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**Department of Natural Resources**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: Friday, August 26, 2022**

 **43408 OODENA DRIVE**

 **ONAMIA, MN 56359 DUE DATE: Friday, September 9, 2022**

**PROJECT: Enrollments Department of Natural Resources**

**TO: Qualified Consultants**

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

**Introduction:**

The Mille Lacs Band Community Development Department, Onamia, Minnesota is seeking proposals from qualified agencies/organizations with knowledge of Mille Lacs Band of Ojibwe’s (MLBO) and the Minnesota Chippewa Tribe’s (MCT) enrollment procedures and policies, along with all associated Federal requirements. This request for Proposals (RFP) is being advertised as an open procurement with Indian preference. Those firms claiming Indian preference must furnish proof of enrollment with a Federally recognized Tribe when submitting their proposal. Bids will be due **Friday, September 9, 2022** at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Monday, September 12, 2022 at 8:30 AM.

**Scope of Work for Management Consultant Services:**

Scope of work will show that the selected candidate will be execute the following objectives within the time frame allotted. The successful Consultant(s) shall demonstrate the experience and capacity to address the following objectives:

*Objective 1:* *Scan all documents pertaining to enrollments of Members of the Mille Lacs Band of Ojibwe based from The Base Roll of 1941 plus all on hand files at the MLBO Enrollment office (approx. #8500 files (active and inactive) and other possible records via discovery) (MCT Resolution 36-20 which restored full blood status to 1,089 original allotees)*

*Objective 2: Audit individual files for completeness and accuracy of document and blood quantum calculations. (Electronic and physical)*

*Objective 3: Restructure each file to be identically structured as directed by Enrollments Manager. (Electronic and physical)*

*Objective 4: Rebuild paper files at the MLBO Enrollment offices to mirror objective #3*

*Objective5: Provide MLBO a digitized and useable file system of all scanned material.*

*Objective6: Provide MLBO importable data that can be used in current system*

*Objective 7: Provide MLBO report of inaccuracies with method of correcting throughout all documents.*

*Objective 8: Provide MLBO Department of Natural Resources and MLBO Chief Executive a document of any discrepancies*

**Required Proposal Content:**

All proposals shall include:

* A description of the services to be provided,
* Team resume(s) and relevant experience,
* Identification of the individual(s) in the firm who will have primary responsibility for conducting the required services for the Mille Lacs Band,
* At least two references,
* Method of keeping our documents secure and confidential,
* Indian preference,
* Mille Lacs Band of Ojibwe Vendor License,
* Fee proposal including types of expenses that are charged.

**Rating Criteria:**

Each proposal will be rated using a point system that is applied to the information provided by the Consultant(s) that addresses the required scopes to be performed. The rating system is as follows:

* Knowledge of and past experience with Indian enrollments 30 points
* Qualifications of Consultant(s) as measured by Indian enrollment experience 25 points
* Quality of proposal 20 points
* Indian preference 15 points
* Fee structure 10 points

 Total points 100 points

**Bidding Notes**

Your proposals shall include the following:

1. Consulting Firms Proposal,
2. Copy of current MLB Vendor’s License. (or a copy of submitted application)
3. Copy of current certificate of insurance for Commercial Liability of $1 million and Design Professional Liability of $2 million.
4. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
5. List of Subcontractors.
6. Any other information specific to the project as stated in the RFP.

**All proposals MUST be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe**

**Commissioner for the Department of Natural Resources**

**Sealed Proposal: Enrollment File Audit and Rebuild**

**P.O. Box 509**

**Onamia, MN 56359**

**Proposals are due on Friday September 9th, 2022 by 3pm.**

\*\*Please note that all proposals must be submitted via mail to the P.O. Box. FedEx and UPS will not deliver to a P.O. Box and the Onamia post office will not accept hand delivered items. Please plan accordingly to ensure the timely receipt of your proposal submittal. **\*\***

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

Licensing:

Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each proposal. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Jacquelyn Smith at (320) 532-8240 or via email at JSmith@mlcorporateventures.com with questions regarding licensing and for the license application.

**DEPARTMENT OF NATURAL RESOURCES MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS FOR ANY REASON.**