

**REQUEST FOR PROPOSAL  
FOR PROFESSIONAL ELECTION SERVICES**

**October 2019**

# REQUEST FOR PROPOSAL FOR PROFESSIONAL ELECTION SERVICES

## INTRODUCTION

The Election Board (“the Board”) solicits proposals from qualified proposers to perform contractual Professional Election Services during the 2020 election cycle of the Tribal Council for the Grand Traverse Band of Ottawa and Chippewa Indians (“GTB”). Each proposer must submit to the Election Board **one original and five (5) copies** of their proposal. Proposals must be submitted to the attention of **Mr. Shawn Koon-Nolff**, GTB Election Board Chairman, and addressed as follows:

Grand Traverse Band of Ottawa and Chippewa Indians  
2605 N. West Bay Shore Drive  
Peshawbestown, MI 49682

Attn: Mr. Shawn Koon-Nolff, GTB Election Board Chairman

## BACKGROUND

The GTB Constitution established the GTB Election Board and defines its duties and authorities as a regulator of Tribal elections; the Board is a public entity and subdivision of the Tribe. The Board is under the supervision and control of its election board governing body. The members are appointed by the Tribal Council. The Election Board is responsible for maintaining and operating the governmental election system of the Grand Traverse Band. The statutory provisions governing the Council and the operation of its governance systems are found at:

<https://www.narf.org/nill/constitutions/grandtraverseconst/index.html>

## ELECTION 2020

The GTB Constitution directs that the Election Board is responsible for conducting and certifying all GTB elections. The typical election cycle for GTB begins with the publication of proposed rules in January of an election year, followed by the primary election in April and the general election in May. It is anticipated that the 2020 election for three tribal councilor and one chairman position will engender the same level of voter, candidate, and institutional participation as the last series of elections in 2016, & 2012.

## SUBMISSION DEADLINE

Written proposals must be received at the Board’s offices in Peshawbestown no later than **4:00 p.m. on Monday, October 28, 2019**. All written proposals received at the Board’s offices by the deadline will be considered by the Board.

## INQUIRIES

All questions relating to this RFP, including all questions relating to clarifications or modifications of this RFP must be submitted in writing to the attention of Mr. Mike Teeple at [Mike.Teeple@gtbindians.com](mailto:Mike.Teeple@gtbindians.com). If any question submitted makes necessary the issuance of a

written addendum to this RFP, the addendum will be furnished to all persons receiving a copy of the RFP. The Board will not respond to questions received after **October 28, 2019**.

**To ensure a fair review and selection process, applicants are specifically requested not to contact the Board members regarding their proposals.** The Board consists of Chairman Shawn Koon-Nolff, Vice Chairperson William Fowler, Secretary Diane Sullivan, Board Member Lawrence “Camp” Bailey, and Board Member Alvin “Al” Pedwaydon.

### **TERM OF CONTRACT**

The Board anticipates entering into a term contract for Election Board election services during the time period from the start of the contract until the completion of the 2020 election cycle.

### **SCOPE OF SERVICES**

All Election Board election services will be performed under the direction of the Election Board by majority vote. The minimum election services sought under this RFP could include:

- Provision of Election Supplies such as Ballot Samples, Official Ballots, Printed Test Decks, Precinct Supply Kits, and Voting Systems/Units for each Precinct (4).
- Lock and Load of all voting systems/units – the Pre-Testing of all Voting Units for Each Election
- Assistance during a Public Test and Elections
- Onsite Election Day Support along with Election Night Results Tabulation and Results Posting.
- Training for Election Board Members and Staff on Voting Units
- Consultation with Election Board Members and Program Director regarding Election Services Process and Supplies

### **PROPOSAL FORM AND CONTENTS**

Each proposer must submit to the Election Board an original and five (5) copies of the proposal. The proposal should not exceed 10 pages and should be printed on 8½ x 11-inch paper. Pages should be consecutively numbered. The proposal should be directed to the attention of Shawn Koon-Nolff, Election Board Chairman, at the address listed at page 2 of this RFP. The proposal must include the following elements:

- **Background; Personnel and Staffing.** The proposal must provide a description of the company’s background and history, including a description of the company’s staff size and composition. The proposal also should identify whether the proposer’s clerical services are provided by in-house staff, through contract or through other arrangements. The proposal must identify and provide a current resume for any individual who is likely to be assigned to perform the requested Election Board services. The proposer also should identify the individual who will be designated as the primary contact person with the Election Board for assignments, billings, and general contract administration.
- **Relevant Election Services Experience.** The proposal must clearly outline the proposer’s experience and background in providing election services, including the following information for federal Indian tribes and other governmental entities for which the Proposer has worked over the last three years:

1. Name of Tribe or other governmental entity;
2. Date and tenure of service;
3. Nature of the project;
4. Name of the principal who managed the project for the governmental entity.

- **Responsiveness to Client Needs.** The proposal must address the proposer's ability to respond to the Board's needs on short notice and to comply with tight timelines and assignments. The statement should include a general description of the resources available to the proposer to help the proposer respond in a timely manner to requests.

- **Billings.** The proposal must indicate the proposer's capability to provide detailed billing statements which clearly identify the services performed and materials provided.

- **Equipment and Software Specifications.** Proposer must have and maintain staff qualified to provide technical support for all hardware and software to be used in to furnish election services. Proposer must describe the functionality and benefits of the equipment and software they propose to use. The proposer shall also indicate the ability to print ballots and identify the location of the ballot printing operation.

- **Ballot Security and Election Integrity.** The proposal must describe the mechanisms instituted to protect paper ballots throughout the election process, including the disposition of the ballots after the election is certified. The proposal must also describe the measures and mechanisms that ensure the integrity of the pre-election, voting, and tabulation processes.

- **Fees, Reimbursable Costs, and Expenses.** The proposal must outline the proposer's billing structure and proposed rates for Election Board election services. The proposal should indicate the proposer's willingness to negotiate a final fee schedule and/or hourly rates as part of the overall contract. The fee schedule should indicate the expense reimbursement policies. The Election Board will reimburse only actual out-of-pocket expenses and will not reimburse expenses on a cost-plus or similar basis.

- **Insurance.** The proposal must describe the extent and nature relevant insurance covering the proposer's performance of election services for the Election Board.

- **Actual or Potential Conflicts of Interest.** The proposal must disclose whether the proposer or individuals within the proposer's company could potentially have a conflict of interest.

- **References.** The proposal must provide appropriate references, including tribes or agency names, contact persons and telephone numbers the Election Board may contact regarding services by the proposer.

## **SELECTION**

The Election Board will review the proposals. The Board will review proposals using the following criteria to determine which, if any, proposal is the most advantageous to the Election Board's needs:

- The extent to which the proposal demonstrates the proposer has represented, or can represent, a governmental entity like the Election Board.
- The proposed cost of the services and supplies. The proposed cost is important but is not necessarily the controlling factor in determining contract award.
- The proposer's integrity, expertise and record of past performance in election matters and related work.
- The extent to which the proposal demonstrates that the hardware, software, ballots, and services furnished will be sufficient to ensure the integrity and accuracy throughout GTB's election process.
- The ability of the proposer to respond in a timely manner to requests.
- The extent to which the proposal is complete and responsive to the RFP specifications.
- Other relevant criteria as may be developed by the Election Board.

Based on an application of these criteria and its review of the proposals, the Election Board may select some proposers for interviews and will make a final selection recommendation.

## **MISCELLANEOUS**

Nothing in this RFP obligates the Board to accept the lowest or any other proposal. The Board reserves the right (1) to modify or alter any or all of the requirements herein; (2) to reject any or all proposals; (3) to waive any formal proposal requirements; (4) to investigate the qualifications and experience of any proposer; (5) to reject any nonconforming bid or any provisions in a proposal; (6) to solicit new proposals; (7) to negotiate the requested services and contract terms; or (8) to terminate this RFP and proceed to do the work otherwise. Incomplete proposals and proposals not sufficiently detailed or not in acceptable form may be returned for completion or may be rejected by the Board.

## **NONDISCRIMINATION, EQUAL OPPORTUNITY, and INDIAN PREFERENCE**

The Board does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, or disability. The successful proposer must agree to comply with all applicable federal and tribal equal opportunity and tribal preference laws, directives and regulations.

## **CONTRACTOR DEBARMENT**

A person or entity appearing on the debarment list of the Grand Traverse Band, any federally-recognized Indian tribe, the United States or a state of the United States, and a firm, corporation, partnership, or association in which such a person or entity has any interest may not work as a contractor or subcontractor on this project unless three years has elapsed from the date of debarment.