



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



REQUEST FOR PROPOSALS
IT SERVICES
Northern Cheyenne Tribal School
December 5, 2017

The Northern Cheyenne Tribe is now accepting sealed bids for IT Services to work with Northern Cheyenne Tribal School Staff and Administration.

PURPOSE

Assists in distribution, installation, and operation of the District's computer systems, reports major software and system malfunctions to Superintendent or Principal for purpose of maintaining efficient operation of network. Confers with users regarding system operational malfunctions and determines corrective actions or steps to maintain functional computer network. Travels to various sites to provide training, troubleshoot equipment problems, and install new equipment, develops user guides and other user assistance items. Installs, tests, troubleshoots, and maintains computer hardware and software; diagnoses and resolves problems and malfunctions, utilizing test programs and equipment. Previews software; recommends purchase of new and replacement hardware and software. Communicates with vendors, suppliers, and District Administrators and personnel concerning parts, equipment and program operation, and new technology. Maintains records and prepares reports related to equipment inventory, maintenance, installations, and warranties. Responds to emergency requests for equipment repairs, provides reports and works directly with inventory control to track technology assets. Communicates with maintenance/facility to provide logistical setup of desks/office furniture.

CONTENT OF THE PROPOSALS

To adequately select the firm or individual who will best serve the needs of NCTS, it will be necessary to review the experience of the respondent(s) as it closely related 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 Northern Cheyenne Tribal School Administration; the statement should include the following:

The Contractor shall furnish all labor and materials for the Information Technology services; must have access to facility to provide services year round.

Service/Activity and Scope of Work:

This scope of work entails the successful licensed contractor to provide IT Services. The desired minimum qualifications:

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.

Any combination equivalent to: a high school diploma supplemented by vocational or college-level course work in computer science, computer technology, or related field and two years progressively responsible computer experience, including experience in maintaining computer operations and system administration.

- Knowledge of computer applications, operations, and equipment.
- Knowledge of copyright laws, privacy laws, and District policies related to network/computer access.
- Knowledge of requirements and procedures for determining the configuration of microcomputer equipment and system-level and commercially packaged software.
- Knowledge of methods, tools, and procedures used in installation, repair, and maintenance of computers and equipment.
- Troubleshoot, investigate, and correct computer malfunctions or concerns and perform routine hardware and
- Provide demonstration and explanation of a variety of computer hardware and software operations.
- Work effectively with strict timeliness, numerous contacts, and the necessity of accuracy.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively orally and in writing to non-technical staff.
- Train and provide direction to others.
- Work effectively, both independently and as a member of a team.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to handle stressful situations.

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:

Northern Cheyenne Tribal School Superintendent
Teresa McMakin, (406) 592-3646 EXT 141

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before

December 18, 2017 at 4:30 p.m. **All bids must be hand delivered or mailed and marked IT 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 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.

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