**REQUEST FOR PROPOSALS**

**FOR**

**JUVENILE HEALING TO WELLNESS COURT PROGRAM**

**CONSULTING SERVICES**

**I. GENERAL INFORMATION.**

1. **Purpose**. This request for proposals (RFP) is to contract for consulting services to be provided to the Penobscot Nation, a federally recognized Indian tribe, located at Indian Island, Maine to assist in developing policies and procedures, guidelines, and a data collection system for its Juvenile Healing to Wellness Court.
2. **Description of Penobscot Nation.** The Penobscot Nation has existed since time immemorial in the State of Maine, particularly in the central and coastal areas. The Nation was federally recognized in 1979, it has approximately 2,400 enrolled members, and the seat of its government is located on Indian Island on the Penobscot Nation Reservation. In 1980, the Nation entered into a settlement with U.S. government and the State of Maine to compensate for sales and transfers of land conducted in violation of the federal Non-Intercourse Act of 1780. The resultant Maine Indian Settlement Act (“Act”) ratified the illegal transfers, established the terms of the relationship of the Nation to the United States, and authorized the enactment of the State of Maine’s Act to Implement the Maine Indian Claims Settlement Act, 30 M.R.S.A. § 6201 et seq. (hereinafter “MIA”). The MIA governs, in part, the Nation’s regulatory and adjudicatory jurisdiction and relationship to the State of Maine.

The Penobscot Nation Judicial System, comprised of the Tribal Court (trial court) and the Court of Appeals, was established by a vote of the Nation’s legislature, the General Meeting, on September 27, 1979. For the last four decades, the Tribal Court has functioned as a court of general jurisdiction within the parameters of the Act and the MIA. Planning for the Adult Healing to Wellness Court Program (“HTWC”), a division of the Tribal Court, began in 1999. The HTWC became fully operational in 2011 with the support of a U.S. Department of Justice, Bureau of Justice Programs grant. In 2014, an unfunded pilot program, the Juvenile Healing to Wellness Court (JHTWC) was undertaken. A U.S. Department of Justice, Office of Juvenile Delinquency and Prevention Programs grant in 2015 funded the establishment of a formal JHTWC.

1. **Project Period:** The project period for which consulting services are needed is May 18, 2018 to September 30, 2018. By written agreement of the Nation and the consultant, the period may be extended.
2. **SCOPE OF SERVICES**.

The Offeror shall be readily available to perform the following services, as requested by the Judicial System Director, the JHTWC multidisciplinary team, and/or the Penobscot Nation Chief and Tribal Council:

* + 1. Assess the current operations, policies, and procedures of the existing JHTWC utilizing the “Tribal Ten Key Components” developed by the National Association of Drug Court Professionals (NADCP) and draft a report of findings and recommendations;
    2. Assist the HTWC team to make the recommended improvements, including revising its policies and procedures to conform with the “Tribal Ten Key Components,” in order to improve juvenile participant outcomes;
    3. Develop a community and school outreach plan in order to create awareness of the JHTWC’s services and benefits; and
    4. Design and implement a data collection system to support improved court processes and participant benefits.

Offeror shall be prepared to submit monthly detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of tenths of an hour. It is anticipated that most of the work and meetings can be completed through remote means and therefore Offeror should budget for two (2) in-person meetings at Indian Island, Maine during the project period. Travel expenses should be estimated based on prevailing General Services Administration (GSA) rates

1. **PROPOSAL CONTENTS.**

The Offeror, in its proposal, shall, as a minimum, include the following:

* 1. **Cover Page.** A cover page, including the Request for Proposal Title, due date, name, address, telephone number, fax number and email address of the submitting person.
  2. **Approach.** A technical approach, which describes how the tasks outlined above will be carried out.
  3. **Consultant(s).** Resumes of all consultants who would be involved in the project.
  4. **Experience**. Description of Offeror’s experience working with or consulting for Juvenile Healing to Wellness Courts, or similar relevant experience that would qualify Offeror to provide the desired consulting services.
  5. **References.** Names, addresses, contact persons, email addresses and telephone numbers of at least two clients, preferably including clients similar to the Penobscot Nation, whom we can contact as references.
  6. **Conflict of Interest.**  The Offeror must disclose any potential conflict of interest that might arise if they were to accept an award of a contract with the Penobscot Nation and the Penobscot Nation Judicial System.
  7. **Price**. The Offeror's proposed price should include information on the hourly billing rates of each consultant who is expected to work on this project and charges for expenses, if any. A consultant’s daily rate may not exceed $650.00 per day ($81.25 per hour). The total cost of the consulting services, including on-site travel expenses, shall not exceed $28,000.00.

1. **SUBMISSION OF PROPOSALS**

* 1. **Closing Submission Date**. Proposals must be submitted no later than **4:00 p.m. Eastern Standard Time)** on **May 4, 2018.**

1. **Conditions of Proposal**. All costs incurred in the preparation of a proposal responding to

this RFP will be the responsibility of the Offeror and will not be reimbursed by the Penobscot Nation.

1. **Instructions for Submission of Proposal**. Proposals should be submitted to:

**Jill E. Tompkins**

**Director, Penobscot Nation Judicial System**

**12 Wabanaki Way**

**Indian Island, ME 04468-1254**

[**jill.tompkins@penobscotnation,org**](mailto:jill.tompkins@penobscotnation,org)

Electronic versions preferred.

1. **INDIAN-OWNED ECONOMIC ENTERPRISE PREFERENCE.**

Preference will be given to American Indian or Alaska Native Offerors and to 51% Indian-owned organizations or Economic Enterprises. An “Indian Owned Enterprise” means any Indian-owned commercial or business activity established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51% of the enterprise and that ownership shall encompass active operation and control of the enterprise. The Nation shall give preference to an individual American Indian or Alaska Native Offeror or to a 51% Indian-owned business so long as the bid by this enterprise does not exceed the lowest bid submitted by more than five percent (5%). Any Offeror claiming Indian preference shall give evidence to the Nation to support its claim. The Nation does not have to accept the lowest bid or Indian-owned business’ bid when differences exist in Offeror’s qualifications, record of past performance, and compliance with public policy.

1. **RIGHT TO REJECT**.

The Penobscot Nation reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP and in accordance with the Nation’s Procurement Policy. Selection is also dependent on the negotiation of a mutually acceptable contract between the Offeror and the Nation.

1. **NOTIFICATION OF AWARD.**

It is expected that a decision selecting the successful Offeror will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful Offeror. It is expected that the contract shall be for the period of May 18, 2018 through September 30, 2018 unless commenced earlier or extended by mutual agreement of the parties and the availability of funding.

1. **INQUIRIES.**

Inquiries concerning this Request for Proposals may be made to

Jill E. Tompkins

Director, Penobscot Nation Judicial System

12 Wabanaki Way

Indian Island, ME 04468-1254

Telephone: (207) 745-6916

Email: Jill.Tompkins@penobscotnation.org