I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to develop and provide training sessions for employees and community members. The training sessions are intended to help promote drug prevention and assistance within the tribal community by educating people on how to spot drug use and how to help those with substance use disorder.

II. SCHEDULE

Sealed proposals for the services requested in the RFP will be received by the Tribal Secretary until August 16, 2023 at 2:00 PM, Central Daylight Time. Proposal must be identified as being “Bid for Drug Prevention Sessions” on the outside of the envelope. Proposals shall be delivered to the:

Stockbridge-Munsee Tribal Secretary
N8476 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416
Telephone: 715-793-4387

III. PROJECT AND SCOPE OF SERVICES

The Stockbridge-Munsee Community is a Federally recognized Native American Tribe. The Stockbridge-Munsee Indian Reservation is located in Bowler, Wisconsin. The Tribe consists of approximately 1,800 enrolled members and their families. The Tribe is the largest employer in Shawano County with approximately 900 individuals both in tribal government operations and tribal enterprises. The Tribe has a statistically higher level of substance use disorder (SUD) than the national average and the Wisconsin average. The Tribe has seen an increase in the number of negative outcomes related to drug use.

The Tribe is requesting proposals for firms or individuals to provide drug prevention and assistance training sessions, more specifically, the successful bidder will be expected to develop training session appropriate for community members and employees and provide multiple presentations of the training session. The Tribe wishes to provide education to both the community members and its employee base in order to offer a better understanding of how to spot drug use and how to help those with substance use disorder.

1. Develop two (2) versions of a one-hour long training seminars with one developed for tribal employees and the other developed for the public community.
   a. The training sessions should include the following.
i. Prevention education that shall educate employees and community members about stress management and pain management techniques. The training will also address the dangers of substance use.

ii. Drug identification that prepare employees and community members to identify drugs that may be used within the community. The training will include information on how to safely handle and dispose of the drugs. The drug identification training should include various opioids, methamphetamine, and fentanyl. This section of training shall include how to properly use fentanyl test kits.

iii. How to tell if someone may be using drugs. The training shall prepare employees and community members to spot what behaviors a person will more likely display when using various drugs.

iv. Recommendations on when to intervene and what actions should be taken if intervening.

v. Information on Naloxone/Narcan use.

vi. The training shall include how to help those with substance use disorder without enabling. This will prepare employees and community in identifying what support options are available and how to help someone such as a family member or friend who may be using drugs. Development of this section shall include input from a behavior health professional.

b. The successful bidder will be expected to work with the Tribe’s HR and EMS departments where appropriate. This section of training shall include Narcan training.

2. Eight (8) of the training seminars will be provided to employees. These trainings will be conducted at various business locations on the Stockbridge-Munsee reservation. Two (2) of the trainings will occur during normal 2nd shift times (4:30pm – midnight start times) and one (1) training must occur during normal 3rd shift times (midnight – 8am start times). The remaining five (5) trainings will take place at various times between 8:00am and 3:30pm (start times).

3. The eight (8) trainings to community may be conducted at various locations within the Stockbridge-Munsee reservation. Five (5) of the seminars to community will take place in late afternoon to evening hours (5pm – 8pm start times). Three (3) of the seminars will occur in late morning to early afternoon (8am – 2pm start times).

IV. STANDARDS AND QUALIFICATIONS

No specific licensing is required of bidders; however, bidders must provide detailed information of their knowledge and past experience in planning and providing substance use prevention and assistance training or educational workshops is required.

Bidders must provide a minimum of three letters of recommendation from previous clients that demonstrate previous proven experience working with and providing technical support to local governments and public sector employers concerning substance use prevention, and substance use recovery education.
V. PROPOSAL REQUIREMENTS

At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsive and is subject to rejection.
1. Identify the bidder’s qualifications as requested under Section IV, including experience with substance use prevention and recovery training and outreach.
2. Describe how bidder intends to provide these services.
3. Identify the timeline for providing the services.
4. Provide at least 3 references.
5. Identify fee for these services and, if any reimbursable expenses, specify what such costs will be in detail.
6. Identify key personnel and the areas of responsibility, including the Owner’s contact.
7. Identify any deviations from this RFP.

Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 (fax: 715-793-1307) (email: jody.hartwig@mohican-nsn.gov).

V. ADDITIONAL INFORMATION

The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. The Tribe may negotiate with or request additional information from any or all considered bidders. The Tribe may waive informalities or irregularities in a proposal.

The successful bidder will be required to enter into a written contract with the Tribe. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.