



NORTHERN CHEYENNE TRIBE
PROCUREMENT DEPARTMENT
P.O. BOX 128
LAME DEER, MONTANA 59043



REQUEST FOR PROPOSAL
State Certified WIC Consultant/Remote Access Registered Dietician
Northern Cheyenne Tribal Board of Health
October 28, 2016

The Northern Cheyenne Tribe (N.C.T.) is soliciting bids from a State Certified WIC Consultant/Remote Registered Dietician (RD) Services for the Northern Cheyenne Tribal Board of Health (NCTBH) to provide Consultant Services for a three (3) year service contract for the Board of Health program to be located within the Northern Cheyenne community in Southeastern Montana

PURPOSE:

The Northern Cheyenne Tribal Health Department is seeking professional services of a state certified WIC/RD consultant services to assist the Tribal Health Department's WIC program.

Scope of Work:

1. Must have contractor furnish all labor and material for state certified WIC services for a (3) year period of FY17, FY18, and FY19.
2. Contractor willing to work in physical/remote location at Indian Health Service building located in Lame Deer, Montana.
3. Must provide quarterly nutritional education for each WIC participant.
4. Must provide monthly nutritional education for each pregnant WIC participant.
5. Diabetic and weight loss counseling along with blood pressure and blood glucose monitoring.
6. Give parents proper nutritional guidelines for their children to meet ideal height weight ratio.
7. Occasional nutritional presentations to schools and other organizations along with review of menus for Headstart programs and local jails if requested.
8. Should include detailed billing for hourly fees and other applicable expenditures.
9. Need to provide qualifying credentials.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

SELECTION PROCESS. The information request can be addressed to the Northern Cheyenne Tribe's authorized Liaison, Tribal Health Administrator, Jace Killsback, (406) 477-6722.

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before November 9, 2016 at 4:30 p.m. All bids must be hand delivered in a sealed envelope or mailed and marked state certified WIC consultant. Please send two (2) copies of the proposal. E-mailed or faxed proposals will not be allowed and late proposals will not be considered. All

LITTLE WOLF AND MORNING STAR – Out of defeat and exile they led us back to Montana and won our Cheyenne homeland that we will keep forever.
LITTLE WOLF AND MORNING STAR - Out of defeat and exile they led us back to Montana and won our Cheyenne homeland that we will keep forever.

required documents must be in the bid prior to opening and received by the bid submission deadline.

If you have any questions concerning the bid opening, please contact Renessa Russette, Procurement Planning Officer at (406) 477-4810.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however it will in no case be the sole deciding factor in awarding work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from Non-Indian owned contractors. In evaluation of the bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

TERO. Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) in accordance with the Northern Cheyenne TERO Ordinance. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application for certification and information on TERO, please write to: Director, Tribal Employment Rights Office, P.O. BOX 308, Lame Deer, MT 59043, or phone (406) 477-6287, and you will be directed to the appropriate personnel to assist you.

This advertisement for Bids does not commit the Northern Cheyenne Tribe to award a contract or to pay any costs incurred in the preparation of the bids or to procure supplies.

The N.C.T. reserves the right to reject any and all bids and to re-advertise according to the best interest of the N.C.T. The N.C.T. reserves the right to any irregularities or informalities in regard to the bids and the bid process.

Published at Lame Deer, Montana on this 28th day of October 2016.

Renessa Russette, Procurement Planning Officer (1st publication): October 28, 2016

P.O. Box 128

Lame Deer, MT 59043