



INVITATION For PROPOSAL

November 20, 2020

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, is seeking a Licensed Attorney to submit a proposal for LTBB's Victims of Crime Assistance Clients Program.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) List of services required.
- 3.) Pre proposal questions specific to expected services can be directed Stacey Ettawageshik by email settawageshik@ltbbodawa-nsn.gov or Heather Boening by email hboening@ltbbodawa-nsn.gov . For submittal questions please contact Mandy Szocinski at 231-242-1439 or by email mszocinski@ltbbodawa-nsn.gov.

Thank you for your interest.

Sincerely,

Mandy Szocinski
Accounting

I. PROPOSALS DUE

- A. All proposals must be received by Mandy Szocinski in the Accounting Department by **December 15, 2020** no later than 4:30 pm prevailing local time. Incomplete submittals or submittals received after deadline will not be considered.
- B. Proposals will be accepted in the following four methods:
 1. By Fax: 231-242-1449
 2. By E-Mail: mszocinski@ltbbodawa-nsn.gov
- C. Any questions regarding the proposal process may be directed to Mandy Szocinski, at 231-242-1439.

II. SCOPE

LTBB's Victims of Crime Assistance Clients Program (VOCA) provides legal assistance services to program clients to ensure clients rights are safeguarded. LTBB is seeking qualified attorney to participate in the Program as a whole, as well as, to provide representation to clients as requested by LTBB.

- A. Coordinate with LTBB Human Services Department for clients seeking assistance of services.
- B. Provide legal assistance for non-criminal legal issues such as but not limited to:
 - Divorce
 - Child Custody
 - Parenting Time
 - Personal Protection Orders
- C. Meet with clients and if necessary other service providers on behalf or in conjunction with clients.
- D. Perform all duties typical of those involved in representing clients as an attorney.
- E. Contract is grant based and term is October 1, 2020 through September 30, 2021 funding beyond that cannot be guaranteed through this program if representation goes beyond this time frame.

III. QUALIFICATIONS OF CONTRACTOR

- A. Must be Attorney Licensed to Practice in the State of Michigan
- B. Experience working with Victims of Crime
- C. 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.
- D. 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.

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 "Proposal Package" submittal for documentation needed.
- C. Prefer knowledge of Anishinaabe culture

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/Professional 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 Professional/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 100% funded with funds available through the Michigan Department of Health and Human Services Victims of Crime Assistance Tribal Victim Services grant and any special terms, conditions, and/or reporting requirements will be listed in section II - Scope above.

VI. CONTRACT AWARD

The LTBB Contracting Personnel and the LTBB Human Services Director or Designee, will evaluate the proposals and make a decision to award the contract to one or more, most responsive bidder(s) having proven experience in 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 program.

LTBB may make a determination that the rejection of all proposals 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.

PROPOSAL PACKAGE

Responses must be in the format listed below along with any supplemental documentation which is required to meet criteria of this request. Confine submissions to those matters sufficient to define its proposal and to provide adequate basis for the Little Traverse Bay Bands of Odawa Indians to evaluate the proposal. Incomplete responses will not be considered.

1. Introduction
 - a. Letter briefly state the understanding you have of the work to be done stating subject is in response to this invitation
 - b. Company Profile including the name, title, address, telephone number, name of contact person, and date
 - c. Key staff who will perform the tasks for this project
 - d. List of References (minimum of 3)
2. **Cost of services as noted in Section II of this invitation as follows:**
 - a. **Indicate hourly rate to provide services**
 - b. **Indicate any additional charges that may apply – mileage, expenses, travel charges, etc.**
3. If the execution of work to be performed by your company requires the hiring of sub-contractors at any time you must clearly state this and include in your proposal.
4. Documentation Required for Preferences Listed in Section IV—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. Copies of applicable Certificates of Insurance for the Contract term as noted in Section V
6. Indicate license numbers.

Proposal Evaluation

(Total Possible Points = 100)

Proposals shall be evaluated on the point scale listed below. Point values to be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed.

Qualifications	25
Rate	20
Experience (based on years and types of experience)	10
Experience working with victims of crime	15
Quality of work, Past Performance (references)	10
Experience working with Anishinaabe/Odawa culture	5
Native American Owned	10
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	100