



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



**Request for Proposal**  
**Attorney/ Legal Services**  
**Northern Cheyenne Tribal Board of Health**  
**December 6, 2018**

The Northern Cheyenne Tribe (NCT) is soliciting proposals for professional Attorney services to maintain and conduct legal review for all necessary documents pertaining to the Tribal Premium Sponsorship Program for the success and continuation of the program. This is a Fiscal Year service contract for the Board of Health program located within the Northern Cheyenne community in Southeastern Montana.

**Background:**

Consultant will provide professional legal services for Fiscal Year 2019, commencing December 2018 and running through September 30, 2019. The legal services will be provided to the Tribe, whose headquarters are located in Lame Deer, Montana. The legal services will be performed both off and within the exterior borders on the Northern Cheyenne Reservation, which will include but is not limited to:

**Scope of Work:**

- The Attorney agrees to provide professional legal services to the Board of Health concerning Tribal Health Programs, including but not limited to maintaining and the continuation of the Tribal Premium Sponsorship Program.
- The Attorney will provide services to revise the policies and procedures, legal review for all necessary documents, finalize program forms, enrollment applications, annual financial update forms, internal processes forms, and other forms/documents to be determined for the continuation of the Tribal Premium Sponsorship Program.
- The Attorney agrees to devote their professional resources to fulfilling the obligations of this agreement.
- Compensation. The Attorney will be compensated for all work and services performed under this agreement. The Tribe agrees to pay the Attorney for all work and services according to a following fee structure: Travel expenses approved in advance by the Tribe will be reimbursed. Mileage will be the current IRS rate (applies only to use of personal vehicles for travel). Postage will be reimbursed for actual cost. Copies will be \$.025 per page and faxes will be \$.025 per page. The Consultant will invoice the Tribe on a monthly basis.

**REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:**

**SELECTION PROCESS.** The information request can be addressed to the Northern Cheyenne Tribe's authorized Liaison, Tribal Health Administrator, (406) 477-6722.

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before December 17, 2018 at 4:30 p.m. All bids must be hand delivered in a sealed envelope or

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.

mailed and marked state certified **Attorney/Legal Services**. Please send two (2) copies of the proposal. E-mailed 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 Planning Officer at (406) 477-4810.

**REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:**

**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) 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 Northern Cheyenne Tribe to award a contract or to pay any costs incurred in the preparation of the bids or to procure supplies.

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

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Renessa Russette, Procurement Planning Officer (1<sup>st</sup> publication): December 6, 2018

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