the following three methods:
 - 1. In person: Office #233 of the Accounting Department, 7500 Odawa Circle, Harbor Springs, MI
 - 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 phone interview **December 17, 2013**.
- D. Contractors that are selected for an interview, interviews will take place **December 17 and 18, 2013**.
- E. Final evaluation and selection will be made by 4:30pm **December 19, 2013**.

II. PRELIMINARY SCOPE OF WORK

Little Traverse Bay Bands of Odawa Indians (LTBB) is the recipient of a Native American Career and Technical Education Program (NACTEP) grant from the Department of Education for the Waganakising Odawa Career and Technical Education Program (WOCTEP). Waganakising Odawa Career and Technical Education Program (WOCTEP), operating within the Education Department of LTBB, offers short training programs in partnership with North Central Michigan College (NCMC). Since our partnership began in 2008, WOCTEP and NCMC have worked together to offer skill-focused, career-based Certificate Programs. Our Certificate Programs enhance both personal and professional development and lead to increased employability skills. At only 16-34 credits, depending on program, they provide students with the opportunity to be successful in their chosen career field.

WOCTEP is a licensed COMPASS Test Administrator; any person who would like to become a college student may take this test at the LTBB Government Building. High school graduates, GED graduates, and dual enrolled high school students can enroll for college credit. Classes for these certificates are offered at the LTBB Government Building, LTBB Health Park and NCMC Campus. WOCTEP Staff can assist students with registration of classes for the following certificate programs: Textiles, Graphic Arts, Entrepreneurship, New Medias, Medical Assistants, Phlebotomy Technicians, and Nurse Aids.

- A. Work with WOCTEP staff to ensure consensus on evaluation strategies and scope of work in each area.
- B. Conduct minimum of two (2) site visits per year (preferably June and December), site visits may also include visits to the LTBB Health Park Facility and NCMC campus.
- C. Implement qualitative data collection strategies including leading focus groups, conducting site visits and interviewing key staff as appropriate.
- D. Collect data and write objective, unbiased, detailed evaluation reports as required by grant funder.
- E. Provide feedback methods to increase programming quality.
- F. Provide written evaluation a report following each site visit and submit to LTBB Education department with 15 days of visit.
- G. Must be willing and available to commit to a two year contract period January 2014 through December 2015.

III. QUALIFICATIONS, SKILLS AND KNOWLEDGE REQUIREMENTS

- 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. Minimum of a Master's Degree with a minimum of 5 years of experience in higher education grant evaluations.

- C. Extensive Experience with qualitative and quantitative data collection, higher education program evaluation and writing evaluation reports.
- D. Knowledge of GPRA (Government Performance Results Act) is required.
- E. Excellent interpersonal skills and knowledge of interviewing techniques are also required.

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" means 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 are able to be certified by the Bureau of Indian Affairs.
- B. Knowledge of and experience working with Anishinabe Cultures.
- C. Experience working with LTBB is preferred.

V. STATEMENT OF QUALIFICATIONS

The 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 you or your firm.
- 2. Resumes of the staff proposed for the project, and the principles of the firm.
 - a. Address All areas in Sections III.
 - b. If Section IV applies – provide documentation.
- 3. A list of references.
- 4. Sample reports and work products.
- 5. A brief history of the contractor and/or firm.
- 6. A description of similar projects undertaken by you or your firm, noting the project manager and who performed the actual project work.
- 7. A list of all relevant projects undertaken in the last 5 years, along with the dollar value of the projects.
- 8. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
- 9. A summary of any pending or settled legal actions dealing with this type of project.
- 10. An estimated total cost of evaluation, indicating the per year amounts.

Responses must be in the order indicated above, and in tabbed format.

VI. CONTRACT AWARD

The LTBB Education Director, will conduct interviews and reference checks.

The LTBB Education Director, the LTBB Tribal Grant Writer, and the LTBB Accounting Contracts Personnel will evaluate the final candidate interviews and make a decision to award the contract to most qualified, responsive, responsible bidder having proven experience in Evaluation Service as described above. Native American Preference shall apply.

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.

SUBMITTALS

Contractors must submit response in the form of a proposal 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

1. The information listed in Section V 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 II of this request.

SCORING

Page 5 of this Request for Qualifications contains the Criteria Evaluation Sheet which will be scored in the following manner:

A scale of 1-5, with 5 being highest, in each of sections 1 through 10 below multiplied by predetermined weight of each section listed above.

Section 11 – yes = 5 points, no = 0 points multiplied by the predetermined weight listed above.

A maximum total of 950 points may be awarded to a firm, if the maximum of 5 points are awarded in each section.

Qualifications – Based Selection Criteria Evaluation Sheet

<u>CATEGORIES</u>	<u>RATING</u>	<u>WEIGHT</u>	<u>TOTAL</u>
1) Related project experience			
• Experience working in higher education	_____	x 5	= _____
• Experience evaluating NACTEP grants	_____	x 10	= _____
• Training and experience in evaluation methodology.	_____	x 10	= _____
• Experience with qualitative and quantitative data collection	_____	x 5	= _____
• Experience in higher education program evaluation	_____	x 10	= _____
• Experience in writing reports and communicating research findings	_____	x 10	= _____
2) Ability and capacity to perform the work			
• Key personnel assigned to this project	_____	x 10	= _____
• Education			
✓ PhD	_____	x 10	= _____
✓ Masters	_____	x 5	= _____
3) Grasp of the project requirements			
• Training evaluation methodology	_____	x 10	= _____
• Collecting, analyzing and disseminating data	_____	x 10	= _____
• Working with workgroups and community	_____	x 10	= _____
• Reports, research, evaluation studies	_____	x 10	= _____
4) Method to be used to fulfill the required services	_____	x 10	= _____
5) Management approach for technical requirements. Examples of prior projects and evaluations:			
• Evaluations	_____	x 10	= _____
• Reports & reporting forms	_____	x 10	= _____
• Cost Controls	_____	x 5	= _____
6) Use of consultants that may work on the project			
• Discuss in-house resources			
• Outside sources	_____	x 5	= _____
7) Time schedule planned for this project			
• Availability	_____	x 5	= _____
• Proximity	_____	x 5	= _____
8) Experience and methods used for:			
• Budgeting and financial controls			
• Determining fee and compensation	_____	x 5	= _____
9) Fees	_____	x 5	= _____
10) Complete package of submittal	_____	x 10	= _____
11) Native American Preference	_____	x 5	= _____

GRAND TOTAL = _____