



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



Request for Proposal (RFP)  
Cultural Journey Facilitator 1  
Northern Cheyenne Tribal Board of Health  
Cottonwood Connection

May 14, 2018

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 facilitate a Cultural Journey that will assist the NCTBH's Health Promotion Program's Cottonwood Connections youth suicide prevention program. Cottonwood Connections is a 5-year (October 2016-September 2021) culturally-based community driven suicide prevention project that utilizes Tier 1 universal prevention strategies that incorporate Northern Cheyenne culturally-adapted evidence-based interventions, including the Cultural Journey. 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 identity, history, and values, involving inclusion, kinship systems, reciprocity, and humility for youth ages 10-24 years.

The Cultural Journey Facilitator I will be responsible for working with the Cottonwood Connections staff to plan, adapt, recruit, and implement a Cultural Journey with youth ages 10-24 years. The Facilitator I must be available via phone, email, and in-person to plan the Cultural Journey with the Cottonwood Connections' Community Health Specialist, Project Director, Work Group, and identified community partners. The Cultural Journey Facilitator I will be responsible for developing and maintaining with the Cottonwood Connections team the culturally directed event to a minimum of 80 youth. The Cultural Journey Facilitator I will be responsible for providing; a) documentation of the activities/lessons implemented, b) the location, and c) a sign in sheet indicating the number of people that attended to the Community Health Specialist. The partners for these events and activities and the schedule for the Cultural Journey will be determined in the planning year. We anticipate granting one award from this RFP (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.

## **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 Statement should include the following:

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

Planning: (October 2017 – September 2018)

1. Individuals/organizations should include a detailed billing schedule, include hourly fees and all applicable expenditures as appropriate.
2. Need to provide qualifying experiences or background information. Must have prior experience working with students between the ages of 10 and 25 years.
3. Must know and/or be able to learn Northern Cheyenne history, principles, and values, as well as cooperate with and lead during planning efforts for the Cultural Journey in Year 2.
4. Must present a work plan for implementing the Cultural Journey with Cottonwood Connections' Community Health Specialist, Project Director, Work Group, Evaluation Scientist, and Community Partners.
5. Must participate in the development of the Cultural Journey topics related to life promotion (suicide prevention) which must incorporate Northern Cheyenne values, principles, and history.

This is a single-year grant with specific deliverables required each year.

Implementing: (October 2017 – September 2018)

1. The Facilitator(s) must implement the Cultural Journey planned and make any updates and modifications as deemed necessary for future implementation.
2. Must provide the Cultural Journey curriculum and necessary materials.
3. Must include Cottonwood Connections' life-promotion (suicide prevention) strategies.
4. Must deliver the Cultural Journey to the number of youth specified minimum of 80 total youth between the ages of 10-24 years.
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.
6. Must work closely with the Evaluation Scientist to design instruments, administer surveys, write-up results of the Cultural Journey, and disseminate pertinent information to the community and funding agency.
7. Must conduct evaluations (initial, mid, and post surveys) for the Cultural Journey and report results to the Cottonwood Connections program team.

This grant has specific deliverables required each year. This RFP will only cover the Planning and Implementing for the specific SOW timeline (October 2017 – September 2018). However, the contracted position will start April 2018-September 2018). Any additional years will be solicited through another RFP.

## **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:

Eugene Little Coyote – 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

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, May 25, 2018.

Please submit your bid, one Bid per Contractor to the Northern Cheyenne Tribe Finance Office before May 25, 2018 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 25, 2018 and marked Health Promotion Cottonwood Connection Activities and 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