

Grand Traverse Band of Ottawa & Chippewa Indians
Request for Proposal (RFP) for Guardian Ad Litem in the Tribal Court
Deadline for Submission: 5:00 P.M. Wednesday, October 4, 2017

1. General Information. The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court is soliciting contractual-service proposals for a Guardian Ad Litem (GAL) to represent the interests of minors and vulnerable adults in the Tribal Court. The Tribal Court will contract with three (3) GALs for a one (1) year contract that may be renewed for a maximum of three (3) years.
2. Scope of Work. The GAL will advocate for the safety and well-being of minors and vulnerable adults in the Tribal Court until the jurisdiction of the court ends. The GAL may be assigned to the following case types: juvenile offenders, child protection (ICW), conservatorships, guardianships and child custody matters. The GAL will be required to meet with his/her client as soon as a case is assigned and, thereafter, on a regular basis as required by law or court rule.
3. Required Credentials. All applicants must be State of Michigan bar licensed attorneys in good standings. All applicants must have experience with juvenile justice and family law.
4. Proposal Format. Applicants must include the Required Documents listed below and should provide Requested Information with sufficient detail to facilitate the factors in the Evaluation Criteria. The failure to provide Required Documents will result in the proposal deemed non-responsive. The failure to include Requested Information may result in no points assessed.
 - a. Required Documents:
 - i. Resume.
 - ii. Proof of Bar Licensure In Good Standing.
 - iii. References/Letters of Recommendation.
 - iv. Cost Proposal. *Must in placed into a clearly marked envelope separate from the other requested documents.* Including billable hours, travel, reimbursement, paralegal rates, and any other fees. The cost proposal must be clearly discernable
 - b. Requested Information:
 - i. Cover Letter
 - ii. Outline of Experience working with: (1) juvenile offenders; (2) child protection (ICW); (3) conservatorship/guardianship; and, (4) child custody matters.
 - iii. Two (2) years minimum experience in each case type is recommended but not required.
 - iv. Tribal or Indian Owned. A statement of Tribal/Indian Owned business is required for consideration of points below. Copies of tribal identification cards must be included to support the statement. Tribally owned is defined as “any business that is at least fifty-one percent (51%) owned by an individual who is a member of the Grand Traverse Band of Ottawa and Chippewa Indians.” Indian owned is defined as “any business that is at least fifty-one percent (51%) owned by an individual who is a member of a federally recognized tribe.”
5. Evaluation Criteria:

		Maximum Points
Cover Letter	Was a cover letter submitted?	3 points
Resume	Was a resume submitted?	5 points
Experience with Juvenile Offenders	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points

Experience with Child Protection (ICW)	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience with Conservatorships / Guardianships	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience with Child Custody	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	Was proof of Michigan Bar Licensure submitted?	1 points
	Was proof of Good Standing Submitted?	1 points
Tribal or Indian Preference (Provide copy)	Member of a federally recognized tribe (Excluding GTB)	2 point
	Member of the Grand Traverse Band of Ottawa and Chippewa Indians	3 points
References	1 reference	1 point
	2 references	2 points
	3 references	3 points
TOTAL MAXIMUM POINTS		28 POINTS

6. Evaluation Process:

- a. Step 1: Written proposals will be reviewed for compliance with the Required Documents. Proposals that fail to include the Required Documents will be deemed non-responsive and the applicant's proposal will be eliminated.
- b. Step 2: The Chief Judge, Associate Judge and/or Court Administrator will tally the responsive proposal points from the Evaluation Criteria.
- c. Step 3: The Chief Judge, Associate Judge and/or Court Administrator will conduct reference checks with the highest scoring responsive proposals. If the reference checks are positive, interviews may be scheduled or applicants may be outright selected to proceed to the cost proposal evaluation.
- d. Step 4: The cost proposal is evaluated separate from Evaluation Criteria. Cost comparisons will be evaluated as follows:

Cost Proposal	Lowest Cost	6 points
	Second Lowest Cost	5 points
	Third Lowest Cost	4 points

	Fourth Lowest Cost	3 points
	Fifth Lowest Cost	2 points
	All others	1 point

- e. Step 5: The Chief Judge, Associate Judge and/or Court Administrator will select the applicant to proceed.
 - f. Step 6: Contract negotiations will commence with selected applicant.
 - g. Step 7: If negotiations with the selected applicant fails to produce a contract, the Tribal Court reserves the right to enter into negotiations with the next highest scoring proposal.
7. **Deadline for Submission.** The deadline to submit proposals is **5:00 PM Wednesday, October 4, 2017**. Proposals may be mailed and/or hand-delivered. No faxed and/or emailed proposals will be accepted. The applicant is responsible for ensuring the Tribal Court receives his/her proposal by the deadline. All proposals received after the deadline will be eliminated from consideration. Questions should be in writing and directed to Sherri Vezina, Court Administrator Sherri.Vezina2@gtbindians.com

Mailing address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Sherri Vezina, Court Administrator
2605 N. West Bay Shore Dr.
Peshawbestown, MI 49682

Physical Address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Sherri Vezina, Court Administrator
2809 N. West Bay Shore Dr.
Peshawbestown, MI 49682