

(letterhead)

April 28, 2017

[ ]  
Director  
[ ] Area Office  
Indian Health Service  
[Street Address]  
[City, State, Zip Code]

**RE: [ ] Tribe Pre-Award Notification Letter**

Dear Director [ ],

Please accept this letter as notification that the [ ] Tribe will begin to incur pre-award costs necessary to plan, prepare for, and assume development of a program, entitled Tribal Premium Sponsorship Program, to purchase health insurance for Tribal members on the Marketplace using a portion of the Purchased/Referred Care funds and the Hospitals and Health Clinics funds allocated to the [ ] Service Unit. We anticipate providing a proposal in accordance with the Indian Self-Determination and Education Assistance Act (ISDEAA) and the associated regulations at 25 CFR Part 900 in the near future; however, we first must do some preliminary work in order to ensure a successful contracting effort.

The Tribe has reviewed the “Standards for the Review and Approval of Contract Support Costs in the IHS.” We understand that this document provides guidance concerning the typical costs a Tribe might expect to incur in undertaking contracting under the ISDEAA, but we do not believe that this document limits the types of costs we might expect to incur. Initially, we will incur costs associated with assessing the feasibility of contracting, developing the contract proposal and contract document, and negotiating the contract with the IHS. We anticipate incurring costs for consultants, attorneys, and other professional staff to assist us. The costs also might include expenses associated with special training or meetings of the Tribal Council, travel by current Tribal staff, and other items necessary for developing the proposal and negotiating the contract award. The Tribe also might assign staff to this project to assist with the contracting effort.

The Tribe estimates the amount of funding necessary to complete the tasks required to plan, prepare for, develop, and implement a Tribal Sponsorship program to be [Dollar Figure]. We will monitor these costs and will notify the IHS if the costs can be expected to exceed this amount. It is our understanding that this amount is an estimate and does not limit the extent to which our costs ultimately might be found to be reasonable and necessary to contract funds for the Tribal Premium Sponsorship Program.

ATTACHMENT F: Sample Pre-Award Notification Letter

Please confirm receipt of this pre-award letter and notify us of the date of your receipt. We look forward to working with the [ ] Area Office and to the successful contracting of a portion of the Purchased/Referred Care funds and the Hospitals and Clinics funds to develop a Tribal Premium Sponsorship Program.

Respectfully,

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[Authorized Tribal Representative]

Cc:

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