



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



**REQUEST FOR PROPOSALS (RFP)**  
**MENTAL HEALTH & SUBSTANCE ABUSE**  
**SCHOOL-BASED COUNSELING SERVICES**  
**Northern Cheyenne Tribal Board of Health**  
**August 28, 2019**

The Northern Cheyenne Tribe (N.C.T.), Northern Cheyenne Tribal Board of Health (NCTBH), a Tribal 93-638 Health Facility is now accepting proposals for a Mental Health Clinician, a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), Licensed Addiction Counselor (LAC), or a Licensed Psychologist, Ph.D. to provide clinical group, individual and family counseling services in a school-based setting. The services will be located at both the Lame Deer Public Schools and the Northern Cheyenne Tribal Schools.

**PURPOSE**

Objectives of the school-based services are to: provide intervention and referral services; provide supportive programs and services based upon the needs identified in the schools; to provide follow-up services to students returning to school from treatment; to provide motivational services.

**CONTENT OF THE PROPOSAL**

To adequately select the firm or individual who will best service the needs of the N.C.T., it will be necessary to review the experience of the respondent 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 (SOW). The potential qualifying contractor must submit a SOW that will be reviewed by the Tribal Health Administration and should include the following:

**Statement of Work:**

The SOW entails the successful licensed contractor to provide mental health and substance abuse services in the local schools. The contractor must be an active LCSW, LCPC, LAC or a Licensed Psychologist. This individual works closely with the school principals at each school, Behavioral Health, NCRC and the Revenue Enhancement Office of NCTBH Programs.

The contractor must incorporate a high degree of cultural relevance through materials and exercise that reflect the Northern Cheyenne traditional and contemporary tribal activities, beliefs and values. The contractor will use best practices in counseling youth ensuring cultural appropriateness and effectiveness including attention to spirituality with efforts to coordinate with NCTBH's Cultural Specialist, who is located at the Northern Cheyenne Recovery Center (NCRC).

The contractor will provide mental health services for youth with emotional and/or behavioral disorders and those abusing alcohol and drugs who are in need of a higher level of care than what the school counselors can offer. The successful person will be expected to assess, evaluate, diagnose with DSM V criteria, provide treatment planning and utilize case management services for coordination and continuity of care.

Contractor will provide services to include but not limited to: individual counseling, peer support groups, motivational enhancement therapy groups, relapse prevention groups for those with previous use and those returning from a treatment setting. In addition, the contractor will be expected to provide individual

and/or family counseling using various counseling modalities and to be able to provide professional consultations to schools.

The contractor is expected to write and submit monthly, quarterly and a final yearly statistical and performance report to the Director of Behavioral Health and NCRC. If requested by the Director of Behavioral Health Department and/or NCRC, the contractor will sit in on case management meetings with NCRC and the Northern Cheyenne Behavioral Health Department and/or NCRC.

The contractor is expected to maintain accurate and up-to-date records for third party medical revenue. NCTBH utilizes the Resource and Patient Management System (RPMS) and AccuCare software for Electronic Health Records. The contractor also meets with the Director of Revenue Enhancement to ensure optimal reimbursement from third party payers.

**Required Documents and Requested Information**

Applicants must include the required documents listed below and to provide requested information with sufficient detail to facilitate the elements in the evaluation criteria. The failure to provide the required documents will result in the proposal deemed nonresponsive. The failure to include requested information may result in zero points which will decrease the maximum point system.

**Required Documents:**

1. The contractor must provide proof of being insured.
2. Resume
3. Submit active professional licenses and certifications.
4. Professional references and Letters of Recommendation/References. Include the name, position/business addresses and phone numbers.
5. Cost proposal. Attach a rate schedule that includes the hourly rate, provide estimates of all associated costs, including travel.

**Additional Requested Information:**

1. Cover Letter
2. Experience working with American Indian youth in a school-based setting.
3. Experience in working with Indian Tribe(s).
4. Two (2) years minimum experience is recommended but not required.
5. Indian Preference verification in accordance with Tribal Employment Rights Office TERO.

Awarded contractor will be required to submit to a background check and the credentialing process.

**Evaluation Criteria:**

<i>Required Documentation Description:</i>	<i>Q&amp;A</i>	<i>Maximum Points</i>
<i>Cover Letter</i>	Was a cover letter submitted?	3
<i>Resume</i>	Was a resume submitted?	5
<i>Liability Insurance</i>	Was proof submitted?	3
<i>Letters of Recommendation/References</i>	1 reference	1
	2 references	2
	3 references	3
<i>Experience in working with American Indian youth.</i>	One to two years	1
	Two to three years	2

<i>Experience working in a school-based setting.</i>	Three plus years	3
	One to two years	1
	Two to three years	2
	Three plus years	3
<i>Professional License</i>	Is proof of professional license submitted?	1
	Is professional license active and in good standing?	1
	<b><i>Total General Points</i></b>	<b>31</b>
	Northern Cheyenne Indian owned business	3
	AI/AN owned business	2
	Non-Indian owned business	1
	<b><i>Maximum Points Possible</i></b>	<b>37</b>

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.

If negotiations with the selected applicant fails to produce a contract, the NCTBH reserves the right to enter into negotiations with the next highest scoring proposal.

**Conflict of Interest**

Contractors must fully disclose in writing to the NCTBH on or before the closing date of the RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the contractor were to become a contracting party pursuant to the RFP. The NCTBH shall review any submissions by contractors under the provision and may reject any proposals where in the opinion of the NCTBH, the contractor could be in conflict of interest or could be perceived to be in a possible conflict of interest position if the contractor were to become a contracting party pursuant to this RFP.

**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.

Please submit your bid, one Bid per Contractor to the Northern Cheyenne Tribe Finance Officer on or before September 6, 2019 at 5:00 p.m. All bids must be hand delivered or mailed and received by the bid deadline in a sealed envelope and marked Mental Health & Substance abuse School-Based Counseling Services Bid. Emailed or faxed proposals will not be allowed and late proposals will not be considered.

Bid opening will be September 6, 2019 at 5:00 p.m. No bids may be withdrawn after the scheduled time for public opening of bids. If you have any questions concerning the bid opening, please contact Renessa Russette at the Procurement Planning office. Phone (406) 477-4810.

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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