

Michigan Indian Legal Services, Inc.
Request for Proposal (RFP) for ANA SEDS Grant Project Consultant
Deadline for Submission: 5:00 P.M. October 25, 2019

1. General Information. Michigan Indian Legal Services, Inc. (MILS) is soliciting contractual service proposals for a Consultant to set up remote IT access to the internal MILS network for offsite MILS and Project attorneys through the development of a Virtual Private Network (VPN) under the ANA SEDS funding award, Grant Number 90NA8365-01-00 (Grant) from the U.S. Department of Health & Human Services, Administration for Children and Families, Administration for Native Americans (ANA) through its Social and Economic Development Strategies (SEDS) program.

2. Scope of Work. The Consultant will provide up to 40 hours to: set up the base VPN, set up four laptops at MILS, and travel time with mileage and one overnight stay to downstate locations (Hartford and Shepherd, Michigan) to set up two other laptops.

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.

Required Documents:

- a. Resume.
- b. Reference(s).
- c. Cost Proposal. Include billable hours, travel, lodging, mileage (as determined by GSA standards) and any other fees. The cost proposal must be clearly discernable.

Requested Information:

- a. Cover Letter.
- b. Outline of experience.
- c. Two years minimum experience is recommended but not required.

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 and contact information	1 point
	Two (2) reference names and contact information	2 points
	Three (3) reference names and contact information	3 points
Experience	One (1) to three (3) years	1 point
	Four (4) to six (6) years	2 points
	Seven (7) plus years	3 points
Total Maximum Points		20 Points

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 MILS Executive Director and/or Administrative Assistant will tally the responsive proposal points from the Evaluation Criteria.

c. Step 3: The MILS Executive Director 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 the Evaluation Criteria. Cost comparisons will be evaluated as follows:

Cost Proposals:	Lowest Cost	4 points
	Second Lowest Cost	3 points
	Third Lowest Cost	2 points
	All others	1 point

d. Step 5: The MILS Executive Director will select the applicant to proceed.

e. Step 6: Contract negotiations will commence with the selected applicant.

f. Step 7: If negotiations with the selected applicant fails to produce a contract, MILS 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 P.M. October 25, 2019. Proposals may be mailed and/or hand-delivered. No faxed and/or emailed proposals will be accepted. The applicant is responsible for ensuring MILS 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 Cameron Fraser at cfraser@mils3.org

Mailing and Physical Address:
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