

Grand Traverse Band of Ottawa & Chippewa Indians
Request for Proposal (RFP) for Contractual Core Routines (CR)
Trainer/Consultant for duration of Adult Healing to Wellness Court
(AHTWC) Grant

Deadline for Submission: 5:00 P.M. Thursday, June 7, 2018

1. General Information. The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court is soliciting contractual-service proposals for Core Routines (CR(s)) Trainer/Consultant to work in the Adult Healing to Wellness Court (AHTWC). The contractual services will start upon completion of contract negotiations and end on 9/30/19. This contractual position is paid from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. This Grant seeks to re-establish culturally appropriate diversionary services via an Healing to Wellness Court for eligible adult clients.
2. Scope of work. The Trainer/Consultant will teach the AHTWC Team & the AHTWC Case Manager/Peace Maker cultural and traditional teachings implicit in the CRs that includes but is not limited to: sit-spots, talking circles, reflections on nature in written journals, making fire by friction without modern tools commonly used in today's society, making traditional crafts, and the use of Native American arts for use in the CR program. The Trainer/Consultant will also be required to participate in planning and development meetings for the AHTWC. In specific, the Trainer/Consultant will be required to:
 - a. Conduct a one-to-two (1-2) day training on the CR's for the AHTWC Team in the first year;
 - b. Conduct in-depth eighty hour (80 hr.) training with the AHTWC Peace Maker in the first year;
 - c. Participate in at least seven (7) planning and development meetings with the AHTWC in the first year.
 - d. Conduct additional training for the AHTWC Team, as budgetary constraints allow.
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. 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 court cases; (2) traditional practices (sit spots, talking circles, fire building, etc.); and, (3) teaching traditional practices.
 - 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:

		Maximum Points
Cover Letter	Was a cover letter submitted?	3 points
Resume	Was a resume submitted?	5 points
Reference(s)	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
Experience with Drug Court Cases	Two (2) to Four (4) years	1 points
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience with Core Routines (Traditional Practices: sit spots, talking circles, fire building, etc.)	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Experience Teaching Traditional Practices	Two (2) to Four (4) years	1 point
	Four (4) to Six (6) years	2 points
	Six (6) plus years	3 points
Tribal or Indian Preference (Provide copy)	Member of a federally recognized tribe (Excluding GTB)	1 point
	Member of the Grand Traverse Band of Ottawa and Chippewa Indians	2 points
TOTAL MAXIMUM POINTS		22 POINTS

5. Evaluation Process:

- 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.
- Step 2: The Chief Judge, Associate Judge, Court Administrator, AHTWC Program Director, and/or AHTWC Peace Maker will tally the responsive proposal points from the Evaluation Criteria.
- Step 3: The Chief Judge, Associate Judge, Court Administrator, AHTWC Program Director, and/or AHTWC 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:

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, Court Administrator, AHTWC Program Director and/or AHTWC 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 Thursday June 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 should be directed to Andrea Arroyo, Adult Healing To Wellness Court Case Manager, at 231-534-7050 or emailed to Andrea.Arroyo2@gtbindians.com

Mailing address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Andrea Arroyo, AHTWC Case Manager
2605 N. West Bay Shore Dr.
Peshawbestown, MI 49682

Physical Address:

Grand Traverse Band of Ottawa and Chippewa Indians Tribal Court
Attention: Andrea Arroyo, AHTWC Case Manager
2809 N. West Bay Shore Dr.
Peshawbestown, MI 49682