



Northern Cheyenne Tribe



-WOHEHIV-
The Morning Star

P.O. Box 128
Lame Deer, Montana 59043

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Request for Proposal
School Psychologist Services
Northern Cheyenne Tribal Schools
November 30, 2016

The Northern Cheyenne Tribe is now accepting sealed proposals for the Northern Cheyenne Tribal Schools (NCTS) consisting of School Psychologist Services for the upcoming school year 2017.

The contractor shall furnish all labor and materials needed for the School Psychologist Services. This bid should include (but is not limited to) the following:

Scope of Work:

1. Contractor shall provide all labor, materials and equipment to properly complete the School Psychologist Services.
2. Participate in Special Education by administering psychological tests to students.
3. Listen to concerns about academic, emotional, or social problems of students.
4. Meet with parents and teachers to discuss learning and behavioral problems.
5. Help with behavioral management techniques.
6. Provide own testing materials for the school year.

Point of Contact: John Seeb, Special Education Director (406) 592-3646 ext. 122.

Information on these services can be picked up at the Procurement Office, Little Wolf Capital Building, 600 Cheyenne Avenue South, Lame Deer, Montana, 59043. Please submit your proposal, one per contractor to the N.C. Tribe Finance Office before December 09, 2016 at 4:00 p.m. **All bids must be hand delivered or in a sealed envelope and received before the bid deadline and marked, School Psychologist Services and also have the Company name on the sealed envelope. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All required documents must be in the sealed bid prior to the bid opening.** No bids may be withdrawn after the scheduled time for the public opening of bids. If you have any questions please contact Renessa Russette at the Procurement Office, 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 the 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 bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

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 406-477-6505. The contractor is responsible for payment of all TERO fees.

This Advertisement for Bids does not commit the N.C. Tribe to award a contract. Nor to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

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

Published at Lame Deer Montana, on this 30th day of November, 2016.

Renessa Russette, Procurement Officer (1st publication): November 30, 2016
P.O. Box 128
Lame Deer, MT 59043