



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



**Request for Proposal**  
**Youth Evaluation Specialist for COVID-19**  
**Consulting Services**  
**April 27, 2021**

The Northern Cheyenne Tribe is soliciting proposals from qualified organizations and individuals for contractual services for the Northern Cheyenne Tribal Board of Health located on the Northern Cheyenne Reservation, Lame Deer, Montana.

**PROGRAM**

The NCTBH (Northern Cheyenne Tribal Board of Health) is seeking an individual(s) or organization to provide evaluation services to the NCTBH's Health Promotion Programs' Cottonwood Connections youth suicide prevention program. Cottonwood Connections is a 5-year culturally-based community driven suicide prevention project that will utilize Tier 1 Universal prevention strategies based in the Northern Cheyenne culture. Primary intervention targets include: community-wide education and training to promote community and trauma resilience while reducing risk factors and early identification and triage of high-risk youth. Cottonwood Connections aims to develop a comprehensive Tier 1 universal prevention strategy based on the Northern Cheyenne values of inclusion, kinship systems, reciprocity, and humility for youth ages 0-24 years.

The individual / organization that provides evaluation support will be responsible for meeting with youth mentors monthly, training them in the development of evaluation, prevention, and the importance of youth engagement in prevention, as well as discussing implementation prevention plans. The evaluation specialist will also participate in performing reports on the utilization of TBH COVID-19 subaward project funds with respect to and in accordance with the original award activities for the grant. This individual/organization will be responsible for planning and implementing evaluation activities reaching a minimum of 5 youth. The individual/organization will be responsible for providing; a) documentation of the activities/evaluations implemented, b) the number of youth that participated, and c) prevention plans from project efforts. We anticipate granting one award from this request for proposals.

**CONTENT OF THE PROPOSALS**

To adequately select the individual(s) or organization who will best serve the needs of the Northern Cheyenne Tribe, it will be necessary to review the experience and qualifications of the respondents as they relate to the service and activity needs listed. Individuals and organizations who wish to submit a proposal must submit a Statement of Work. The Statement of Work will be reviewed by the Tribal Health Administration; the Statements should include the following:

**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.**

## **SERVICE /ACTIVITY AND SCOPE OF WORK**

1. Plan and implement youth evaluation activities on the Northern Cheyenne reservation from May 1- September 29, 2021 reaching more than 5 youth, up to age 24.
2. Must utilize local knowledge and an Indigenous Focused- Evaluation in the development of evaluation training activities and data collection activities.
3. Must include experiential learning activities that build leadership and resilience in youth based on the Northern Cheyenne culture and traditions.
4. Must have prior experience working with youth up to age 24 years.
5. Must have prior experience designing and implementing culturally-based evaluations with youth up to age 24.
6. Must be familiar with the Northern Cheyenne history, principles, and values and incorporate these into cultural mentoring program and experiential learning opportunities.
7. Must work in partnership with the Cottonwood Connections Community Health Specialist, Project Director, Workgroup, and identified community partners.
8. Must focus on mentoring activities that strengthen the resiliency of youth while addressing risk factors using a holistic approach through social support, identity, and self-confidence.
9. Must work with the Cottonwood Connections team to assess the feasibility of implementing the culturally based mentoring program annually and outcome measures associated with Tier 1 Universal Prevention Strategies.
10. This contract must cover all program costs including transportation, facilities, mentors, subcontractors, supplies, and consultant time/hours worked.

Information requests, schedule coordination, and all logistical concerns related to this RFP can be addressed to the N.C. Tribe's authorized Liaison on this project:

Name – Tribal Health Administrator

Northern Cheyenne Tribal Board of Health

100 Eagle Feather Drive

P.O. Box 67

Lame Deer, MT 59043

Ph. (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 stamped in on or before 4:30 p.m. MST, May 11, 2021 marked Youth Evaluation Specialist for COVID-19, Consulting Services Bid. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All Required documents which includes a copy of the TERO Certification must be in the sealed bid prior to opening. If you have any questions concerning the bids, please contact Renessa Russette, Procurement Planning Officer at the N.C. Procurement Office. Phone #477-4810.

According to the Federal regulations and Northern Cheyenne Tribal 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 the work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from non-Indian owned Contractors. 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.

Proposals received after above mentioned due date shall be considered unresponsive and shall be returned unopened to the responding firm. The Northern Cheyenne Tribe reserves the right to accept or reject any or all proposals and to waive any informality in the proposal received, consistent with the regulations, if it is in the best interest of the Northern Cheyenne Tribe.

#### **T.E.R.O.**

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. 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 NCTBH Tribal Health Administrator at (406) 477-6722.

Please send two (2) copies of the proposal, faxes or email will not be acceptable to:

Renessa Russette – Procurement Planning Officer  
Northern Cheyenne Tribe  
P.O. Box 128  
Lame Deer, Montana 59043

Published at Lame Deer, Montana, on this 27<sup>th</sup> day of April 2021.