

POKAGON BAND OF POTAWATOMI INDIANS

REQUEST FOR PROPOSAL

Community Assessment for the Pokagon Tribal Victim Services Set-Aside Program

**Pokagon Band of Potawatomi Indians
Department of Social Services
58620 Sink Rd
Dowagiac, MI 49047
(269) 462 - 4442**

INSTRUCTIONS

1. Background.

The Pokagon Band of Potawatomi Indians (“Pokagon Band”) is a federally recognized Indian tribe with a ten-county service area in southwest Michigan and northern Indiana including four counties in southwest Michigan (Allegan, Berrien, Cass, and Van Buren) and six counties in north-central Indiana (Elkhart, Kosciusko, LaPorte, Marshall, Starke, and St. Joseph). Of the Band’s 5,802 enrolled citizens, 2,520 reside in the Service Area, with most of the Service Area population concentrated in Michigan near traditional village sites in Berrien, Cass, and Van Buren counties. The Pokagon Band Department of Social Services oversees a variety of direct services to Pokagon Band families and individuals in need and provides referrals to other Pokagon Band programs and state and local agencies.

In mid-March 2019, the Pokagon Band was awarded a Tribal Victim Services Set-Aside Program grant from the Office of Victims of Crimes (OVC) in the Department of Justice (DOJ). This was the first year that Congress created a 3% set-aside of resources from the Crime Victims Fund to be used specifically to address the needs in tribal victim services. The purpose of the Tribal Victim Services Set-Aside Program (“Project”) is to expand victim services within the Pokagon Band community to include the provision of services to all victims of crime. Prior to the program, victim services provided by the Department of Social Services were limited to domestic violence and child welfare. Recently, with the new funding, the victim services have expanded with the formation of the new Elder Protective Services program. A Community Needs Assessment is required to help further determine what the current and anticipated future needs are for victim services and where to allocate the resources for the further expansion of all victim services in the tribal community.

2. Description/ Scope of Work

Pursuant to this Request for Proposal (“RFP”), the Pokagon Band is seeking a vendor to provide a Community Needs Assessment of the Pokagon Band’s strengths and needs for tribal victims of crime to determine what the current and anticipated future needs are for the tribal community and where to allocate the resources for the further expansion of victim services. Scope of Work (“Work”) includes the following: (a) collaborate with project staff to develop the survey instrument, (b) establish a plan for onsite (if possible), online, and paper survey administration, (c) create focus groups with key Pokagon groups such as Tribal elders, tribal government staff, and tribal leadership (d) enter survey data, analyze results, and (e) prepare and present a final report which details the results of the community assessment.

3. Qualifications.

Preferred vendor qualifications for this project include:

- Experience working with tribal communities
- Understanding of historical trauma, especially focused on Native American history
- Understanding of trauma-informed care practices
- Relevant prior experience with similar projects
- Experience with community-wide assessments
- Ability to complete tasks within the required time frame and within budget.

Indian Preference

- Pokagon Band Preference Code applies.

4. Proposal Content.

Proposals must not exceed 10 single-sided pages including the cover page and should be prepared on 8 ½ x 11-inch paper using at least 12-point font with 1-inch margins and be single-spaced. Proposals must be signed above the typed or printed name and title of the signer, who must be authorized to commit the proposer to the carrying out the Project.

Proposals must include:

- (a) a brief description of the proposer's qualifications, expertise and experience relative to the Project's objectives, including for all personnel who will perform the Work;
- (b) a statement of all fees to be charged in connection with completing the Work;
- (c) a statement of all expenses for which the proposer will seek reimbursement, including all travel;
- (d) an estimate of the time it will take to complete the Work, including each component of the Work, and a description of any anticipated assistance from Pokagon Band personnel; and
- (e) a list of three references relevant to the work to be performed.

Proposers are discouraged from including any information in a proposal that may be considered confidential or proprietary under applicable law. If a proposal must include such information, then a proposer must specifically designate the specific portions of the proposal that are confidential or proprietary. The Pokagon Band will treat such information as confidential, but neither the Pokagon Band nor any of its officials, employees or representatives shall be held responsible for any release of such information.

Proposers are solely responsible for all costs and expenses which are incurred in connection with preparing and submitting a proposal.

5. Identity.

Proposals must state on the cover page the legal name, address and telephone of the proposer and whether the proposer is an individual or entity and, if an entity, the type of

entity (corporation, limited liability company, partnership, etc.).

6. Compliance.

Proposers must possess all necessary licenses, permits and other authorizations and meet all other applicable legal requirements to perform the Work at the time of submission of a proposal. The failure to meet such requirements shall constitute grounds to reject a proposal.

Proposers must comply with, and proposals are subject to, all applicable laws and requirements in connection with the Work, including, but not limited to, all which apply to the Pokagon Band in connection with the grant from the OVC.

By submitting a proposal, each proposer acknowledges and agrees to all terms and conditions of this RFP. Any proposer who does not wish to be bound by such terms and conditions should not submit a proposal in response to this RFP

7. Submission.

Proposals must be delivered by email to Marie.Willis@pokagonband-nsn.gov by no later than 5:00 P.M. on August 31, 2020 (“Deadline”). The subject of the email must be entitled: “Community Assessment for the Pokagon Tribal Victim Services Set-Aside Program”.

Each proposer is solely responsible to for ensuring that a proposal is received by the Deadline. Telephone confirmation of receipt of the proposal may be made by calling Marie Willis, Project Coordinator at (269) 845-0518.

8. Community Assessment Projected Dates

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| • RFP posted | July 31st |
| • Applications due | August 31 st |
| • Selection made | Early September |
| • Project starts | Mid to late September |
| • Roll-out online assessment | Mid-October |
| • Complete assessment | Late November |
| • Final report detailing the results
of the community assessment completed | Mid to late December |
| • Presentation to Tribal Council,
including PowerPoint | Early January |

9. Clarification.

Proposers must examine this RFP and all related documents and judge all matters relating to the adequacy and accuracy of the same. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information regarding this RFP (a “Request”) must be made to the Project Coordinator at Marie.Willis@pokagonband-nsn.gov prior to the Deadline.

Neither the Pokagon Band nor any of its officials, employees or representatives shall be responsible for any verbal response provided in connection with a Request. The Pokagon Band reserves the right to request additional information from a proposer and to request a verbal presentation from a proposer.

Any proposal may be withdrawn before the Deadline. Any proposal not withdrawn before the deadline shall constitute an irrevocable offer (open for a period of ninety (90) days) to perform the Work, which may be accepted by the Pokagon Band through issuance of a notice of award to the selected proposer. [I think the proposer should have the right to turn down the offer. Situations change, and you wouldn’t want to bind the proposer to a project that they no longer think they can, or no longer desire to, perform.]

Proposal modifications will be accepted only if received prior to the Deadline, in writing, properly signed by the authorized representative of the proposer. Proposal modifications shall be submitted in the same manner as a proposal but shall be clearly marked as “Modification to Proposal for the Community Assessment for the Pokagon Tribal Victim Services Set-Aside Program”.

10. Withdrawals and Modifications

Any proposal may be withdrawn before the Deadline. Proposal modifications will be accepted only if received prior to the Deadline, in writing, properly signed by the authorized representative of the proposer. Proposal modifications shall be submitted in the same manner as a proposal but shall be clearly marked as “Modification to Proposal for the Community Assessment for the Pokagon Tribal Victim Services Set-Aside Program”.

11. Opening.

All proposals which are received by August 31, 2020, 5 p.m. shall be documented by the Project Coordinator. A public opening of proposals will not occur.

12. Selection.

The Pokagon Band will select the proposal that it determines to be most advantageous to the Pokagon Band. The Pokagon Band will determine whether a proposal meets the requirements of this RFP and, depending on the nature of the requirement, may eliminate a proposal for failure to comply with one or more of the requirements.

13. Reserved.

The Pokagon Band reserves the right to reject all proposals, to waive variances or deficiencies in any proposal or to re-solicit other proposals for the Project on such terms as the Pokagon Band deems appropriate. The Pokagon Band may, at its discretion, waive any formalities or irregularities contained in a proposal or in the manner of its submittal and award a contract. This RFP does not create any obligation which is legally enforceable against the Pokagon Band or any Pokagon Band official, employee or representative.

14. Contract.

The Pokagon Band anticipates entering into a contract in connection with this RFP. This RFP is not a contract offer and any proposal submitted in response to this RFP shall not constitute a contract with the Pokagon Band. A contract between the Pokagon Band and a proposer shall not be established until the Pokagon Band has fully reviewed all proposals and a written contract that clearly sets forth all material terms of agreement has been duly authorized and approved by the Pokagon Band and the selected proposer. If the Pokagon Band and the selected proposer are unable to finalize a contract with terms acceptable to the Pokagon Band, then the Pokagon Band may elect to accept another proposal or re-solicit additional proposals through a new RFP or other process. The selected proposer must complete all forms reasonably required by the Pokagon Band.

15. Collusion.

Each proposer represents that the proposer has not, directly or indirectly, divulged to, discussed or compared the proposal with any other proposer and has not colluded in any manner whatsoever with any other proposer in connection with this proposal.