



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



**REQUEST FOR PROPOSALS (RFP)**  
**PROFESSIONAL ATTORNEY CONSULTING SERVICES**  
**Northern Cheyenne Tribal Health Department**  
**December 4, 2017**

The Northern Cheyenne Tribe (NCT) is soliciting proposals from qualified firms and individuals for the Professional Attorney Consulting services for the Northern Cheyenne Tribal Health Department located on the Northern Cheyenne Tribal Reservation, Lame Deer, Montana.

**PROGRAM**

The Northern Cheyenne Tribal Health Department is seeking professional services of a licensed professional attorney consultant to assist the Tribal Health department and its board with programmable and other legal issues.

**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 be providing the services. To meet these objectives, the proposal must contain a Statement of Work. The potential qualifying consultant must submit a Statement of Work which will be reviewed by the Tribal Health Administration; the statement should include the following:

**Scope and Detail of Work**

1. Must have experience with PL 93-638; Indian Self-determination contraction for regulation and policy interpretation.
2. Must have experience with Annual Funding Agreements such as Tribal/IRS negotiations.
3. Must have experience with working with Tribal Governments and Tribal Health Programs along with their federal and state funding sources.
4. Should include detailed billing for hourly fees and other applicable expenditures.
5. Need to provide qualifying credentials.
6. Background check necessary for winning proposal.
7. Must be T.E.R.O. certified.

**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  
Eugene Little Coyote, 406-477-6722

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.

Interested parties must submit written proposals to the Northern Cheyenne Tribal Finance Office, located in Lame Deer, Montana, so that they are received in person or by mail on or before 4:30 p.m. MST December 15, 2017.

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before December 15, 2017 at 4:30 p.m. **All bids must be hand delivered or mailed and marked Professional Attorney Consulting 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, please contact Renessa Russette, Procurement Planning Officer at 406-477-4810.

According to the Federal regulations and NCT policies, Indian Preference in the selection of firms shall apply. 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 if 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.

If your firm has questions pertaining to the Consulting Services or proposal requirements, please contact the Tribal Health Administrator, Eugene Little Coyote at 406-477-6722.

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