

**COEUR D'ALENE
TRIBAL EMPLOYMENT RIGHTS
ORDINANCE**

**850 A. STREET, P.O. BOX 408
PLUMMER, ID 83851-0408
FAX (208) 686-0734**

**STEPS TO COMPLETE FOR CONSIDERATION AS AN INDIAN
PREFERENCE CONTRACTOR/SUBCONTRACTOR.**

(For Native Owned Business)

Submit the following items to be considered for certification as an Indian Preference Contractor/Sub-Contractor, to the Coeur d'Alene Tribal Employment Rights Ordinance Office. Be sure to list the contractor's name and phone number for the T.E.R.O. Director to call, if additional information needs to be submitted. **ALL INFORMATION SUBMITTED MUST BE CURRENT YEAR, BY NOT SUMITTING CURRENT YEAR INFORMATION, THIS WILL ONLY DELAY YOUR APPLICATION PROCESS.**

1. Secure Tribal Business License from the Coeur d'Alene Tribal Employment Rights Office. Call the T.E.R.O. Director for more information on how to obtain your business license.
2. Verification of Tribal Enrollment (certified).
3. Verification of 51% Indian Ownership (certified).
4. Verification of Performance Bonding and other Insurance.
5. Verification of Financial capabilities, i.e.: letter from financial institution or private entities providing funding capabilities (certified).
6. Letter of intent, describing work capabilities.
7. Certified list of ownership of equipment, with description, type and model.
8. Three (3) letters of reference, preferably from three different prior employees. If you have not yet established a performance record, you may include three personal letters of reference. Letters must have phone number for verification by the T.E.R.O. Director.
9. Applicants interested in becoming certified as Indian Preference Bidders for timber sales must comply with 1-8 above and the "Timber Operations Policy". This Policy can be obtained at the TERO Office.

If you need further assistance, please do not hesitate to contact the T.E.R.O. Director @ (208) 686-6107.