



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



Request for Proposal
Equine Consultant
Northern Cheyenne Tribal Board of Health
March 23, 2017

The Northern Cheyenne Tribe (NCT) is soliciting proposals from qualified organizations and individuals for contractual services organizations to provide Equine Consultant services for equestrian activities 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.

BACKGROUND

Cottonwood Connections is a 5-year culturally-based community driven suicide prevention project that will utilize Tier 1 Universal prevention strategies that 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. Equestrian activities are a Tier 1 prevention strategy that promotes resilience and reduces risk factors among reservation youth.

PURPOSE

The Equine Consultant will assist the Cottonwood Connections team as an expert consultant in equine assisted therapy. In the first year (Year 1), the Equine Consultant will work with the Cottonwood Connections team to develop a 4-year plan (Years 2 through 5) for offering Equine activities at each of the five districts on the reservation. In Year 1 (March 2017- September 2017) the consultant will provide at least two demonstrations 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 are consistent with Northern Cheyenne values and traditions. The Equine Consultant must be available via phone, email, and in-person for planning purposes throughout the first year. In each Year 2 and Year 3, (October 2017-September 2019) the Equine Consultant will be responsible for offering five equine-based prevention activities for youth, families, and other individuals in the communities. The Equine Consultant will be responsible for providing; a) documentation of the activities implemented, b) the location, and c) the number of people that attended to the Community Health Specialist. The Equine Consultant will also work closely with the evaluation team to develop measures to assess the impact of the prevention on resiliency factors and risk factors. Recruitment and scheduling of equine activities for grant Years 2 and 3 (October 2017-November 2019) will be determined in Year 1 (2016-2017). 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 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:

Equine Consultant Planning and Demonstration – March 2017-September 2019

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 use horses that are healthy and safe for youth to work with.
4. Must work as a team member with the Cottonwood Connections team to maintain, and if necessary learn, Northern Cheyenne history, culture, principles, and values for use in activities and events.
5. Must develop Northern Cheyenne equine activities in partnership with the Cottonwood Connections team and Work Group.
6. Must provide activities with horses that build skills like responsibility, assertiveness, non-verbal communication, self-confidence, and self-control.
7. Must provide a minimum of two equine demonstrations to the Cottonwood Connections team in Year 1.
8. Must be active in the development of a four-year work plan (Year 2 through Year 5) for implementing equine activities in partnership with the Cottonwood Connections Community Health Specialist, Project Director, Work Group, Evaluation Scientist, and identified community partners.
9. Must be able to pass 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 Equine Tier 1 Prevention Strategies – October 2017-September 2019

1. In Year 2 through Year 3, the consultant must offer equine activities and prevention activities and events planned and demonstrated in Year 1.
2. Must reach a minimum of 30 tribal members (ages 10-24 years) per year (2 years' x 30 tribal members = 60 total tribal members).
3. Must work with community leaders, social service agencies, tribal health programs, and others to offer a community-informed approach.
4. Must work closely with the Evaluation Scientist to design instruments, administer surveys, write-up results of sessions, and disseminate results to community and funding agency.
5. Must incorporate a high degree of Northern Cheyenne cultural and linguistic relevance through materials and exercises that reflect the Northern Cheyenne traditional tribal activities, beliefs and values.

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, April 5, 2017.

Please submit your bid, one Bid per Contractor to the Northern Cheyenne Tribe Finance Office before April 5, 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, April 5, 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.

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

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