

**Grand Traverse Band of Ottawa & Chippewa Indians**  
**Request for Proposal (RFP) for Contractual Evaluator for duration of**  
**Family Healing to Wellness Court (FHTWC) Grant**  
**Deadline for Submission: 5:00 P.M. Wednesday, March 7, 2018**

1. General Information. The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court is soliciting contractual-service proposals for Evaluator 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.

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. The Evaluator will measure how the FHTWC progressed toward the grant objectives, compliance, and effectiveness. The Evaluator will be required to conduct two (2) evaluations: one (1) evaluation in the second year (2<sup>nd</sup> year) and one (1) evaluation in the third year (3<sup>rd</sup> year).
3. Proposal Format. Applicants must include the Required Documents 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. Reference(s).
- iii. Example(s) of a completed evaluation of a similar type program.
- iv. Cost Proposal. *Must in placed into a clearly marked envelope separate from the other requested documents.* Including billable hours, travel, reimbursement, mileage (as determined by GSA standards) and any other fees. The cost proposal must be clearly discernable.

**b. Requested Information:**

- i. Cover Letter.
- ii. Outline of Experience working with: (1) drug courts or other diversionary type courts; (2) traditional practices (sit spots, talking circles, fire building, etc.); and, (3) conducting evaluations of similar type programs.
- iii. Two (2) years minimum experience in each Experience 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.”

4. Evaluation Criteria:

		<b>Maximum Points</b>
<b>Cover Letter</b>	Was a cover letter submitted?	3 points
<b>Resume</b>	Was a resume submitted?	5 points
<b>Reference(s)</b>	One (1) reference name & contact information	1 point
	Two (2) references with name & contact information	2 points
	Three (3) references with name & contact information	3 points
<b>Experience with drug courts or other diversionary type courts</b>	Two (2) to Four (4) years	1 points
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
<b>Experience with Core Routines (Traditional Practices: sit spots, talking circles, fire building, etc.)</b>	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
<b>Experience conducting evaluations of similar type programs</b>	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
<b>Tribal or Indian Preference (Provide copy)</b>	Member of a federally recognized tribe (Excluding GTB)	1 point
	Member of the Grand Traverse Band of Ottawa and Chippewa Indians	2 points
<b>TOTAL MAXIMUM POINTS</b>		<b>22 POINTS</b>

5. 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, Court Administrator, FHTWC Program Director, and/or FHTWC Peace Maker will tally the responsive proposal points from the Evaluation Criteria.

- c. Step 3: The Chief Judge, Associate Judge, Court Administrator, FHTWC Program Director, and/or FHTWC Peace Maker 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:

<b>Cost Proposal</b>	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, Court Administrator, FHTWC Program Director and/or FHTWC Peace Maker 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.
6. **Deadline for Submission.** The deadline to submit proposals is **5:00 PM Wednesday March 7, 2018**. 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, if any, must be in writing and sent to Amanda McSauby, FHTWC Program Director, at [Amanda.mcsauby@gtbindians.com](mailto:Amanda.mcsauby@gtbindians.com)

**Mailing address:**

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