**Sample Letter of Intent for References by Tribes**

Date

# Name, Director

\_\_\_ Area Indian Health Service

Address

City, State Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter shall serve as the \_\_\_\_*insert tribe name\_\_\_\_*letter of intent to contract for *insert description of what tribe intends to do e.g. phases of planning, design, and construction and description of project* under a Title I, subpart J, construction contract under P.L. 93-638, as amended.

*The tribe may want to include the following paragraph if they are requesting IHS to contract any phases of the project, if not delete this note and paragraph:*

We are requesting the Indian Health Service enter into a direct federal construction contract for \_\_\_\_\_\_\_\_\_\_\_ with the understanding that federal contract will require the construction contractor to comply with the Tribe Tribal Employment Rights Ordinance (TERO). The contract will also incorporate the standard contract clauses which require Indian Preference in hiring and subcontracting.

The Tribe’s Designated Official for administrative matters and proposal development is insert name, phone number mailing address and e-mail address. The Tribe’s Designated Official for technical matters is insert name, phone number and e-mail address.

 Sincerely,

 *Name of Authorized Tribal Signatory*

 Title of Signer

cc:

IHS OEH&E Program Director

Division of Engineering Services