

Sault Ste. Marie Tribe of Chippewa Indians

Request for Proposals

Business Plan / Feasibility Study

For

Recovery Hospital

August 2019

Management and Consultant Firm- Recovery Hospital Business Plan
Sault Ste. Marie Tribe of Chippewa Indians Recovery Oriented Systems of Care- Hospital, Campus

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I. REQUEST FOR PROPOSAL SUMMARY

Sault Ste. Marie Tribe of Chippewa Indians (Sault Tribe) is seeking proposals to hire a Consultant to develop a comprehensive business plan/feasibility study for the development of a Recovery Oriented Systems of Care- Hospital, Campus (Recovery Hospital). Request for Proposals (RFP) are **Due September 13, 2019.**

Sault Tribe is seeking proposals from Qualified Consultant and Management Firms, Institutions of Higher Education, Research Institutes and businesses that meet the requirements herein. Potential consultant (bidder) must have experience in Health Facility Business Planning along with the requirements found in **Section VI- Consultant Requirements**. All proposals must demonstrate the ability to develop a comprehensive Business plan / Feasibility Study within a quick and cost effective manner.

The Recovery Hospital Project is being led by the Health Division of the Sault Ste. Marie Tribe of Chippewa Indians through Sault Tribe's Purchasing Department. Purchasing Agents are identified in **Section III- Proposal Submission**. Proposals must be direct mailed and sealed.

Letter of intent must be submitted by e-mail to troche@saulttribe.net. **Letter of intent is Due Wednesday, August 21, 2019.**

Questions related to the RFP can be e-mailed to troche@saulttribe.net, **by September 6, 2019.** Type "Project 19-039A-Management and Consultant Firm- Recovery Hospital Business Plan" in the subject line. All questions received, will be answered electronically to the entire bid group within four business days. If necessary an addendum to the RFP will be added, requested and required to be returned within four business days.

A proposal shall constitute an irrevocable offer for a period of one-hundred twenty (120) days from the proposal opening date or until date of award, whichever is earlier. In the event that an award is not made by the Tribe within one-hundred twenty (120) days from the proposal opening date, consultant may withdraw the proposal or provide a written extension. If an award is not made by the 120 days, bidders will be notified via e-mail.

The Tribe reserves the right to amend and/or modify this Request for Proposal during the public notice process. Bidders shall be notified of any modifications by addenda for the RFP, through e-mail communications, if addenda are necessary. Addenda forms must be signed on **Form B: Proposal Form Summary** and returned to Purchasing Agent within four business days of change.

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To be a responsive proposal, each proposal must also satisfy requirements identified 1) throughout RFP, 2) Standard Terms and Conditions, 3) other requirements set forth in RFP which may not specifically be identified here, but through addenda process. Proposals not meeting stated requirements will be labeled “Non-Responsive” and will not be considered.

II. INTRODUCTION

Community Profile. The Sault Ste. Marie Tribe of Chippewa Indians (Sault Tribe) is a federally recognized Indian Tribe located in the Eastern Upper Peninsula of Michigan. The Commissioner of Indian Affairs acknowledged the Tribe’s federal recognition on September 7, 1972. 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.

Background. Sault Tribe has partnered with Hazelden Betty Ford Foundation to collaborate on addiction treatment services. Hazelden Betty Ford Foundation is a leader in long term recovery rates for people suffering with addiction. Hazelden Betty Ford Foundation Hospital designs, programming and staffing have proven successful in helping those overcome addiction. Sault Tribe will be adding a cultural component to current treatment models while setting up programs in a new facility: 24 Hour Recovery Oriented Systems of Care- Hospital, Campus (Recovery Hospital) Project. New Recovery Hospital will provide medical space for medical heroin opiate detox while providing housing for specialty providers that will be on site for the treatment of patients. Recovery Hospital will provide space to offer services that cover the spectrum of addiction continuum of care. Services offered will start with medical detox through transitional housing for recovering patients.

Recovery Hospital Programs and Services is the foundation of the Business Plan. All programs and services are expected to be utilized in the development of each component of the business plan, as outlined herein.

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III. PROPOSAL SUBMISSION

Proposals must be sealed and mailed. **Proposal closing is Friday, September 13, 2019 at 3:00 PM EST.** All Proposals will be publically opened at 3:00 p.m. and video recorded. All proposals received after closing will automatically be rejected. Proposals must be sealed and clearly marked **“Project 19-039A – Management and Consultant Firm- Recovery Hospital Business Plan”** and addressed to the attention of **Purchasing Manager c/o Tamara Roche.**

Sealed proposals will be received at:

Sault Ste. Marie Tribe of Chippewa Indians Administration Building
Attn: Purchasing Manager c/o Tamara Roche
523 Ashmun Street
Sault Sainte Marie, MI 49783

The Health Division reserves the right to accept or reject any proposals received, to cancel in part or this entire Request for Proposal, and is not bound to accept the lowest bid proposal. Any proposal deemed not responsive to the requirements outlined in this RFP will not be accepted. In such case as a non-responsive proposal, potential consultant will be notified via e-mail and first-class mail.

IV. BUSINESS PLAN (FEASIBILITY STUDY) REQUIREMENTS

In proposal please describe the following and how they will be included in the final product within specified timeline. Bidder must provide detailed description of the project and a business plan outline with explanation of each business plan section.

V. 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
 - Describe the Health Business Model that will be implemented to complete project requirements herein

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- Consultant must describe the relevant or comparable experience, project sizes, number of projects, number of years working in this field, and experience working in Health Care industry.
- 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) similar studies and client references with current contact information.

Standard Terms and Conditions:

Reports, source data and other written materials related to Project # 19-039, 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 # 19-039 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 Project # 19-039 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.

Consultant must acknowledge receipt of all addenda on the applicable lines of Form A: Proposal Form Summary.

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All purchases covered under this policy shall be subject to the Native preference.

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

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- 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 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 contract.

Insurance Requirements: The following insurance requirements must be submitted to Sault Tribe prior to commencement of any work on the Sault Tribe Comprehensive Classification and Compensation Study Project # 19-039

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,

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officials, employees or volunteers shall be 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

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.

Relationship Disclosure –Form B. Vendor must submit a sworn, notarized statement disclosing any familial relationship that exists between the owner or any employee of the consultant and that of any member of the Health Board or the Health Director. Proposal submissions that do not include this documentation will be rejected without further review or consideration.

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

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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. Contractor further consents to the personal jurisdiction of said Tribal Court. 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 Health Division's Director 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 # 19-039 (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 # 19-039 – 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 acknowledge receipt of all addenda on the applicable lines of Form A: Proposal Form Summary, if applicable.
- 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.

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- 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.

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Appendix A: Appendix A: Recovery Hospital Programs and Services

- A. Social Center or Sober House (Sobering Center / Harm Reduction) – drop-in social center and/or 24 hour drop-off center – safe warm bed and breakfast – offer detoxification/treatment alternatives.
- B. Detoxification Hospital – alcohol, opiates, prescription drugs, stimulants, marijuana, others.
- C. Partial Hospitalization / Day Treatment Program.
- D. Medical, psychiatric and behavioral health evaluation and services on-site – Medication Assisted Treatment (MAT), mental health – Trauma informed Care, Management of physical illnesses, etc. (On-site and Off-site).
- E. Traditional Medicine Center – traditional medicines for detox and cravings, sweat lodge and treatment area with fire area and showers for holistic health and traditional ceremonies – naming, clans, releasing, treatment, fasts, and so on.
- F. Inpatient Treatment and Recovery – Intensive residential therapy and support – (Transitional Recovery Housing Levels I, II, III)
- G. Day Treatment – Intensive outpatient and general support – with family therapy and support (Level I, II- CARF Accreditation Measures & Levels)
- H. Non-clinical support – peer recovery and support with recovery coaches/mentors, traditional healers, helpers and teachers
- I. Recovery Residence off-site (Kinross & others) – continued peer recovery and support, traditional medicine healers, helpers, and teachers – (Level III)
- J. Encourage clients actively working on recovery to help establish a healthy recovery ecosystem and support community in the location they plan to return to when ready, i.e., establish support groups such as AA, NA, etc. and help educate families and local tribal community (provide cost estimates of new tribal groups- Wellbriety, etc.)
- K. Food Services - kitchen and deli areas to feed residents, families and staff with some foods grown on campus and culinary education on-site
- L. Education Section – for residents/families to complete High School requirements (GED), College or Trade School education tracks, Ojibwa language and teachings, life-long education on Anishinaabe traditions, and hobbies/arts/crafts areas
- M. Spa and Fitness facility – separate male and female exercise areas with cardio and weight training equipment, cross-fit stations, endless pool, sauna, massage area, yoga and meditation areas, and others
- N. Pond – with trail and seating around for quiet reflection/meditation, wildlife viewing, stocked for fishing,
- O. Outdoor recreation areas – walking/ski trail around property; private sitting and reflection areas and various exercise points placed along trail for calisthenics, basketball/tennis/volleyball courts

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- P. Gardens – establish growing sites for traditional medicines along path and property, vegetable gardens to grow organic foods, flower gardens, plants and trees.
- Q. Greenhouse – large greenhouse to extend growing season to raise vegetables/fruits, to provide a hobby and encourage sustainable life skills for residents
- R. Stables – to enhance effects of therapy
- S. Small Day care center for employees’ children – recruitment tool

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Form A: PROPOSAL SUMMARY FORM

Company Name: _____ RFP Date: _____

Item #	Item Description	Proposed Price
1	Management and Consultant Firm- Recovery Hospital Business Plan <ul style="list-style-type: none"> • Include separate itemized cost list as described in RFP. 	
	TOTAL PROJECT PRICE	

Addenda Acknowledgement:

Addendum # 1 Dated _____, 2019

Addendum # 2 Dated _____, 2019

Addendum # 3 Dated _____, 2019

Addendum # 4 Dated _____, 2019

Addendum # 5 Dated _____, 2019

Addendum # 6 Dated _____, 2019

Addendum # 7 Dated _____, 2019

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FORM C: IRAN ECONOMIC SANCTIONS CERTIFICATION

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

The undersigned, the owner or authorized officer of the below named contractor (the “Contractor”), pursuant to the compliance certification requirement provided in the Sault Tribe Health Division’s (the “Health Division”) Request for Proposals for “Recovery Hospital and Campus” (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors, and employees) is not an “Iran linked business” within the meaning of the Iran Economics Sanction Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing the Work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for all civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Health Division’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to submit a request for proposal for three (3) years from the date that is determined that the person submitted the false certification.

Name of Contractor

Signature:

Print:

Title:

Date:

STATE OF _____)

) ss.

COUNTY OF _____)

Notary Public, _____ County,

My commission expires: ___ / ___ /

Acting in the County of: _____