



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



**Request for Proposal  
Seeking Professional Services  
For Information Technology/Security Consultant  
June 19, 2017**

**Purpose**

The Northern Cheyenne Tribal Board of Health Department (NCTBH) is seeking professional services of a consultant to assist the Tribal Health department and its board with Information Technology and assistance with the Resource & Patient Management Systems (RPMS) and all NCTBH programs.

**Scope and Detail of Work**

1. Measure and seek in assisting IT technology department Monitoring and evaluating systems compliance with IT security requirements.
2. Consultant will measure accuracy of all coding and billing performance with in regards to Information Technology throughout all program, assess staff output with recording daily and reporting.
3. Must have experience working with Resource & Patient Management System Security formalities for successful completion of all benefits for our NC Tribal Board of Health programs.
4. Must have experience in Resource & Patient Management System (RPMS).
5. Should include detailed billing for hourly fees and other applicable expenditures.
6. Consult and guidance for NC Tribal Board of Health Department obtain and/or maintain any and all certifications necessary for Information Technology.
7. Need to provide qualifying credentials.
8. Provide efficiency/deficiency reports of IT system for NCTBH.
9. Provide historical references and/or projects (experiences) with 3<sup>rd</sup> party revenue management systems and includes RPMS.
10. Will create and develop the policies and procedures.
  - a. Documenting, implementing, and coordinating activities designed to protect and manage risk on information technology (IT) systems, services, and capabilities while providing advice and guidance in implementing IT security best practices, policies, procedures and standards in the development, operation, and lifecycle of IT systems;
11. Assisting with Department or Revenue enhancement that have a significant impact on the delivery of client services, and represents the Department of Revenue office in planning for the installation and implementation of new systems.
12. Managing risk to NCTBH operations and its assets, including assisting in assessing risk, implementing risk mitigation strategies, and employing techniques to continuously monitor the security state of the information systems.
13. Analyzing and adapting established methods to enhance the cyber security posture on IT systems within all department at the NCTBH.
14. Monitoring and evaluating systems compliance with IT security requirements, and coordinates activities designed to minimize risk to systems, services, and capabilities

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.

15. IT Consultant will document, implement, and coordinate activities designed to protect and manage risk on information technology (IT) systems, services, and capabilities while providing advice and guidance in implementing IT security best practices, policies, procedures and standards in the development, operation, and lifecycle of IT systems;

Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe Finance Office before June 30, 2017 at 4:30 p.m. **All bids must be hand delivered or mailed and marked Information Technology/Security Consultant 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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