



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



Request for Proposal
Lifestyle Coach
Northern Cheyenne Tribal Board of Health
November 26, 2018

The Northern Cheyenne Tribe (NCT) is soliciting bids for a Lifestyle Coach. The mission of the Lifestyle Coach is to promote healthy equity and develop capacities for personal and professional success for all members of the community. Using a socio-ecological perspective and practicing with cultural humility and aims to positively shift culture and social norms around nutrition, health and wellness to increase self-efficiency to make informed health decisions.

Core Duties/Scope of work:

- Provide leadership and direction to ensure that the Wellness program engage participants, promote health and well-being and provide opportunities to enhance the experience and improve the quality of life to the community
- Independently implement, administer and evaluate day to day activities of the program and participants
- Ensures the planning, organization, implementation, and evaluation of programs policies are conducted in accordance with established service and safety standards
- Provide effective customer service delivery, management or associated risks and liability, evaluation and development of programs
- Cultivate an inclusive safe and diverse environment for staff members and guests addressing patients concerns comments and behavior in a timely manner
- Provide counseling to individuals on fitness and wellness activities and programs
- Act as a resource for nutrition, wellness, and fitness for program participants
- Ensure the coordination of recreation activities for all individuals, instructional classes and personal training programs
- Promote wellness and nutrition programs to individuals through active ongoing communications such as social media, email and mail distribution, website development and participation in wellness fairs
- Develop and deliver curricula for use in the program using a variety of platforms for presentation such as in-person, telephone and mobile applications
- Provide counseling to individuals on wellness and health living activities
- Collect and analyze data for quarterly and annual reports with a review and explanation of trends in each of the outlying communities while formulating and evaluation alternative solutions and/or recommendations to achieve the goals of the program
- Demonstrated ability to provide culturally appropriate, respectful and sensitive communication and interaction with people at various levels

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.

Education

- Requires a Master Degree from an accredited college or university
- Certification from an accredited agency

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before December 7, 2018 at 4:30 p.m. All bids must be hand delivered in a sealed envelope or mailed and marked "Lifestyle Coach". 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 questions or 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

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