



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



Request for Proposal (RFP)
Drum Making Demonstrations
Professional Services
Northern Cheyenne Tribal Board of Health
Cottonwood Connections
July 31, 2018

The Northern Cheyenne Tribe is now accepting sealed bids for the Northern Cheyenne Drum Making Demonstrations Services Tribal Board of Health (NCTBH) Cottonwood Connections Program.

Program:

The NCTBH (Northern Cheyenne Tribal Health Board) is seeking an individual(s) or organization to provide **drum making demonstrations**, beading, and summer youth activities that will assist the NCBOH'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 cultural. 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 0-24years.

The individual/organization that provides **drum making demonstrations** will be responsible for working with the Cottonwood Connections staff to demonstrate drum making, make drums for youths, and offer a weekly drum group in partnership with existing summer youth programs. This individual/organization must be available via phone, email, and in-person to plan and implement the demonstrations in the Northern Cheyenne community with the Cottonwood Connections' Community Health Specialist, Project Director, Workgroup, evaluator, and identified community partners.

They will be responsible for planning and implementing drum making demonstrations that reach a minimum of 100 youth (5 districts, 2 youth each). The individual/organization will be responsible for providing; a) documentation of each lessons implemented, b) the location, c) the number of youth attended, d) the number of drums made to the Community Health Specialist, and e) a safe location in the community for drums to be stored and used by youth throughout the 5-year project.

Service/Activity and Scope of Work:

1. Must have prior experience working with youth up to age 24.

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.

2. Must know the Cheyenne history, teachings, values, and lessons related to drum making.
3. Must have the skill and knowledge to make drums using appropriate materials.
4. Must develop a security plan where drums will be stored and who will be responsible for maintain the drum and making it available for community/district cultural activities through Cottonwood Connections.
5. Must provide documentation of drum making demonstration s, locations, number of youth that attended, and the location of drum.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

SELECTION PROCESS. The information request, schedule coordination, and all logistical concerns on this project can be addressed to the Northern Cheyenne Tribe's authorized Liaison on this project, Tribal Health Administrator, (406) 477-6722.

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before August 14, 2018 at 4:30 p.m. **All bids must be hand delivered or mailed and marked Drum making demonstrations Services. Please send two (2) copies of the proposal. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All required documents must be in the bid prior to opening and received by the bid submission deadline.** If you have any questions concerning the bid opening, please contact Renessa Russette, Procurement Officer at (406) 477-4810.

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however it will in no case be the sole deciding factor in awarding 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.

TERO. 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. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. 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.

This Advertisement for Bids does not commit the N.C. Tribe to award a contract or to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

The Northern Cheyenne Tribe reserves the right to reject any and all bids and to re-advertise according to the best interest of the N.C. Tribe. The N.C. Tribe reserves the right to any irregularities or informalities in regard to the bids and the bid process.

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