



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



Request for Proposal
Healthcare Consultant
Northern Cheyenne Tribe
Northern Cheyenne Tribal Board of Health
April 27, 2021

The Northern Cheyenne Tribe (NCT) is soliciting bids from a healthcare professional consulting service to the Northern Cheyenne Tribal Board of Health (NCTBH), to provide technical and consultative services. This is a 18-24 months service contract for the Board of Health located within the Northern Cheyenne Indian Reservation in Southeastern Montana.

BACKGROUND

The consulting services will be provided to the NCTBH, whose headquarters are located in Lame Deer, Montana. The consulting services will be performed both off and within the exterior borders on the Northern Cheyenne Reservation.

CONTENT OF THE PROPOSAL

To adequately select the firm or individual who will best service the needs of the NCT 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 consultant 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 contractor to provide planning/design and organizational development assistance in the following areas: school-based health care field, to include behavioral health programs, Tribal Health Improvement Program, to include dedicated staffing and workload capacity, youth development, to include a mentoring program, Certified Nursing Assistant (CNA) program, to include instruction and exam proctoring, and development of health promotion and education, including training for providers, staff, and community. The professional consulting will be provided for the Northern Cheyenne Tribal Board of Health. The contractor must have an extensive background working with the Native American population, be certified as a CNA Instructor, and be a licensed healthcare provider (physician, nurse practitioner, physician assistant, registered nurse, clinical social worker, etc). This individual works closely with the Directors of the Northern Cheyenne Tribal Board of Health.

The consultant agrees to devote their professional resources to fulfilling the obligations of this agreement. The chosen consultant must travel to the Northern Cheyenne Reservation 1-2 weeks per month. Quarterly reports will be submitted to the Tribal Health Administrator or chosen delegation. The reports will include any information related to the planning and development.

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.

Cost breakdown of all work being compensated for services performed under this agreement. Travel expenses will be reimbursed. Mileage will be the current IRS rate (applies only to use of personal vehicles for travel). Postage will be reimbursed for actual costs. The consultant will invoice NCTBH on a monthly basis.

Required Documents:

1. Resume
2. Submit active professional credentials, licenses and certifications.
3. Professional references and Letters of Recommendation, include the name, position/business addresses and phone numbers.
4. Cost Proposal. Attach a rate schedule that includes the hourly rate, provide estimates of all cost associations, including travel.

Additional Requested Information:

1. Cover Letter
2. Experience in working with Indian Tribe(s)
3. Indian Preference verification in accordance with Tribal Employment Rights Office (TERO).

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 May 11, 2021 at 4:30 p.m. All bids must be hand delivered in a sealed envelope or mailed and marked state certified **Healthcare Consultant**. 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.

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. 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 bids or to procure supplies.

The NCT reserves the right to reject any and all bids and to re-advertise according to the best interest of the NCT. The NCT. reserves the right to any irregularities or informalities in regard to the bids and the bid process.

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