

Sault Ste Marie Tribe of Chippewa Indians

Request for Proposal

**Indian Self-Determination and Education Assistance Act
(ISDEAA) Section 105(l) Services
Project #24-065**

Due date: Thursday, May 23, 2024 at 3:00p.m. EST

SAULT TRIBE REQUEST FOR PROPOSAL



Date: April 22, 2024

GENERAL INFORMATION:

The SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS (SSMTCI) wants to solicit proposals for service capabilities and support from firms for the Recovery of 105(l) Lease Program costs at the Tribal Facilities.

PURPOSE:

SSMTCI is seeking to determine funding eligibility, ensure compliance for all Sault Tribe Facilities. A firm responding to this request should ensure the entire process from lease proposal through approval, funding and renewal is completed.

DESCRIPTION OF REQUESTED SERVICES

- Client Discussion
- Initial Research
- Overview Presentation
- Contracts/Terms
- On-Site Visit
- Lease Request and Letter Submittal
- Lease Proposal Development
- Appraisal Work
- Final Lease Proposal
- Submit Lease Package
- Lease Approval

Questions regarding this project must be submitted to kreno@saulttribe.net. Responses will be sent electronically to all bidders.

PROPOSAL SPECIFICATIONS:

The proposal must include all of the following information:

1. Proposals are to be presented 3-ring binder 8.5" x 11" maximum size, with "fold-outs" limited to one-fold only (Le. 11" x 17")
2. Follow Sections as outlined below in **Appendix A**. Sections are to be easily identifiable.
3. Briefly describe your firm's history and background.
4. Provide details of your firm's financial status and stability.
5. Discuss any impending changes in your organization that could impact the delivery of services.
6. Provide proof that your company carries Professional Liability: \$1,000,000 per occurrence and Errors and Omissions insurance: \$500,000 per occurrence. See under **Insurance Requirements**

Sealed Proposals: Firms must submit proposals to the following address. Each proposal must include **one (1) original** and **three (3) copies** of the proposal. Bid packages submitted via facsimile or email **will not be considered**.

PROPOSAL SUBMISSION:

Sealed and labeled bid packages must be mailed or delivered in person to the address below:

Sault Tribe Purchasing Department
Attn: Kara Reno Project #24-065
2186 Shunk Road
Sault Ste. Marie, MI 49783

Sealed Bids must be received no later than
Thursday, May 23, 2024 at 3:00p.m. EST

Bid packages submitted by fax or email will not be considered.

Sault Tribe reserves the right to accept or reject any and all proposals.

A Native American preference will be given to those who qualify, providing the firm meets and supplies all documentation for the Native Preference.



A bid shall constitute an irrevocable offer for a period of 120 days from the bid opening date or until date of award, whichever is earlier. In the event that an award is not made by the Sault Tribe within 120 days from the bid opening date, the bidder may withdraw their bid or provide a written extension of their bid.

Appendix A

Your Firm

1. Describe the special expertise your firm has in providing brokerage, risk management, consulting, and claims services to Indian Country including Tribal Government, Tribal Gaming, and/or Tribal Enterprises.
2. Provide a brief history and description of your firm. Include size (number of employees and revenues) and areas of specialization. Provide any information regarding mergers and/or acquisitions involving your firm in the past two years.
3. Provide names, locations, and biographies of each individual who would be assigned to work on our account. Include account executives, marketing personnel, technical representatives and others. Please name the individual with the overall responsibility for this account and why that person has been selected.
4. Provide an example of how your firm is taking a leadership role within the industry.
5. What size clients does your firm generally support?
6. Describe your experience with Native American Tribes and other types of clients with multiple locations in multiple states.
7. Do you have a method or process in place to gauge client satisfaction?
8. What is your service philosophy?
9. Provide documentation and relevant information concerning your firm and whether or not it would be considered to qualify for Native American preference (51%).

Please Demonstrate and Describe your firm's Knowledge In following areas

1. BIA Compact with Tribal Governments
2. Government to government experience with US Department of Interior and other government entities.
3. Describe the process your firm would utilize to assist us in identifying new and emerging exposures and the potential solutions.
4. Describe any additional services offered by your company that may be of interest to SSTCI and its entities.

INSURANCE REQUIREMENTS

Insurance Requirements: The following insurance requirements must be submitted to Sault Tribe prior to commencement of any work on the Minimum Scope of Insurance Coverage

Coverage shall include:

1. Professional Liability Insurance.
2. Errors and Omissions Liability Insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. Professional Liability: \$1,000,000.00 per occurrence.
2. Errors and Omissions Liability: \$500,000.00 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Tribe.

D. Other Insurance Provisions

The professional liability and Errors and omissions policies are to contain, or be endorsed to contain, the following provisions:

1. The Sault Tribe, 523 Ashmun, Sault Ste. Marie, MI 49783, its agents, officers, officials, employees and volunteers are to be named as additional insured's.
2. 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 excess of the contractor's insurance and shall not contribute with it.
3. 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.

E. Waiver of Subrogation

The Professional Liability and Errors and Omissions 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.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-

G. Verification of Coverage

Contractor shall furnish the Tribe with original certificates and amendatory endorsements effecting 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.