

# BPC Business Services Available to Tribal Entities (1.1.09)

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## 1. Tribal Governments

- a. Develop Indian Preference/TERO related ordinances, policies, and procedures for contracting similar to Indian preference hiring in employment by the Tribe
- b. Develop Indian Preference or TERO (Tribal Employment Rights Office) Department Infrastructure
- c. Develop internal accountability and performance systems to track how Tribal government divisions, departments, and programs utilize Tribal Government policies for Indian preference
- d. Develop and train Tribal Government Administration and Management on Indian Preference policies and ways to best implement these policies
- e. Developing a certification process for Indian preference for prospective Tribal Vendors (Enrolled and/or Direct Descendents)
- f. Developing Strategic Partnerships/Infrastructure to Carry out Indian Preference at the Tribal, State, and Federal Government Level
- g. Provide Tribal Council / Administrative training on the differences between Indian Preference and TERO to allow Tribal Governments to best select the program that would work for their community
- h. Share Native resources and facilitate work groups regarding Indian Preference/TERO using best practices, policies, and procedural/certification examples from other Tribal governments
- i. Analyze ordinances, policies, and procedures of the Tribal Government on Indian Preference/TERO to understand if and to what level the Tribal Government's Indian Preference/TERO activities are being carried out through divisions, departments, and programs within the Tribe
- j. Technical assistance on developing division or department specific policies and procedures for Tribal Governments on Indian preference
- k. Technical assistance on implementing Indian preference policies/procedures
- l. Technical assistance on developing programs and grant applications to support Indian Preference/TERO activities for the Tribal Government
- m. Needs assessment and/or developing baseline data for longitudinal data analysis of performance/impact
- n. Conduct needs assessments with stakeholders to understand Tribal and non-Tribal perspectives, needs, strengths, areas of improvement, and areas needing development related to Indian Preference (this data can also be used in grant applications as applicable)
- o. Develop Indian Preference ordinances and contracts for non-Indian vendors to support compliance with using Indian preference on Tribal Government contracts
- p. Develop trainings/certifications and provide Tribal Governments with technical assistance with non-Indian vendors so they understand Indian Preference policies, learn about best practices when working with the Tribe, and are aware of the available Tribal entrepreneurs that can be working as subcontractors with non-Indian prime contractors
- q. Evaluate the economic, social, community, and environmental impacts of Tribal Government Indian Preference policies and programs (grant or Tribally funded)
- r. Setting up a Performance Based Tribal Government (or Tribal Division/Department) for Data Based Policy and Decision Making
- s. Developing Request for Proposals (RFP's) or Request for Bids (RFB's) for Tribal Government Work
- t. Development of Scoring Rubric for Tribal Government RFP's/RFB's
- u. Centralization of RFP's/RFB's/Grant Applications as well as Marketing to Garner Optimum Response
- v. Other Custom Tribal Government Development and Trainings Available Upon Request

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## 2. Tribal Enterprises/Tribal Entrepreneurs

- a. Learn about Certifications Available/Applicable for you to get priority consideration when bidding on state, federal, and tribal government contracts
- b. 8A Federal Certification
- c. WI Department of Transportation Certification
- d. Knowing Where to Look and How to Become Certified with a Tribal Government (each Tribe is different)
- e. Writing Business Plans
- f. Use of VendorNet, Central Contracting Registration, and Other Contract/Bidding Websites or Resources to find bids fast
- g. Writing a Competitive Bid
- h. Developing Marketing Materials (Webpages, E-Marketing included)
- i. Webpage Design & Maintenance
- j. Evaluating your Company's Performance
- k. Writing Company Policy
- l. Needs assessment and/or developing baseline data for longitudinal data analysis of performance/impact
- m. QuickBooks and Accounting Basics
- n. Evaluating your Staff's Performance
- o. Building a Mission/Vision for Your Company
- p. Other Custom Organizational Development and Trainings Available Upon Request

## 3. Tribal Non-Profits/Tribal Foundations

- a. Finding Grants best suited for your Organization and Development of Grant Applications
- b. Strategic Planning, Business Plan Writing and Developing Mission/Vision Statements
- c. Evaluation of Strategic Plan or Business Plan
- d. External Grant Evaluation of Grant Programs
- e. Needs assessment and/or developing baseline data for longitudinal data analysis of performance/impact
- f. Internal Evaluation of Organizational Programs/Departments/Workforce
- g. Developing Organizational By-Laws/Policies and Evaluating Impact of By-Laws/Policies
- h. Evaluate the economic, social, community, and environmental impacts of your Organization's policies, programs, or granting efforts
- i. Trainings: Grant Writing, Developing Data-Based Performance Systems (Organizational/Departmental/Workforce), Evaluation 101, etc.
- j. Website Development & Maintenance (Includes E-Marketing)
- k. Developing Strategic Partnerships/Infrastructure to Share Grant, RFP, and RFB information across Tribal, State, and Federal Government Level
- l. Developing Grant Applications for your Organization's Granting Programs
- m. Development of Grant Scoring Rubrics to Evaluate Grant Applications Developing Request for Proposals (RFP's) or Request for Bids (RFB's) for Tribal Non-Profit/Tribal Foundation Work
- n. Development of Scoring Rubric for Tribal Non-Profit/Tribal Foundation RFP's/RFB's
- o. Centralization of RFP's/RFB's/Grant Applications as well as Marketing to Garner Optimum Response
- p. Other Custom Organizational Development and Trainings Available Upon Request