



**-WOHEHIV-  
The Morning Star**

# **Northern Cheyenne Tribe**

**P.O. Box 128  
Lame Deer, Montana 59043**



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**Request for Proposal  
PROFESSIONAL ATTORNEY SERVICES  
Northern Cheyenne Tribe  
August 26, 2019**

The Northern Cheyenne Tribe (N.C.T.) is now accepting sealed bids for Professional Attorney Services which is located within the exterior boundaries of the Northern Cheyenne Indian Reservation.

The Northern Cheyenne Tribal Administration and Tribal Council is seeking professional services of a licensed professional attorney to provide the N.C. Tribal Administration and Tribal Council with legal advice, representation and other legal issues.

#### **Scope of work:**

1. Provide legal review and assistance with environmental laws, renewable energy and regulations.
2. Assistance with personnel and procurement issues.
3. Legal consultation with Tribal economic developments projects.
4. Review and drafting of the Tribe's contract agreements
5. Review of BIA P.L. 93-638 grant and contract issues.
6. Legal representation in Federal, State and Tribal court proceedings.
7. Development and drafting of Tribal policies and procedures.
8. Drafting resolutions and ordinances.
9. Interpretation of Federal, State and Tribal laws and regulations.
10. Legislative and administrative advocacy with the U.S. Congress, MT Legislature and administrative boards, commissions and committees.
11. Provides legal assistance with preparation and implementation of Tribal elections.
12. Provides legal assistance with Indian Gaming.
13. There may be other items in the future that may require a professional licensed law firm to assist the Tribal Council or Tribal Administration.
14. Must have at least 2 years of experience in working with Tribal Government.
15. Should include detailed billing for hourly fees and other applicable expenditures.
16. Need to provide qualifying credentials.

Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) prior to submitting a proposal in accordance with the Northern Cheyenne TERO Ordinance. Only proposals from companies/firms certified by the Northern Cheyenne Tribal Employment Rights Office (TERO) will be considered. All work done under this contract is subject to the rules and regulations of the TERO Office. Applications for TERO certification and related information may be requested directly from the office located in Lame Deer, MT., by calling the office: 406-477-6505 or by mail: P.O. Box 308, Lame Deer, MT. 59043. The Contractor is responsible for payment of all TERO fees.

Please submit your proposal to the Northern Cheyenne Tribe Finance Office before September 24, 2019 at 4:00 p.m. All proposals must be hand delivered or mailed and marked **Professional Attorney Services**. 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, Acting Procurement 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) 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 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. 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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Renessa Russette, Procurement Planning Officer  
P.O. Box 128  
Lame Deer, MT 59043

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