



**-WOHEHIV-
The Morning Star**

Northern Cheyenne Tribe

P.O. Box 128
Lame Deer, Montana 59043



**-WOHEHIV-
The Morning Star**

Request for Proposal
Class VII Cheyenne Language Instructor
N.C. Tribal Historic Preservation
January 24, 2017

The Northern Cheyenne Tribe (N.C.T.) is seeking Cheyenne Language Instruction services for the N.C. Tribal Historic Preservation Office. All services will be located within the exterior boundaries of the Northern Cheyenne Reservation in southeastern Montana.

Position: Cheyenne Language Instructor
Project Location: Lame Deer, Montana
Department: Tribal Historic Preservation Office
Contact Person: Teanna Limpy

Purpose:

The Northern Cheyenne Tribal Historic Preservation Office is seeking Professional Cheyenne Language Instruction Services in an effort by the tribe to revitalize and preserve the Cheyenne Language. The language instructor will instruct the THPO staff and all interested tribal employees.

Scope of Work:

1. Contractor must furnish all labor and material for Cheyenne language instruction.
2. Contractor will independently compile all instruction materials for instruction, such as: voice recordings, video recording, interviews, etc.
3. Contractor will incorporate oral stories, oral histories, and conversational dialogue during instruction.
4. Contractor will develop a curriculum entailed for tribal employees of varying ages, speaking ability, and level of understanding.
5. Contractor, when applicable, will also distinguish words between the two tribes comprising the Cheyenne Nation.
6. Travel to various tribal departments and offices for classroom instruction may be required.
7. Must provide qualifying credentials, including all skills and abilities essential to the successful undertaking of this project.
8. Should include detailed billing for hourly fees and other applicable expenditures for instruction, including prep costs for two hours of instruction per work week.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

Qualifications and credentials, work experience, billing information, example of any related project(s), and contract estimate for the remaining duration of the 2017 fiscal year.

SELECTION PROCESS. The information request, schedule coordination, and all logistical concerns on this project can be addressed to the Northern Cheyenne Tribe's authorized Liaison on this project:

Tribal Historic Preservation Officer
Teanna Limpy, (406) 477-4839/4838

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before February 3, 2017 at 4:30 p.m. All bids must be hand delivered or mailed and marked **Class VII Cheyenne Language Instructor**. Please send two (2) copies of the proposal. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All 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

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) prior to submitting a bid 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 N.C. Tribe to award a contract or to pay any costs incurred in the preparation of the bid(s) 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. Tribe. The N.C. Tribe reserves the right to any irregularities or informalities in regard to the bids and the bid process.

Published at Lame Deer, Montana, on this 24th day of January 2017.

Renessa Russette, Procurement Planning Officer
P.O. Box 128
Lame Deer, MT 59043