

MEMORANDUM

RE: T.E.R.O. Certification and Compliance Agreement Procedures

When your application for TERO certification is received, it will be reviewed. If your application is incomplete, you will receive a checklist of verifications it will be necessary for you to submit. If your application is complete, you will receive a Certificate that expires one year from the date of issue. It would be of great assistance to us at TERO if you would identify the specific project you are bidding on or are interested in at the time you submit your documents to TERO.

Your next step is when you enter into a contract as a prime contractor or sub-contractor, before you begin work, you must contact the TERO office and set up an appointment with the Compliance Officer. You must bring in several documents, including a copy of the contract or agreement with the owner or prime, a copy of your notice to proceed and copies of your insurance documents sent by your insurance companies verifying your liability, workman's comp and any other required insurance. These copies will become a part of your TERO file. Remember the insurance requirements, the wage scale, and other pertinent components of the contract become enforceable by TERO.

If all your documentation is in place, the Compliance Officer will then enter into a written compliance agreement with the authorized representative of your company. This means the person who the company has authorized to make major decisions on this project and who is usually the on-site contact person. You must identify your core crew, which are company employees you want to be on-site. This is generally the job superintendent, supervisor or foreman or a combination of these positions. You will identify all positions you expect to hire as local hires or TERO referrals.

The Compliance Officer will review your core crew and determine if any of the positions you have identified as core crew or expect to hire are positions for which TERO has qualified persons. In that event, we will expect you to consider our TERO referrals for these positions. We have the mechanism to contact the persons that you may interview, notify them of the date and time of the interview and relate to them any special conditions of the job. We will expect you to hire 100% of our people for the laborer positions. We have a good number of carpenters, cement workers, ironworkers, operators, CDL carrying truck drivers and many other trades as well.

You are responsible for purchasing a work permit for all employees who are not enrolled members of the Northern Cheyenne Tribe. This must be done prior to any work being started by the employee. **ALL PERSONS SEEKING A WORK PERMIT MUST BRING IN A PICTURE I.D. AND A SOCIAL SECURITY CARD.** The work permit is valid for only one project. If you have several projects going within the Northern Cheyenne jurisdiction and an employee is being shifted from one project to another, that employee must have a work permit for each project. The work permit identifies the project and is valid only until the completion date of that project or the end of the calendar year.

In addition, Ordinance 1 (94) of the Northern Cheyenne Tribal Council states there must be Indian Preference provided for contractors. If you are a prime contractor or a subcontractor seeking 3rd tier subs, we can provide a list of TERO certified contractors, many of whom qualify as Indian preference.

TERO requires you to submit a copy of your weekly payroll to our office. This enables you to verify the person on the project are the persons you have on your compliance plan or are subsequent TERO referrals or new hires. In addition, you are verifying the employee is receiving the wage according to the scale and the positions hired for.

Please contact this office if you have any questions. The call will be directed to the TERO employee whom can most assist you.

FEE SCHEDULE

I. T.E.R.O.

A. Contractual Amount

1. Over \$150,000.00 - 3% of the total contract
2. Over \$ 10,000.00 - 2% of the total contract
3. Under \$ 10,000.00 - \$50.00
4. \$500.00 and under - \$ 5.00

B. Slashing/Thinning Contracts

1. \$500.00 to \$5,000.00 - \$25.00

C. Service Call Employers - \$250.00

II. WORK PERMITS - NON-MEMBERS

A. Per Contract - \$20.00

B. Logging

1. Six (6) month permit - \$10.00
2. Three (3) month permit - \$ 5.00

NORTHERN CHEYENNE TERO
P.O. BOX 308
LAME DEER, MT 59043
406-477-6287(phone)
406-477-6718(fax)
APPLICATION FOR TERO CERTIFICATION

Date _____

1. Company/Business Name _____
2. Business Mail Address _____
3. Business Street Address _____
4. City _____ State ____ Zip _____
5. Telephone Number _____ Fax Number _____
6. Website Access _____ E-Mail _____
7. Check one Northern Cheyenne Tribal member owned Indian owned
{Submit proof of tribal enrollment} Non-Indian owned
8. Check one General Contractor Specialized service contractor, i.e., electrical, plumber, installation, etc.
9. Review the major business categories below and check those which best describe your type of business or professional activity:
 - A. ____ Production. Construction, manufacturing, mining, custom or contract production services, specialized installation.
 - B. ____ Supplier
 - C. ____ Forestry/Agricultural Services
 - D. ____ Communications, public utilities
 - E. ____ Consultant. Field _____
 - F. ____ Transportation
 - G. ____ Service Representative
 - H. ____ Other. Describe _____
10. Federal Employer Identification Number or Social Security Number :

11. Montana State Contractor Registration Number _____
Attach copy of registration
12. Business and/or Professional License Number _____
Attach copy(s)
13. Number of Permanent Employees _____
14. Indicate Business Status:
 - A. ____ Sole Proprietorship. **Attach documentation**
 - B. ____ Partnership. **Attach partnership agreement**
 - C. ____ Corporation. **Attach verification – If Indian or Tribal Member owned, attach Articles of Incorporation and By-laws and submit names of owners with percentage(s) of ownership and copies of shares.**

- D. ____ Other. Specify _____
15. Date of establishment of business/company _____
16. Other or previous name(s) of business _____
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17. If Indian owned, give name of person who authorizes or supervises:
- A. Financial decisions _____
 - B. Day to day management decisions _____
 - C. Estimating _____
 - D. Marketing/Sales _____
 - E. Hiring/Firing _____
 - F. Major purchases _____
 - G. Field Operations _____
 - H. Project/job selection _____
 - I. Bid preparation _____
18. Equipment Owned. **Attach inventory.** Leased Both
19. Attach a list of contracts over \$10,000.00 performed on Indian Reservations within the last 5 years.
20. Have you ever been disallowed or barred from doing business on an Indian Reservation. yes no pending If yes or pending, **attach explanation.**
21. Are you DBE Certified? yes **Attach verification** no

CERTIFICATION

I, _____, certify that the information provided in this application is current, true, and complete. I further certify that I have read or had explained to me TERO Ordinance and TERO Regulations and understand them. I agree to abide by them. For purpose of doing business on the Northern Cheyenne Reservation, I hereby submit to the jurisdiction of the Northern Cheyenne Tribe. I further certify that I am the authorized official to affix my signature to this application on behalf of the company/business.

Signature of Authorized Official

Subscribed and Sworn to before me this ____ day of _____, 200__.

Notary Public, State of _____
Residing at _____
My commission expires _____

For TERO Purpose Only

Date received _____ Date reviewed _____

1. Is application complete? yes no
2. Is application signed and notarized? yes no
3. Are all verifications/documentation attached? yes no
4. Is initial application approved? yes no
5. If not approved, action taken by certifying officer:

6. Further actions taken:

Date	Action Taken
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Signature of Certifying Official Authorizing Approval of Application

Northern Cheyenne TERO Date _____