

# —REQUEST FOR PROPOSALS—

*for the*

## SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS ECONOMIC DIVERSIFICATION STRATEGY PLAN, LAND USE PLAN, AND LAND ACQUISITION PLAN

**Project #24-019**

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### **TO**

Economic and Planning Consultants; and Related Firms

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### **SEALED PROPOSALS DUE**

March 6, 2024, by 4 p.m. EST

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### **REQUESTED BY**

Dan Doyle, Executive Director  
Sault Tribe Economic Development Corporation  
523 Ashmun St.  
Sault Ste. Marie, MI 49783

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### **PROPOSAL & SELECTION TIMELINE**

- **February 7, 2024:** RFP issued and advertised.
  - **February 15, 2024:** Pre-proposal questions (in writing) due.
  - **February 21, 2024:** Responses to pre-proposal questions issued.
  - **March 6, 2024:** Window for accepting proposals closes at 4 p.m. and video recorded.
  - **March 20, 2024:** Evaluation of proposals completed; firm selected and notified, and contract is negotiated.
  - **March 21, 2024:** Suggested project commencement.
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**THIS IS A QUALIFICATION AND PRICE BASED SELECTION PROCESS.**

## **SUMMARY & BACKGROUND**

The Sault Ste. Marie Tribe of Chippewa Indians (“SAULT TRIBE”) is a federally recognized sovereign nation located in the rural eastern Upper Peninsula of Michigan, in and around Sault Ste. Marie, with service centers and economic activities occurring in seven (7) counties in the Upper Peninsula. The people of SAULT TRIBE are Ojibwa (or Chippewa) and have resided in this area since time immemorial. SAULT TRIBE was granted a federal Corporate Charter pursuant to Section 16 of the Indian Reorganization Act on September 7, 1972. SAULT TRIBE did not have a historic reservation from a previous treaty. As part of the process, the federal government took land in trust for the Tribe by deed dated May 7, 1973, and approved by the Bureau of Indian Affairs on March 7, 1974. Sault Tribe is the largest tribe in Michigan, with more than 40,000 enrolled members. The Sault Tribe operates its government with regular elections for chairperson and council members. Council members represent the tribe’s five governmental units throughout seven counties in Michigan’s Upper Peninsula. Sault Tribe has Tribal Health Centers, landholdings, businesses, housing, and other service centers throughout Michigan’s Upper Peninsula. In addition to its governmental programs, the Tribe operates five casinos under the Kewadin name in Sault Ste. Marie, St. Ignace, Manistique, Christmas and Hessel. In recent years, the Tribe has also acquired two golf courses, Tanglewood Marsh Golf Course in Sault Ste. Marie, and the former Hessel Ridge golf course in Hessel, MI.

The economic diversification strategy phase will study existing and potential future parcels for development or redevelopment that are currently in Tribal trust or otherwise controlled by the Sault Tribe (through direct ownership, lease, fees, etc.). The evaluation of existing assets would include a review of facilities, land/property, financial capabilities, workforce, etc.) to determine viable business ventures to pursue for the Sault Tribe. A component of this strategy would also include a Target Market Analysis (TMA) for each of the highest priority areas. Based on existing statistical market demand, this TMA would identify sectors or clusters that would be ideal for the area. The TMA would also provide detailed information based on estimate modeling for gross sales, number of establishments, and potential job creation. The final deliverable would be a strategy for the Sault Tribe to utilize to position them for future economic competitiveness across the Region.

The Economic Development Corporation of the Sault Ste. Marie Tribe of Chippewa Indians is currently accepting proposals for the development of an Economic Diversification Strategy. The Sault Tribe proposes to develop an economic diversification and land use strategy. This plan will identify Tribally owned and controlled properties within its service area, using the land use classification system (LUCS) that was completed by our partners at the Eastern Upper Peninsula Regional Planning and Development Commission (EUP), which has been incorporated into the GIS. Utilizing the LUCS, the Tribe will develop a strategy that identifies those parcels and areas that fit the criteria for development or redevelopment. The study will also look at specific hospitality areas for potential "campus-type" build-outs with various amenities that could complement the hospitality industry.

The purpose of this request for proposals (RFP) is to solicit proposals from multiple firms to ensure the Tribe’s limited resources will be used efficiently through a competitive and sealed bidding process that evaluates all proposals equally based upon the criteria listed in this document and to select a firm that will be able to deliver what is needed within the specified timeframe.

This project is a direct result of grant funds that have been made available by the U.S. Department of Commerce’s Economic Development Administration. The Sault Tribe is a co-applicant on this grant with the Eastern Upper Peninsula Regional Planning and Development Commission (EUP). Our partners at EUP are coordinating the development of an online GIS platform and mapping Tribal parcels across the service area. Sault Tribe desires to create a resilient economy that delivers sustainable jobs, spurs economic prosperity for the surrounding region, advances equity among the Tribe’s members, safeguards against future economic disruptions, and provides jobs and services to an underserved population.

## **PROPOSAL GUIDELINES**

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 4 p.m. on March 6, 2024. No proposals will be considered after the deadline. SAULT TRIBE requires the proposals to be signed by an official agent or representative of any firm that submits a proposal.

If a firm submits a proposal but intends to outsource or contract, this must be clearly stated in the proposal. Furthermore, all costs stated in the proposal must be all-inclusive to include all outsourced or contracted work. Any proposals that call for the outsourcing or contracting of work must include descriptions of the firms being used, and descriptions of the work they will be providing through their services.

This is a qualification and price-based selection process.

Please refer to the requirements outlined in the other sections of this RFP for further clarification on what a strong proposal should include.

## **CONTRACT**

Contract terms and conditions will be negotiated upon selection of the winning proposal. Federal grant dollars will fund this project.

**The consultant will be reimbursed at intervals to be determined based on the final contract agreed to between the successful vendor and SAULT TRIBE.**

The consultant shall not be reimbursed for expenses beyond the cost figures submitted in the price proposal. The consultant shall, at no time, pursue additional compensation for work not previously agreed to in writing at the signing of the contract for this project.

## **PROJECT PURPOSE & DESCRIPTION**

### ***Purpose:***

The primary objective of this project is to establish a diversification strategy plan for SAULT TRIBE.

This project will help to determine and proceed with investments in small and medium-sized tribally owned enterprises, both on and off the Reservation, in the future. The project will help Sault Ste. Marie Tribe of Chippewa Indians to compete in the UP region with anticipated growth in its business ventures. The long-term impact of this project could be vital for SAULT TRIBE and its tribal members. The principal goal of this project is to determine how and what businesses SAULT TRIBE could successfully pursue in order to create more high-paying long-term jobs for tribal members and regional community members.

### ***Description:***

This project contains three different phases. Phase I (Parcel Mapping, Online GIS, and Land Use Classification Coding – ***work already completed by EUP, data and information will be shared with the selected vendor for Phase II/III***).

Stemming from this primary phase would be Phase II – Economic Diversification Strategy, which will entail an assessment of SAULT TRIBE's current assets (facilities, land/property, financial capability, workforce, equipment, current investments, etc.) and those resources that are available/present in the region by a firm to determine different viable business ventures for SAULT TRIBE. The consultant will also analyze and

evaluate current land/property ownership and determine usage for such. The Tribe currently does not have a land use map for its community. No land is strictly “zoned” as residential, cultural/sacred lands, commercial, etc. This phase would require a consultant to assess both what we have for land/property and SAULT TRIBE’s economic diversification strategy plan. The product of this phase would be an economic diversification strategy plan for SAULT TRIBE to participate in to restructure its economic fundamentals away from casino-dependent revenue streams. Phase II would also include a Retail Target Market Analysis – procured under a separate RFP unless the consultant bidding on Phase II has the appropriate qualifications and background to conduct this work.

Tying in with this phase would be Phase III – Engineering Renderings. This phase will require working with a certified engineer or landscape architect to produce preliminary renderings that provide a general overview of the nature and scope of the proposed campus/parcel build-outs, including preliminary cost estimates.

## **PROJECT DELIVERABLES**

### *Project Beginning & Middle:*

1. Work schedule/plan (March 28, 2024).
2. Outline of the strategy (May 28, 2024).
3. Monthly conference calls to update EUP/SAULT TRIBE on progress.
4. A minimum of 2 on-site visits to the community.
5. A minimum of 5 activities to incorporate community involvement. This can include surveys, questionnaires, and community and key stakeholder meetings/focus groups. No more than three of these activities can be lacking face-to-face contact with members of the community; a minimum of three meetings must be open to the entire community. Contracted firm will be responsible for purchasing light snacks and refreshments from a local establishment for these activities.
6. Drafts as project sections are completed/revisions to avoid a lengthy review process at the end.
7. Complete Strategy Plan Phase II and III by June 20, 2024, for the project discussed throughout this RFP.

## Project End

The Sault Ste. Marie Tribe of Chippewa Indians Economic Diversification Strategy Plan must be delivered by **June 20, 2024**.

Upon completion, the three parts of the Sault Ste. Marie Tribe of Chippewa Indians Economic Diversification Strategy Plan must be delivered to SAULT TRIBE as follows: 5 hard copies; and digital copies, using PDF or MS Word. SAULT TRIBE will retain all rights to circulate, advertise, reproduce, and distribute.

## **PROJECT SCOPE**

Please refer to Project Deliverables on the previous page for an explanation of how the work required of this section must be completed and by when it must be delivered.

### PHASE II: ECONOMIC DIVERSIFICATION STRATEGY PLAN

1. Analysis of Infrastructure & Potential for Business Ventures:
  - a. This will include assessment of current utilities; available lots and buildings owned by SAULT TRIBE; what the zoning allows; distance to highways, commercial airports, and rail; leasing and rent costs; taxes; space for expansion; and Foreign Trade Zone status.
  - b. Methodology.
  - c. Sources (with hyperlink citations to data).
2. Analysis of Current Market and Organizational Conditions:
  - a. Assess current economic strengths and weaknesses: Evaluate the Tribe's existing industries, resources, and capabilities. Identify sectors that contribute significantly to the economy and those that are underdeveloped or declining.
  - b. Identify target sectors: Determine which industries have the potential for growth and diversification. Consider emerging trends, technological advancements, and market demand. Prioritize sectors that align with the region's competitive advantages and have the potential for sustainable development.
  - c. Develop infrastructure and supportive policies: Enhance infrastructure, including transportation, communication networks, and utilities, to support targeted industries. Implement policies and regulations that foster innovation, entrepreneurship, and investment. Identify incentives, tax breaks, and streamlined bureaucratic procedures to attract domestic and foreign investors.
  - d. Promote research and development: Invest in research and development (R&D) to drive innovation and technological advancements. Collaborate with universities, research institutions, and industry leaders to create a supportive ecosystem that encourages R&D activities. This can lead to the development of new products, processes, and technologies that fuel diversification.
  - e. Build a skilled workforce: Identify alignments between education and training programs with the needs of the target sectors. Foster partnerships between educational institutions and industries to ensure the workforce possesses the necessary skills and knowledge. Identify opportunities for vocational training, apprenticeship programs, and retraining initiatives to support workforce development and smooth transitions.
  - f. Facilitate access to finance: Identify mechanisms to provide capital and financial support to entrepreneurs, startups, and small and medium-sized enterprises (SMEs). This can include venture capital funds, grants, loan programs, and crowdfunding platforms. Encourage financial institutions to offer specialized services tailored to the needs of diversifying industries.
  - g. Promote international trade and investment: Explore opportunities for export diversification and market expansion. Seek foreign direct investment (FDI) by showcasing the potential of target sectors and providing a favorable business environment. Establish trade agreements and partnerships to facilitate market access and create export channels for locally produced goods and

services.

- h. Monitor and evaluate progress: Identify process for regular assessment of the effectiveness of the diversification plan. Assist the Tribe with establishing key performance indicators, such as job creation, export growth, and sectoral contributions to GDP. Seek feedback from stakeholders and engage in continuous dialogue to ensure the plan remains responsive to changing economic conditions.
- i. Sources (with hyperlink citations to data).
- j. Development of a land use analysis for Sault Tribe-owned parcels.
  - Identify with project team economically advantaged parcels and incorporate into diversification plan.

3. Community and Organizational Involvement:

- a. A minimum of 5 on-site visits to the community to include one visit lasting 3+ days to gain better understanding of Tribe, with at least 2 meetings with Tribal leadership (Executive Council).
- b. A minimum of 5 activities to incorporate community involvement. This can include surveys, questionnaires, and community and key stakeholder meetings/focus groups. No more than three of these activities can be lacking face-to-face contact with members of the community; a minimum of three meetings must be open to the entire community.
- c. Information outlining Community Involvement must be incorporated into the diversification plan.
- d. Coordinate with project team to revise drafts of deliverables before completion.
- e. Any additional tasks that may support the creation of a complete and all-inclusive diversification plan.

4. Conclusions and Plans on Feasibility:

- a. Exploration and selection of targeted ventures using a scenario model process, in addition to other applicable models.
- b. Identifying feasible alternative revenue generating ventures, to include rationale describing why they were selected as a possible ventures.
- c. Explanation as to why it is to pursue particular ventures.
- d. Methodology.
- e. Sources (with hyperlink citations to data).
- f. Development of a pitch that outlines the possible business ventures for pursuit, targeting community and potential investors.
- g. Develop materials (brochure / 1-page fact sheet, PowerPoint) that can be used in meetings and presentations with community and prospective firms that concisely explain the potential benefits of ventures.

5. Engineered/Landscape Architectural Renderings

- a. Renderings requested for potential land buildouts based on Phase 1 and 2
- b. Primarily based on recommendations resulting from the strategy and campus/parcel buildouts.

## REQUEST FOR PROPOSAL & PROJECT TIMELINE

Below is the timeline for this project. *The June 15, 2024, deadline for the entire project must be delivered by this date due to federal grant funding requirements.*

- **February 7, 2024:** RFP issued and advertised.
- **February 15, 2024:** Pre-proposal questions (in writing) due. These may be sent via email to [mlehre@saulttribe.net](mailto:mlehre@saulttribe.net) using the subject line “Sault Tribe ED Plan 2024 Questions.”
- **February 21, 2024:** Responses to pre-proposal questions issued. Answers will be sent to all bidders.
- **March 6, 2024:** Window for accepting proposals closes at 4 p.m. EST. Submissions after this time

Sault Ste. Marie Tribe of Chippewa Indians Economic Diversification Strategy Plan RFP and date will *not* be considered. (Additional details regarding submission are below.)

- **March 20, 2024:** Evaluation of proposals completed; firm selected and notified, and contract is negotiated.
- **March 21, 2024:** Suggested project commencement.
- **March 21, 2024 – May 2, 2024:** Meetings with firm, SAULT TRIBE, community members, and stakeholders.
- **May 28, 2024:** All deliverables for Phase II are due. Upon delivery, first payment will be processed.
- **June 20, 2024:** All deliverables for Phase III are due. Upon delivery, final payment will be processed.
- **June 30, 2024:** Project concludes.

## **BIDDER QUALIFICATIONS**

- A. Must have at least 5-year relevant experience performing similar projects.
- B. Provide at least five (5) references for which you have performed similar work.
- C. Sault Tribe being a recipient of federal funds must comply with 2 CFR 215.13 – Debarment and Suspension, therefore, those submitting bids must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency’s codification of the Common Rule for Non-procurement suspension and debarment,
- D. Must disclose any judgements, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization. If no such conditions exist, this should be specifically stated in the proposal.
- E. Those submitting a proposal should also submit the following:
  - Qualifications of staff who will be working on this project.
  - Federal identification number.

## **PRICE PROPOSAL**

Proposals must contain a price proposal included with the project proposal. The price proposal shall include anticipated schedule and time/material cost estimates, which cannot occur after September 13<sup>th</sup>, 2024. Unit rates on which costs are based should be included.

## **CONSULTANT REQUIREMENTS**

- Hourly cost rates for each Business Plan section must be itemized and totaled along with required labor force needed to complete section by deadline requested.
- All alternates, variations, and exceptions to any requirement must be clearly stated. Including project timeline provisions identified.
- Business Portfolio & References
  - Consultant must provide resumes of key personnel to be assigned to this project.
  - Potential Consultant must provide general background organizational information about their company- annual operating budget, key services offered.
  - Potential Consultant must supply three (3) client references with current contact information.

**Standard Terms and Conditions:**

Reports, source data and other written materials related to Project #06-69-06250, must be electronically submitted, be reproducible, and intellectual property rights of all materials provided must be granted to the Sault Ste. Marie Tribe of Chippewa Indians.

All data provided by the Sault Ste. Marie Tribe of Chippewa Indians, and all Project related materials are confidential and must not be used or released by the successful consultant without prior written authorization from Sault Tribe, as designated in the awardee’s contract. Any information of a confidential nature obtained by the consultant from the Sault Tribe and in connection with the Project shall be used solely for the purposes of providing the specific products and services, which are the subject of this RFP and are to be contracted for under separate Agreement.

Generally, confidential information is any information that has not been made public by the Sault Tribe and is not generally known within the occupational field of the consultant and includes, but is not limited to, written information, information that is disclosed verbally and any other information, digital or otherwise, which may be made available to the consultant, in any form or format, under this RFP and/or as a party to any separate Agreement entered into hereunder. The consultant shall at all times during and after the term of any Agreement entered into between the parties maintain the confidentiality of any such information and shall not disclose such information to third parties without the express written consent of the Sault Tribe. The consultant shall not duplicate any confidential information in a tangible form and shall return such information to the Sault Tribe along with any notes or compilations immediately after the need for such information has expired, but not later than the conclusion of the term of any Agreement entered into between the parties.

**Native Preference Policy.** As per the Sault Ste. Marie Tribe of Chippewa Indians Purchasing Policy, revised effective June 12, 2018, all proposals received for the Sault Tribe Research Center- Health Center Business Plan, Project # 19-039A, will be subject to the Native Preference Policy, as described below:

i. **“Indian Economic Enterprise”** means any business entity which is at least 51 percent owned by one or more members of a federally recognized Indian Tribe; and has one or more of the tribe members involved in the daily business management of the economic enterprise; and a majority of the earnings from said Economic Enterprise benefits said member or members.

ii. **Eligibility/Certification.** The vendor claiming to be an Indian Economic Enterprise must have satisfied the requirements of eligibility/certification. Eligibility would include proof that a member/vendor is an Enrolled Tribal Member of a Federally Recognized Indian Tribe. Certification of eligibility for native preference could include: Bureau of Indian Affairs Certification, Michigan Minority Business Development Council, Small Business Administration, and Certification of membership from another Tribe. Eligibility/Certification shall be submitted with the Proposal.

iii. **Qualification Statement.** A prospective vendor seeking to qualify for preference shall evidence showing the extent of Indian ownership and interest. Evidence of structure, management and financing affecting the Indian character of the enterprise, including major subcontractors and purchase agreements; materials or equipment supply arrangement; and management salary or profit-sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest. Evidence to demonstrate that the contractor has the technical, administrative, and financial capability to perform work of the size and type involved. The Indian Economic Enterprise must submit a letter as evidence of Indian ownership and control certifying that the enterprise will continue to meet requirements necessary to sustain Indian ownership and control throughout the period of service.

Any qualified vendor who qualifies as an Indian Economic Enterprise shall be given a preference as found in the table below, if the Indian Economic Enterprise submits the lowest responsive bid, not exceeding the lowest bid submitted by any other responsible vendor by more than the percentage described below. Preference percentages are applied to actual and not apparent cost.

Total Actual Purchase Cost Preference Management and Consultant Firm- Sault Ste. Marie Tribe of Chippewa Indians Economic Diversification Strategy, Project #06-69-06250. Release Date 02/7/2024

- At least \$1 but less than \$3,000 5%
- At least \$3,000 but less than \$10,000 4.5%
- At least \$10,000 but less than \$25,000 4%
- At least \$25,000 but less than \$50,000 3.5%
- At least \$50,000 but less than \$100,000 3%
- At least \$100,000 but less than \$150,000 2%
- Over \$150,000 1%

Background Clearances: Prior to the contract award, the selected consultant will be required to provide company information, including their DUNS number, for conducting a debarment clearance as part of their contractor approval process. Any company on the debarment list will not be awarded a contract.

Insurance Requirements: The following insurance requirements must be submitted to Sault Tribe prior to commencement of any work on the Sault Tribe Economic Diversification Strategy Project

A. Minimum Scope of Insurance Coverage

- Commercial General Liability Insurance; to include Contractual Liability coverage.
- Workers Compensation and Employer's Liability Insurance.
- Professional Liability Insurance.
- Cyber Liability on storage and transmittal of data.

B. Minimum Limits of Insurance

- Contractor shall maintain limits no less than:
- General Liability: \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage; at least \$2,000,000.00 in the aggregate.
  - a. Worker's Compensation statutory limits and Employer's Liability. \$1,000,000.00 per accident for bodily injury or disease.
  - b. Professional Liability. \$1,000,000.00 per occurrence.
  - c. Automobile Liability. Must meet State of Michigan minimum requirements.
  - d. Cyber Liability. \$1,000,000.00 per occurrence; and \$2,000,000.00 in the aggregate.
  - e. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Tribe.

**Other Insurance Provisions**

For any claims related to this project, the contractor's insurance coverage shall be primary insurance as respects the Tribe, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Tribe, its agents, officers, officials, employees or volunteers shall be in excess of the contractor's insurance and shall not contribute with it.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled or reduced by either party or modified in any way, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Tribe.

**Waiver of Subrogation**

The Workers' Compensation and General Liability policies are to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the Tribe, its agents, officers, officials, employees and volunteers for losses paid under the terms of the policy which arises from the work performed by the named insured for the Tribe.

## Verification of Coverage

The contractor shall furnish the Tribe with original certificates and amendatory endorsements affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Tribe before work commences. The Tribe reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**Notice of Award:** The Sault Tribe Purchasing Department will notify in writing and e-mail consultant has or has not been selected for a follow up presentation on proposed project.

**Contract:** Prior to any services being performed by the awarded contractor, the Tribe and awarded contractor shall enter into a separate signed Agreement which sets forth the obligations of the parties for the project. Such Agreement will be a separate document, which will be negotiated and executed after consultant has been awarded. Including in the negotiations will be project deadlines and payments. Moreover, such Agreement will include all provisions and requirements as set forth in this RFP; any provisions required pursuant to the funding for this project; and any other required provisions agreed to between the parties. A notice to proceed shall be issued by Tribe before any work commences on project.

**Governing Law:** This RFP and/or any Agreement entered into between the Tribe and the Awarded Contractor for services will be governed by the laws of the Sault Ste. Marie Tribe of Chippewa Indians. Contractor agrees that all disputes, actions and claims arising from said Agreement shall be subject to the exclusive jurisdiction of the Sault Ste. Marie Tribe of Chippewa Indians Tribal Court. The contractor further consents to the personal jurisdiction of said Tribal Court. The contractor further consents to enforcement of any judgment of said Tribal Court in any state court of applicable jurisdiction.

**Notice to Proceed:** The Sault Tribe Purchasing will contact the awarded contractor prior to commencement of work and issue a Notice to Proceed.

**Requests for Payment:** The awarded contractor shall submit Request for Payment to Sault Tribe. Payments will be negotiated during the contracting phase, with incentives and penalties for milestone completion or lack of completion.

**Proposal Requirements** (Potential Consultants must submit the items listed below in their proposal package, along with all requirements outlined in RFP).

- Qualifications from Section Consultant Requirements
- Native Preference Documentation (if claiming)
- Insurance Requirements
- Waiver of Subrogation (if claiming)
- Complete Forms A, B, and C
- Consultant must provide a detailed description of their proposed work to be performed during Project (project timeline, cost, hourly rates of staff, etc.)
- Consultant must provide a list of items, information and involvement needed from the Sault Tribe during the performance of Project – activities during the contracting phase of the award, at the 1st draft project meeting, and anytime during the contract period.
- Consultant must provide itemized total project pricing utilizing Form A: Proposal Form Summary.
- Consultant must describe their relevant study or comparable experience, project sizes, number of projects, number of years working in this field, and any experience working in Health Care industry.
- Consultant must provide a proposed draft contract form for their services, so that the Tribe may review proposed contract terms to determine if proposed contract terms are acceptable.
- Consultant must provide resumes of all key personnel to be assigned to this project.
- Consultant must provide general background and organizational information about their company.
- Consultant must provide three (3) studies or comparable client references with current contact information.

- Consultant must provide Native Preference Policy eligibility documentation, if applicable.
- Consultant must provide any other material specified to be submitted as part of the Request for Proposal package as set forth in this RFP.

## **DEADLINE & CONTACT INFORMATION**

**SEALED Proposal** must be submitted by 4 p.m. EST on March 6, 2024. Email copies will NOT be accepted. **Mary Lehre, Purchasing Agent, mlehre@saulttribe.net** Send at a minimum, 5 copies of proposal.

Sault Tribe of Chippewa Indians  
Purchasing Department

**Project#24-019**

Attn: Mary Lehre

2186 Shunk rd

Sault Ste. Marie, MI 49783

Proposals may be brought to the above address on or before the deadline of 4pm on March 6, 2024.

## **PROPOSAL EVALUATION CRITERIA**

A committee of SAULT TRIBE and local stakeholders will evaluate proposals based on the criteria in the table below. Point values to be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed. A total of 100 points is the maximum possible.

<b>Evaluation Criteria</b>	<b>Pts</b>
Quality of Work – including past performance and references	20
Qualifications and experience of staff dedicated to this project	15
Method and approach meets Sault Tribe’s needs	15
Ability	15
Similar projects	10
Total Cost	10
Knowledge/Experience of Tribal Cultures, Tribal Governments, Tribal Lands	5
Native American Owned	5
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran	5
<b>TOTAL SCORE</b>	<b>100</b>