



INVITATION For PROPOSAL

December 17, 2024

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 Waabshki Miigwan Drug Court Program for 2025.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) List of services required.
- 3.) Preproposal questions specific to expected services can be directed Matthew Lesky at 231-242-1461 or by email MWLesky@ltbbodawa-nsn.gov .
- 4.) 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

Mandy Szocinski
Accounting

I. PROPOSALS DUE

- A. All proposals must be received by Mandy Szocinski in the Accounting Department by **January 6, 2025** no later than 3:30 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
 - 3. 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 proposal process may be directed to Mandy Szocinski, at 231-242-1439.

II. SCOPE

The Little Traverse Bay Bands of Odawa Indians (“LTBB” or “Tribe”) received federal recognition reaffirmation through passage of Public Law 103-324 by the U.S. Congress on September 21, 1994. The Tribe’s Constitution has created three separate branches within the government: Legislative, Executive, and Judicial. Although the separation exists, there is a coordinated effort among all branches to provide services and support for Tribal citizens. The Tribe’s treaty delineated reservation area encompasses portions of Emmet and Charlevoix Counties in the rural, northern part of Michigan’s Lower Peninsula.

The LTBB Tribal Court serves as our judicial system, consistent with self-determination and the sovereign powers of the Tribe. If there is a conviction in a drug case, the Prosecutor makes a recommendation for sentencing and the Probation Officer prepares a presentence report. The Judge has discretion to order treatment during probation, such as abstinence, prohibition to enter establishments that serve alcohol, aftercare programs, random drug testing, AA/NA attendance, working with a sponsor, or substance abuse and/or mental health counseling. Tribal Court has established full faith and credit with the Michigan State Court system. The State Court system and Tribal Court both honor and recognize court orders from each other. This has allowed cases involving Native Americans in State Court to be transferred to Tribal Court or referred for shared case oversight. This relationship creates opportunity for a tribal Drug Court to serve Native Americans under State jurisdiction who could benefit from drug court that includes cultural and traditional considerations and community support. LTBB’s Waabshki Miigwan Drug Court Program (WMDCP) provides defense services to program clients to ensure clients rights are safeguarded. LTBB is seeking qualified attorney to participate in the Waabshki Miigwan Drug Court Program (WMDCP) as a whole, as well as, to provide representation to clients as appointed by the court.

- A. Coordinate with LTBB Tribal Court in appointment of services.
- B. Attending all WMDCP client meetings, team meetings, and court hearings.
- C. Meet with clients, probation officers, WMDCP team members and other service providers on behalf or in conjunction with clients.
- D. Perform all duties typical of those involved in representing clients as a court appointed attorney; in addition to the weekly court hearings this would include show cause hearings and assisting clients with legal matters related to or associated with their participation in the WMDCP program.
- E. Attend a minimum of two trainings or conferences annually which are identified by the WMDCP coordinator.
- F. Contract is 1 year with time commitment of approximately 4-6 hours per week.

III. QUALIFICATIONS OF CONTRACTOR

- A. Must be Attorney Licensed to Practice in the LTBB Tribal Court
- B. Must be Attorney Licensed to Practice in the State of Michigan
- C. Must have a minimum of 2 years of experience working in a sobriety court, drug court, or other specialty court
- D. 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.
- E. 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.
- F. Must have valid driver’s license
- G. Must have significant experience in dealing with criminal cases involving substance abuse, for purposes of this RFP significant experience would be at least 5 years.

- H. Must demonstrate knowledge of Anishinaabe/Odawa culture or be willing to receive training on Anishinaabe/Odawa culture.
- I. Must demonstrate knowledge of treatment services that comply with best practices
- J. Must be able to assist in the development of entrance contracts for clients, policies and procedures for client manuals and program requirements and revisions to the relapse phase of the program

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.

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 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 U.S Department of Justice Bureau of Justice Assistance Adult Drug Court Discretionary Grant Program. Contractors submitting proposals and awarded this project MUST comply with the any Special Terms and Conditions granting source may require.

VI. CONTRACT AWARD

A team from LTBB will evaluate the proposals and decide to award the contract to one or more of 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 determine 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 rate for team meetings**
 - c. **Indicate rate for travel to trainings and/or conferences**
 - d. **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 any mark-up or additional cost in your proposal. Sub-contractors must be identified and the work they will perform must be defined and authorized by LTBB before work is to be performed.
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 and experience (based on years and types of experience)	25
Rate	20
Experience/knowledge of sobriety/recovery treatment programming	10
Experience working in a sobriety court, drug court, or other specialty court	10
Experience in dealing with criminal cases involving substance abuse	5
Quality of work, Past Performance (references)	10
Experience working with Anishinaabe/Odawa culture	10
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	100