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The Morning Star

Northern Cheyenne Tribe

P.O. Box 128
Lame Deer, Montana 59043

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Request For Proposals
Applied Suicide Intervention Skills Training (ASlST)
Northern Cheyenne Tribal Board of Health (NCBOH)
June 1, 2015

The Northern Cheyenne Tribe (N.C.T.) is now accepting sealed bids for the Northern Cheyenne Tribal Board of Health (NCBOH) consisting of Applied Suicide Intervention Skills Training Services which is located within the exterior boundaries of the Northern Cheyenne Indian Reservation.

The Contractor shall furnish all labor and materials needed to submit a bid for the Applied Suicide Intervention Skills Training Services as requested by the N.C.T. Bids shall be developed based upon the Scope of Work:

Scope of Work

1. Must have available to facilitate a minimum of two (2) training days for community members
2. Must have experience training and implementing Applied Suicide Intervention Skills Training services for community members
3. Must promote Intervention skills for helping persons at risk of suicidal behaviors.
4. Over views the intervention needs of a person at risk. It focuses on providing participants with the knowledge and skills to recognize risk and develop safe plans to reduce the risk of suicide.
5. Should include detailed billing charge for facilitation of Applied Suicide Intervention Skills Training Services. Include hourly fees and other applicable expenditures.
6. Need to provide qualifying experiences or background information.
7. The workshop content is flexible; it can be presented to caregivers with varying levels of training in many different settings, through this Request For Proposals (RFP) and the ASIST Training.
8. Background check necessary for winning proposal. The Liaison will have information on where you can take your background check.

1. **Procedure and Timelines:**
    1. All bids shall include all required documents and be hand delivered or mailed in a sealed envelope marked "Applied Suicide Intervention Skills Training Services Bid" to Colleen Spang, Northern Cheyenne Tribal Procurement Officer or Renessa Russette, Procurement Clerk, on or before July 1, 2015 at 10:00 a.m.

    2. Emailed or faxed proposals are not allowed and late proposals will not be considered. Only one bid per contractor. No bids may be withdrawn after the scheduled time for the public opening of bids.

    3. The lowest responsive bid will be evaluated to determine responsibility. Factors considered in determining responsibility include, but are not limited to: contractor's integrity, compliance with public policies and laws, record of past performance, financial resources and physical resources.

    4. Upon completion of the evaluation, the Procurement Officer shall select the lowest, responsive, and responsible bidder, or may reject all bids.

    5. If you have any questions on the NC Procurement Policies, please contact the Procurement Officer, Colleen Spang at 406-477-4836 or her Assistant, Renessa Russette at 406-477-4810.

REQUIREMENTS:

2. **TERO:**
   Only bids 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: 406-477-6287 or by mail: P.O. Box 308. Lame Deer, MT. 59043. The Contractor is responsible for payment of all TERO fees.
3. No consideration will be given to any bids which do not conform to all of the requirements listed in this request for bids.

4. **Indian Preference:**

   a. Responsive bids will be accepted from all Responsible Contractors, Indian and Non-Indian alike, however the Procurement Officer may, within funding limitations, give preference to qualified Indian owned firms if they are within 5% of the lowest total bid.

   b. While the Procurement Officer shall take Indian preference into account when evaluating the bids, it will in no case be the sole deciding factor in awarding the contract.

   c. To be considered for Indian preference, bidders must meet the eligibility criteria listed in Section 11 of the NC TERO Ordinance.

   d. Evidence of eligibility must be submitted with the proposal in the form of a Certified Degree of Indian Blood Form or a Tribal Identification card.

5. **Liaison:**

   1. Applied Suicide Intervention Skills Training Services information requests, schedule coordination, and all other logistical concerns on this Project can be addressed to the N.C. Tribe's authorized Liaison on this project:

      L. Jace Killsback, Northern Cheyenne Tribal Health Manager,
      P.O. Box 128
      Lame Deer, MT 59043
      Ph. 406-477-6722

6. **Disclaimers:**

   1. This Advertisement for Bids shall not be construed as binding the N.C. Tribe to award a contract, to pay any costs incurred in the preparation of the bid(s), or to procure supplies.

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

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Colleen Spang, Procurement Officer
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Lame Deer, Montana 59043

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