



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



Request for Proposal (RFP)
Professional Nutritional Services
Northern Cheyenne Tribal Board of Health
February 27, 2018

The Northern Cheyenne Tribe (NCT) is now accepting sealed bids for a Professional Nutritional Services for the Northern Cheyenne Tribal Board of Health to provide Nutritional Services for the Board of Health Program to be located within the Northern Cheyenne community in Southeastern Montana.

Purposes:

The Northern Cheyenne Tribal Board of Health Department is seeking Professional Nutritional Services for the NCTBH Wellness (Diabetes) Program.

Scope of Work:

1. Contractor must furnish all labor and materials for the Professional Certified Nutritional Services for a 4-month period that will include dietetic services, diabetes prevention tools along with counseling to individuals and various sized groups.
2. Contractor to work on-site at the NCTBH Wellness Building located in Lame Deer, Montana.
3. Provide clinical consultation, educational presentations and handouts on the Healthy Plate Program.
4. Development of policies and procedures for ongoing services resulting from consultation.
5. Patient and clinic record data entering and auditing.
6. Provide additional duties as assigned by Diabetes (Wellness) Coordinator that have been referred by the primary care provider or medical staff.
7. All duties will utilize the approved Standard by the American Dietetic Association and the Indian Health Services Standards for care for Diabetes.
8. Should include detailed billing for hourly fees and other applicable expenditures.
9. Submit and provide qualifying credentials.

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 March 13, 2018 at 4:30 p.m. All bids must be hand delivered in a sealed envelope or mailed and marked state certified **Professional Nutritional 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) 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 Northern Cheyenne 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.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 (2nd publication): February 27, 2018
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