



Northern Cheyenne Tribe



-WOHEHIV-
The Morning Star

P.O. Box 128
Lame Deer, Montana 59043

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Request for Proposal
Parenting Session Services
Human Services IV-E Program
February 21, 2020

The Northern Cheyenne Tribe (N.C.T.) Human Services Program is now requesting proposals to provide parenting classes for the Northern Cheyenne community members on the reservation. The individuals to be served include parents, guardians, adoptive parents, foster parents and grandparents to their own grandchildren. This Parent Training session is for all who are parents, guardians, adoptive parents, foster parent or grandparent interested in learning more about parenting their children & grandchildren.

The contractor shall furnish all labor, equipment and materials needed for the Parenting Sessions Services. This bid should include (but is not limited to) the following:

The contractor shall bid for Parenting Sessions Services for the N.C. Human Services IV-E Program. The Parenting Sessions services for Foster Parent Training on March 11, 12, & 13, 2020. Location is to be announced.

SCOPE OF WORK:

The scope of work for these services will focus on strengthening and preserving the families on the reservation. Culture awareness is a must to help the non-Indian and non-Cheyenne families who are caring for our Northern Cheyenne children, families involved in these sessions will be focusing on basic parenting, also the session will be addressing problem areas within the family.

The primary focus of the services is to provide remediation for families that are at risk for breakdown. Secondary focus is to provide cultural relevant parenting practices to non-native and non-Cheyenne foster parents. The estimate number of participants to be served is approximately fifty (50) people.

The training will be three consecutive days, March 11, 12, & 13, 2020, two days beginning at 8:00 a.m. 4:00 p.m. with breaks for lunch. On day three, beginning at 8:00 a.m. – 1:00 p.m. The lunch meal will be served at 12:00 noon to 1:00 p.m. This will cover the fifteen (15) hrs. per year which is required for the foster parents as per Foster Care Policy.

All clients will be encouraged to attend all sessions. Each participant who completes all sessions will receive a Certification of Completion.

- Contact person: Ariane Rowland, Liaison, (406)477-4829
- Selected Contractor will need to coordinate-work schedule with Liaison in order to address the logistics of performing work.

The Contractor shall include in their proposal a price for the following:

- Detailed breakdown of expenses
- Mileage

- Delivery

Information on these services can be picked up at the Procurement Office, Little Wolf Capital Building, 600 Cheyenne Avenue South, Lame Deer, Montana, 59043. Please submit your proposal, one proposal per contractor to the N.C. Tribe Finance Office before March 4, 2020 at 4:30 p.m. All proposals must be hand delivered or in a sealed envelope and received before the proposal deadline and marked, Parenting Training Sessions Services and also have the Company name on the sealed envelope. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All required documents must be in the sealed bid prior to the bid opening. No bids may be withdrawn after the scheduled time for the public opening of bids. If you have any questions please contact Renessa Russette at the Procurement Office, 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 the 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 bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

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. Box 308, Lame Deer, MT 59043, or phone 406-477-6505. The contractor is responsible for payment of all TERO fees.

This Advertisement for Bids does not commit the N.C. Tribe to award a contract. Nor to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

The N.C. Tribe reserves the right to reject any and all bids and to re-advertise according the best interests of the N.C. Tribe. The N.C. Tribe reserves the right to waive any irregularities or informalities in regard to the bids and the bid process.

Published at Lame Deer Montana, on this 21st day of February, 2020.

Renessa Russette, Procurement Planning Officer
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