



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



Request for Proposal
Professional Consultant Services
Northern Cheyenne Tribal Board of Health
January 19, 2017

The Northern Cheyenne Tribe (NCT) is soliciting bids for professional consulting services to implement and conduct a Tribal Premium Sponsorship Program for eligible members through the Montana Health Exchange, a Federally-Facilitated Marketplace. The purpose of engaging in Tribal Sponsorship is to access the substantial health insurance coverage through the Marketplace for eligible tribal members. This is an eight-month service contract for the Board of Health program located within the Northern Cheyenne community in Southeastern Montana.

Background:

Consultant will provide professional consulting services for Fiscal Year 2017, commencing January 2017 and running through September 30, 2017. The consulting services will be provided to the Tribe, whose headquarters are located in Lame Deer, Montana. The consulting services will be performed both off and within the exterior borders on the Northern Cheyenne Reservation, which will include but is not limited to:

Scope of Work:

- The Consultant agrees to provide professional consultant services to the Board of Health concerning Tribal Health Programs, including but not limited to, the startup and implementation of the Tribal Premium Sponsorship Program.
- The Consultant will provide services to draft program policies and procedures, draft, revise and finalize program forms, enrollment applications, acceptance letters, declination letter, annual financial update forms, internal processes forms, and other forms to be determined in the startup phase of the Tribal Premium Sponsorship.
- The Consultant agrees to devote their professional resources to fulfilling the obligations of this agreement.
- Compensation. The Consultant will be compensated for all work and services performed under this agreement. The Tribe agrees to pay the Consultant for all work and services according to a following fee structure: Travel expenses approved in advance by the Tribe will be reimbursed. Mileage will be the current IRS rate (applies only to use of personal vehicles for travel). Postage will be reimbursed for actual cost. Copies will be \$.025 per page and faxes will be \$.25 per page. The Consultant will invoice the Tribe on a monthly basis.

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 INCLUDE THE FOLLOWING:

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

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before January 30, 2017 at 4:30 p.m. All bids must be hand delivered in a sealed envelope or mailed and marked state certified **Consultant Professional Services**. 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 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.

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Renessa Russette, Procurement Planning Officer (1st publication): January 19, 2017

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