



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



Request for Proposal (RFP)
Accreditation Project Manager
Northern Cheyenne Tribal Board of Health
Public Health Nurses
March 21, 2017

The Northern Cheyenne Tribe is now accepting sealed bids for an Accreditation Project Manager services for the Northern Cheyenne Tribal Board of Health (NCTBH) Public Health Nurses Program.

PURPOSE:

The Northern Cheyenne Tribal Board of Health received a National Indian Health Board grant to develop a community health needs assessment to become accredited by the Public Health Accreditation Board (PHAB).

The Accreditation Project Manager must possess the following leadership skills to select and lead an accreditation team: analytic skills to work with the accreditation team to gather and select the most appropriate documentation for PHAB measures; time management and organizational skills to use project management tools to keep the process moving forward in a timely and systematic method; communications skills to convey the importance and process of public health accreditation to staff, governing entity, department leadership, partners, and the community through presentations and other communication; writing skills to provide clarification and support for documentation and to submit annual reports to PHAB that describe progress towards addressing areas of improvement; team building skills to motivate an accreditation team prioritize actions, delegate responsibilities clearly, define tasks and keep moral high through celebrating successes; computer skills to train an accreditation team in using e-PHAB and manage an internal data base of proposed and selected documentation; must work closely with the Accreditation Consultant.

CONTENT OF THE PROPOSALS

To adequately select the firm or individual who will best serve the needs of the NCT, it will be necessary to review the experience of the respondent(s) as it closely relates to those needs and to review the expertise and qualifications of the individual(s) who will provide the services. To meet these objectives, the proposal must contain a Statement of Work. The potential qualifying consultant must submit a Statement of Work that will be reviewed by the Tribal Health Administration; the statement should include the following:

Service/Scope of Work for the Accreditation Project Manager includes the following:

1. Conduct assessments of the health departments readiness to seek accreditation.
2. Coordinate the development and implementation of the health department's internal plan to engage staff in the accreditation process.
3. Engage partner organizations and community partners in the accreditation process.
4. Develop and facilitate the health department's accreditation team.
5. Manage the selection process for documentation for the PHAB measures.
6. Maintain a documents management process.
7. Manage and coordinate the site visit and the review of site visit report.
8. Have an overall understanding of the operations of the health department and the 10 essential public health services.
9. Must have prior experience in community health needs assessment.
10. Will work closely with the Director of Public Health, workgroups, committees and subcommittees
11. Need to provide qualifying experiences or background information.
12. Individuals/organizations should include a detailed billing schedule, include hourly fees and other applicable expenditures as appropriate.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

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 Health Administrator
(406) 477-6722

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before March 31, 2017 at 4:30 p.m. **All bids must be hand delivered or mailed and marked Accreditation Project Management Services. 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 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 Northern Cheyenne Tribe 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.

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Renessa Russette, Procurement Officer

Northern Cheyenne Tribe

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Lame Deer, MT 59043