

Grand Traverse Band of Ottawa & Chippewa Indians

Request for Proposal (RFP) for Contractual Guardian Ad Litem for duration of Family Healing to Wellness Court Grant

1. General Information. The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court is soliciting contractual-service proposals for Guardian Ad Litem (GAL) to work in the Family Healing to Wellness Court (FHTWC). The contractual services will start upon completion of contract negotiations and end on 9/30/19. This contractual position is paid from Grant Number #4030 (Grant) from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

FHTWC Generally. The Grant goal is to reestablish and create culturally appropriate diversionary services via a FHTWC within the Tribal Justice System for juveniles in the criminal justice system and/or families in abuse or neglect proceedings. The FHTWC's eligible clients are those with offenses or acts that are the result of or related to substance abuse. Two (2) classifications of clients will be admitted into the FHTWC: (1) juveniles that are in the Tribal Court for criminal offenses and where the juveniles offenses are the result of or are related to substance abuse by either the juvenile and/or the family; (2) families that are in the Tribal Court for abuse and neglect proceedings and where the family's acts or omissions are the result of or are related to substance abuse. The FHTWC will provide direct services to youth who are minors that are under the age of eighteen (18) and to the parents or guardians.

2. Scope of Work. Initially, the GAL will work with the FHTWC Team in the development phase of the program by providing recommendations on policies, procedures, manuals and forms. Once the FHTWC is operational, the GAL will actively work as a GAL in all FHTWC at weekly staffings and hearings with annual (or as often as needed) recommendations on the implemented policies, procedures, manuals and/or forms. In addition, the GAL will:
 - a. Act in the best interests of his/her client in staffings and hearings;
 - b. Prepare and submit invoices for his/her services to the FHTWC Program Director as needed;
 - c. Occasionally be required to travel, as required by the Grant (travel will be scheduled by the FHTWC Program Director with expenses paid for by the Grant – no billable hours will accrue during required travel);
 - d. Identify potential conflicts and issues;
 - e. Conduct necessary legal research and recommend solutions; and,
 - f. Perform any other legal services that are regularly performed by a GAL.
3. Proposal Format. Candidates will respond with sufficient detail to facilitate the evaluation of all factors included in the Evaluation Criteria and include the required documentation as listed below. Failure to provide required documentation will result in the proposal being considered non-responsive. Additionally, failure to provide sufficient information for the evaluation criteria will result in loss of points.

4. Requested Documents:

- a. Cover Letter.
- b. Resume outlining experience in: (1) juvenile cases; (2) ICWA/MIFPA or Abuse/Neglect cases; and (3) Drug Court cases. Two (2) years minimum experience in each case type is recommended.
- c. Proof of Michigan State Bar License, active and in good standing.
- d. Jurisdictions where licensed or admitted to practice (Federal, State or any federally recognized tribe).
- e. References and letters of recommendation.
- f. Insurance: Provide proof of malpractice insurance Attorney of the firm awarded the contract. The obligation to carry malpractice insurance runs with the contract.
- g. Tribal or Indian Owned. A statement of Tribal/Indian Owned business is required for consideration of points below, including copies of the owner's tribal identification cards.
- h. Cost proposal: *Must in placed into a clearly marked envelope separate from the other requested documents.* Including attorney's billable hours (including paralegal, legal secretary or law clerk billable hours), travel, reimbursement, and any other fees. The cost proposal must be clearly discernable.

5. Evaluation Criteria as follows:

Maximum points

		Maximum Points
Cover Letter	Was a cover letter submitted?	3 points
Resume	Was a resume submitted?	5 points
Experience with Drug Court cases	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience with ICWA/MIFPA or Abuse/Neglect cases	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience with Juvenile Cases	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
State of Michigan Bar License, Active and In Good Standing	Was proof licensure submitted	3 points
	Was proof of good standing submitted	3 points
References and Letters of Recommendation From the Same	Did the candidate provide references and Letters of Recommendation?	
	Three (3) positive references and letters of recommendation from the same	5 points
	Two (2) positive references and letters of	3 points

	recommendation from the same	
	One (1) positive reference and letter of recommendation from the same	1 point
	No reference and letter of recommendation from the same	0 points
Insurance	Did the Attorney or Law Firm provide proof of malpractice insurance?	1 point
Tribal or Indian Preference	Is the business at least 51% owned by a GTB Tribal Member? Must include tribal identification cards.	2 points
	Is the business at least 51% owned by members of another (non-GTB) federally recognized tribe? Must include tribal identification cards.	1 point
TOTAL MAXIMUM POINTS		31 POINTS

6. Evaluation Process.

- a. Step 1: Written proposals will be reviewed for compliance with the RFP requirements. Those that comply will go to Step 2.
- b. Step 2: The Associate Judge, FHTWC Program Director and Court Administrator will determine the most responsive proposal based on the accumulation of the highest number of points scored during the evaluation process.
- c. Step 3: The Associate Judge, FHTWC Program Director and Court Administrator will conduct reference checks for the highest scoring proposal(s). If the reference checks are positive, interview(s) may be scheduled with the assistance of the Tribe's Human Resources Department.
- d. Step 4: The cost proposal will be evaluated and separate from the rest of the proposal. Cost comparisons will be evaluated as such:

Cost Proposal	Lowest Cost	10 points
	Second Lowest Cost	8 points
	Third Lowest Cost	6 points
	Fourth Lowest Cost	4 points
	Fifth Lowest Cost	2 points
	All others	1 point

- e. Step 5: A Tribal Court Judge, FHTWC Program Director and Court Administrator will select the bidder.
- f. Step 6: Contract negotiations will commence with the selected Attorney and/or law firm.
- g. Step 7: If negotiations with the selected Attorney and/or law firm fail to produce a contract, the Tribal Court reserves the right to enter into negotiations with the next highest scoring proposal.

7. **Deadline for Submission.** All proposals will be accepted until 5:00 P.M. May 19, 2017. Proposals may be mailed and/or hand-delivered. No fax and/or emailed proposals will be accepted. The applicant is responsible for ensuring the Tribal Court receives his/her proposal within the above time frame. Any proposals received after 5:00 P.M. May 19, 2017 5:00 will be eliminated from consideration. Questions should be directed to Summer Mattis at 231-534-7761 or emailed to Summer.Mattis@gtbindians.com

Mailing address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Summer Mattis, FHTWC Program Director
2605 N. West Bay Shore Dr.
Peshawbestown, MI 49682

Physical Address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Summer Mattis, FHTWC Program Director
2809 N. West Bay Shore Dr.
Peshawbestown, MI 49682