



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



**Request for Proposal**  
**Cultural Prevention Specialist Consultant**  
**Northern Cheyenne Tribal Board of Health**  
**March 3, 2017**

The Northern Cheyenne Tribe (NCT) is soliciting proposals from qualified organizations and individuals for contractual services organizations to provide Cultural Prevention Specialist Consultant services that will assist the Northern Cheyenne Tribal Board of Health (NCTBH) Health Promotion Programs, Cottonwood Connections, youth suicide prevention program located on the Northern Cheyenne Reservation, Lame Deer, Montana.

**PROGRAM**

Cottonwood Connections is a 5-year culturally-based community driven suicide prevention project that will utilize Tier 1 Universal prevention strategies that will include Northern Cheyenne culturally-adapted evidence-based interventions. 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 for youth ages 10-24 years. Culturally based prevention is a Tier 1 prevention strategy that promotes resilience and reduces risk factors among reservation youth.

**PURPOSE**

The Cultural Prevention Specialist Consultant will assist the Cottonwood Connections team as an expert consultant in Northern Cheyenne culturally based prevention. In the first year (Year 1), the Cultural Prevention Specialist will work with the Cottonwood Connections team to develop a 4-year plan (Years 2 through 5) for offering culturally based prevention with youth between the ages of 10 and 24 years of age. In Year 1 (March 2017- September 2017) the specialist will assist in the planning of prevention activities. They will provide examples and demonstrations of culturally-based prevention activities to the Cottonwood Connections team and 10-member Work Group. The purpose of these demonstrations is to incorporate feedback from the Work Group and to ensure the prevention activities and presentations are consistent with Northern Cheyenne values and traditions. The Cultural Prevention Specialist must be available via phone, email, and in-person for planning purposes throughout the first year. In Year 2 and Year 3 (October 2017-September 2019) the Cultural Prevention Specialist will be responsible for offering Northern Cheyenne culturally-based prevention activities and presentations for youth, families, and other individuals in the communities. The Cultural Prevention Specialist will be responsible for providing; a) documentation of the activities and presentations implemented, b) the location, and c) the number of people that attended, to the Community Health Specialist. The Cultural Prevention Specialist will also work closely with the evaluation team to develop measures to assess the impact of prevention activities on resiliency factors and risk factors. The Community Health Specialist will work with the Cultural Prevention Specialist and Work Group to schedule culturally-based prevention activities and presentations for grant Years 2 and 3 (October 2017-November 2019). We anticipate granting one award from this request for proposals.

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. Page 1 of 3

## **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 and as they relate to the service, activity and Scope of Work listed. Individuals and organizations who wish to submit a proposal must submit a Scope of Work (SOW). The SOW will be reviewed by the Tribal Health Administration. The following should be included:

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

#### **Planning Cultural Prevention Specialist Consultant– March 2017-September 2017**

1. Individuals/organizations should include a detailed billing schedule, include hourly fees and other applicable expenditures as appropriate and pass background check if selected.
2. Must have prior experience working with youth between the ages of 10 and 24 years old. Need to provide qualifying experiences or background information.
3. Must know and/or be willing to learn Northern Cheyenne history as it relates to the origin of and the respect for life.
4. Must participate as an active member of the Cottonwood Connections Work Group.
5. Must provide examples and demonstrations of culturally-based prevention activities to the Work Group during Year 1 (March 2017-September 2017). Activities may include; traditional arts and crafts, traditional food acquisition and preparation, field-trips to sites where it is permissible and does not conflict with traditional laws, and other activities as deemed appropriate by the Tribe.
6. Must develop a four-year (Year 2 through Year 5) plan for the implementation of the Cultural Prevention Specialist servicing the targeted youth and in the various institutions and facilities servicing youth in this target age range.
7. Must select activities that promote respect for life and reflect the Cheyenne way of life. The goal of these activities is to promote life and decrease the occurrence of risk factors that may contribute to suicide.
8. Must be able to pass a background check.

This is a multi-year grant with specific deliverables required each year. This RFP will only cover Years 1 through Year 3 (March 2017-September 2019). Years 4 through 5 will be solicited through another RFP.

#### **Implementing Cultural Prevention Specialist Consultant – October 2017-September 2019**

1. In Year 2 and Year 3 the Cultural Prevention Specialist must facilitate all activities and events as planned in Year 1.
2. Must be available to provide one-to-one interaction and small group interaction as necessary for youth to process and provide positive feedback as a result of activities and events.
3. Must be able to effectively promote Northern Cheyenne beliefs and teachings through traditional methodologies that promote health and wellness to at risk populations.
4. Must provide the necessary documentation from activities and events and collect pertinent data for the grant's purpose and objectives.
5. Must continue a working relationship with the Cottonwood Connections Work Group for the grant purpose and objectives, as well as to ensure the effectiveness of the cultural components of planned activities and events.

### **SELECTION PROCESS**

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:

Tribal Health Administrator  
Northern Cheyenne Tribal Board of Health  
PO Box 67  
Lame Deer, MT 59043  
Ph. (406) 477-6722

Interested parties must submit written proposals to the Northern Cheyenne Tribal Finance Office, located in Lame Deer, Montana, so that they are received in person or by mail, on or before 4:30 p.m. MST, March 13, 2017.

Please submit your bid, one Bid per Contractor to the Northern Cheyenne Tribe Finance Office before March 13, 2017 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, March 13, 2017 and marked Equine Consultant 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 at the N.C. Procurement Office. Phone: (406) 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. 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 3<sup>rd</sup> day of March, 2017.