



ROCKY BOY
HEALTH CENTER

Request For Qualifications

Residential Construction and Home Modification Services

RFQ Due Date: Noon, April 27, 2026

Cynthia Stump
Supply Technician
cstump@rbclinic.org

Rocky Boy Health Center
6850 Upper Box Elder Rd
Box Elder, MT 59521
Office: 406-395-4486

SECTION 1: GENERAL INFORMATION

1.1 Introduction

The Rocky Boy Health Center (RBHC) is soliciting Statements of Qualifications from qualified residential construction contractors to provide on-call residential construction, renovation, repair, and accessibility modification services for workforce housing and other residential projects on the Rocky Boy Reservation.

RBHC intends to establish a pre-qualified list of local construction firms through this Request for Qualifications (RFQ). Selected firms will be eligible to receive Task Orders for small residential construction projects issued on an as-needed basis.

Projects may include housing renovation, home repair, accessibility improvements, and other residential construction services that support RBHC workforce housing and community health initiatives.

RBHC anticipates awarding Indefinite Delivery / Indefinite Quantity (IDIQ) Master Service Agreements to multiple qualified contractors.

Task Orders may be issued to selected contractors based on:

- availability
- project scope
- pricing
- contractor qualifications
- project schedule

1.2 Owner

Rocky Boy Health Center (RBHC) provides comprehensive healthcare services for the Chippewa Cree Tribe of the Rocky Boy's Reservation.

In addition to healthcare delivery, RBHC maintains workforce housing to support recruitment and retention of healthcare providers and staff.

RBHC also administers community health initiatives that may require residential construction services, including injury prevention home modifications and housing improvements that support elder safety and accessibility.

The RBHC Facilities Department oversees housing construction, renovation, and maintenance activities for RBHC housing units.

1.3 Schedule

Event	Date and Time (MST)
RFQ Release	March 30, 2026
Question Due	April 14, 2026 noon
Response to Questions	April 20, 2026 posted to RBHC website
Proposals Due	April 27, 2026 noon
Notification	April 30, 2026

1.4 Points of Contact

Questions regarding this RFQ must be submitted by email to:

Cynthia Stump
Supply Technician
cstump@rbclinic.org

1.5 Instructions & Submission

All documents must be submitted electronically to cstump@rbclinic.org.

Submissions must be received no later than Noon MST on April 14, 2026.

Please limit all submissions to twenty pages or fewer, excluding resumes, cover letter, table of contents, divider sheets, or supporting documentation.

1.6 Business License

All bidders must purchase a Chippewa-Cree business license before submitting. All bidders must comply with all applicable TERO requirements prior to work under any task order.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work. RBHC reserves the right to reject any or all submissions, waive minor irregularities, negotiate scope or pricing, and select multiple contractors.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within seven (7) calendar days, although all offers must be completed and irrevocable for sixty (60) days following the submission date.

Notice to proceed will be given upon timely, successful contract negotiation between RBHC and Contractor(s).

2.3 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on: Conformance to the RFQ instructions; Ability and experience with the type of work in Section 3; Experience with tribes; Past or current "green" or innovative projects and experience with healthcare facilities.

2.4 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.5 Proposal Submission

An electronic submission of the proposal must be received by RBHC no later than Noon MST on April 14, 2026. Proposals shall be electronically delivered to: Cynthia Stump, Supply Technician, at cstump@rbclinic.org. Phone: 406-395-1685

2.6 News Releases

News releases pertaining to the award resulting from the RFQ shall not be made without prior written approval of RBHC.

2.7 Disposition of Proposals

All materials submitted in response to this RFQ become property of RBHC.

2.8 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time before the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. This notification shall be submitted as an email attachment. The respondent may thereafter submit a new or modified proposal before the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by RBHC after the date of receipt.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFQ is valid. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by RBHC.

2.10 Late Submissions

COMPLETE PROPOSALS NOT RECEIVED BY THE DATE AND TIME SPECIFIED IN THIS DOCUMENT WILL NOT BE CONSIDERED AND WILL BE DEEMED UNRESPONSIVE.

2.11 Rejection of Proposals

RBHC reserves the right to reject any or all proposals if determined to be in the best interest of the organization.

SECTION 3 – SCOPE OF WORK

Selected contractors will provide residential construction services on an on-call basis for RBHC workforce housing and related residential projects. RBHC anticipates that many Task Orders will involve small residential repair or renovation projects and may require prompt response from contractors. Contractors shall comply with applicable safety standards and maintain safe work practices on all RBHC projects.

Services may include but are not limited to:

Residential Renovation and Repair

- interior renovation
- flooring replacement
- kitchen and bathroom upgrades
- drywall and painting
- roofing repairs
- siding and exterior repairs
- structural repairs
- plumbing and electrical improvements
- general carpentry

Workforce Housing Improvements & Installation

- renovation of RBHC housing units
- upgrades to improve housing conditions for providers and staff
- repairs required for continued occupancy of housing units
- assist with getting modular units ready for occupancy

Accessibility and Injury Prevention Modifications

- grab bar installation
- handrails
- accessibility improvements
- minor home modifications supporting elder safety
- ADA-related adjustments where appropriate

Project Planning and Cost Estimates

Contractors may be asked to assist RBHC with:

- cost estimates
- scope development
- project scheduling
- construction recommendations

Change Order and Scope Modification Requirements

Contractors shall perform work in accordance with the approved Task Order scope of work.

Any proposed change to the scope of work, schedule, or project cost must be submitted in writing to RBHC for review and approval prior to the performance of additional work.

Change order requests must include:

- a description of the proposed change
- justification for the change
- a cost breakdown for labor and materials
- any associated schedule impacts

No additional work outside the approved Task Order scope shall be performed without written authorization from RBHC.

RBHC will not be responsible for payment of work performed outside the approved scope unless such work has been authorized through a written change order.

Contractors are expected to perform reasonable site review and due diligence prior to providing project estimates. Change orders resulting from inadequate site evaluation or contractor oversight may be rejected at RBHC's discretion. RBHC reserves the right to obtain independent cost estimates when evaluating proposed change orders.

Task Orders

RBHC anticipates issuing Task Orders for individual projects under the IDIQ Master Service Agreements established through this RFQ. Task Orders will define the specific scope of work, schedule, and compensation for each project.

RBHC may issue Task Orders to one or more qualified contractors based on project scope, contractor availability, pricing, qualifications, and project schedule.

RBHC reserves the right to issue Task Orders to multiple qualified contractors and may reassign work based on contractor availability, performance, pricing, or scheduling needs.

Initial Task Order

The first anticipated Task Order issued under this RFQ will involve assisting RBHC with the development of a renovation scope of work and cost estimate for an existing housing unit.

This scope will support an IHS 105(I) lease program funding request.

Contractors may be asked to evaluate the housing unit and assist RBHC in developing:

- renovation recommendations
- construction scope of work
- cost estimate

Preparation of a scope of work for the IHS 105(I) funding request does not guarantee that the contractor assisting with scope development will be awarded the construction Task Order.

Future Task Orders

Future Task Orders may include:

- housing renovations
- workforce housing repairs
- injury prevention home modifications
- accessibility improvements

Task Orders will typically involve small residential projects.

Compliance with Federal Program Requirements

Certain projects issued through Task Orders under this RFQ may be funded through federal programs or federal lease arrangements, including the Indian Health Service (IHS) 105(I) lease program or other federal funding sources.

When required by the funding source, contractors must comply with applicable federal labor and reporting requirements. These requirements may include, but are not limited to:

- submission of certified payroll records
- compliance with applicable wage requirements
- documentation required for federally funded construction activities

Contractors must be capable of producing certified payroll documentation and maintaining records necessary to demonstrate compliance with applicable federal program requirements. These requirements will be made known prior to the execution of the affiliated Task Order.

Contractor Performance and Project Completion

Contractors selected under this RFQ will be expected to perform residential construction and repair services in a timely and professional manner.

Once a Task Order has been issued and work has commenced, the Contractor shall make reasonable efforts to maintain consistent progress on the project until completion.

Contractors must communicate regularly with RBHC Facilities staff regarding project schedules, anticipated delays, or changes in scope.

If work on a Task Order is suspended for an extended period without reasonable justification or communication, RBHC reserves the right to:

- reassign the project to another qualified contractor
- terminate the Task Order
- remove the contractor from the pre-qualified contractor list for future work

RBHC understands that scheduling conflicts, weather conditions, and material availability may affect construction timelines; however, contractors are expected to maintain communication and coordinate with RBHC staff to minimize disruptions to housing availability.

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding resumes, attachments, dividers, or supporting material).

Information over the page limit will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½" X 11" sheet of paper with no less than 0.5" margins and no less than 10 pt. font.

4.1 Cover Letter

- Identify the RFQ project for which proposal has been prepared.
- Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- The cover letter must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.2 Proposal Narrative

A. Firm Experience

(0-25 Points)

Describe experience with:

- Residential construction
- Working with tribal governments or tribal organizations
- Renovation projects
- Demonstrated experience performing residential renovation, repair, and small construction projects will be considered
- Accessibility improvements

- Working in rural and tribal communities

B. Key Project Staff and Subconsultants

(0-20 Points)

Identify key project staff, and subconsultants expected to provide services on behalf of the firm, including their availability. Resumes should be included for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially Native American projects, should be noted.

C. Available Resources and Contractor Location

(0-20 Points)

Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard. Describe the firm's ability to meet with RBHC program staff. Native American Preference of being at least 51% owned by a Native American must be requested here with accompanying TERO certification attached as supporting documentation. Factors considered may include:

- Proximity to project area
- Ability to mobilize quickly
- Availability of personnel and equipment
- Experience completing small residential projects efficiently
- Demonstrated ability to respond to service requests

D. Project Methodology and Approach

(0-25 Points)

Describe your firm's approach to residential renovation, small construction projects, project scheduling, and coordination with RBHC staff. Describe how your firm schedules and manages small construction or repair projects while maintaining availability for responsive service work.

E. Project Budget

(0-10 Points)

Provide hourly or unit pricing for common construction activities. Include any rates tied to transportation.

F. Total Possible Score

(100 Points)

SECTION 5 – INSURANCE AND BONDING REQUIREMENTS

Contractors selected through this RFQ must maintain the following insurance coverage:

- General Liability Insurance: Minimum \$1,000,000 per occurrence
- Workers' Compensation Insurance: Coverage meeting all State of Montana statutory requirements.
- Automobile Liability Insurance: Minimum \$1,000,000 combined single limit owned, hired, and non-owned vehicles used in the performance of work.

Proof of insurance must be provided prior to the issuance of any Task Order.

Contractors may be required to provide either:

- a performance bond, or
- cash in lieu of bond

for specific Task Orders, depending on project scope. Final bonding requirements will be determined during contract negotiation.

SECTION 6 – TRIBAL PROCUREMENT PREFERENCE

6.1 Tribal Preference

Rocky Boy Health Center strongly supports the use of Chippewa Cree Tribal businesses and enterprises whenever feasible.

Contractors selected under this RFQ are expected to give strong consideration to the use of materials, equipment, supplies, and services provided by Chippewa Cree-owned businesses when available.

When materials or services that may be available from a Chippewa Cree entity are not utilized, the contractor may be required to provide documentation explaining the reason such products or services were not selected.

Reasons may include but are not limited to:

- product availability
- cost differences
- delivery timelines
- technical specifications
- contractor licensing or certification requirements

RBHC reserves the right to request documentation demonstrating that tribal procurement opportunities were reasonably evaluated during project implementation.

6.2 TERO Compliance

This project is located on the Rocky Boy's Reservation and is subject to the requirements of the Chippewa Cree Tribe Tribal Employment Rights Ordinance (TERO).

Contractors responding to this RFQ must comply with all applicable TERO requirements, including but not limited to:

- obtaining a Chippewa Cree Tribal business license
- registering with the Rocky Boy TERO Office prior to performing work
- complying with tribal employment and contracting preference requirements

- coordinating with the TERO Office regarding workforce utilization and compliance monitoring

Contractors claiming Native American preference must provide documentation demonstrating eligibility in accordance with TERO regulations.

Failure to comply with applicable TERO requirements may result in disqualification from award or termination of a Task Order.

Contractors will be responsible for any applicable TERO fees, reporting requirements, and workforce compliance obligations as required by the Chippewa Cree Tribe. Contractors are encouraged to coordinate early with the Rocky Boy TERO Office to ensure compliance prior to project mobilization.

SECTION 7 – EVALUATION CRITERIA AND SELECTION PROCESS

7.1 Evaluation Criteria

Submittals will be evaluated by the following criteria:

Firm Experience	25 Points
Key Project Staff and Subconsultants	20 Points
Available Resources and Contractor Location	20 Points
Project Methodology and Approach	25 Points
Project Budget	10 Points
Maximum Score	100 Points

RBHC may select multiple contractors, conduct interviews if necessary, and negotiate final contract terms.

7.2 Qualitative Rating Factor

A committee of individuals will perform an evaluation of the proposals. The committee will rank the proposals as submitted.

RBHC reserves the right to award Contract(s) solely on the written proposal.

RBHC also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on written proposals and oral interviews if conducted. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked

Proposer, after the second scoring, if performed, will be invited to enter into contract negotiations with RBHC for Contract Award.

SECTION 8 – CONTRACT NEGOTIATION PROCESS

Selected contractors will enter into IDIQ Master Service Agreements with RBHC.

Individual Task Orders will define the scope, schedule, and price for specific projects.

RBHC reserves the right to negotiate with multiple contractors and issue Task Orders based on project needs. RBHC reserves the right to reject any and all proposals submitted.