

# TERO

## Pre-Bid Requirements

*In order to begin work on any Cherokee Nation Project, each successful bidder must contact the TERO (Tribal Employment Rights Office) before work is to begin and must abide by the following requirements:*

- . Our office is governed by TERO Law which is approved by our Tribal Council
- . You will be required to sign a Project Labor Agreement which will specify the requirements the Contractor must comply with such as hiring of Native Americans, submission of labor forms, hiring Sub-Contractors and other activities that will assure Compliance with the TERO Law. **No Contractor may commence work until it has met with the Compliance Officer and completed the Project Labor Agreement.**
- . TERO has been given authority by the TERO Law to establish a Tribal Employment Rights Fee of ½ of 1 % on every Contract that is awarded, unless other arrangements are agreed to, in writing by the TERO administrator. **No Contractor May commence work on a Project until this Fee has been paid to the TERO. (Fees are used for creating opportunities for Native Americans, and for training programs)**
- . A Core Crew/ Project Crew List must be sent to the TERO for approval before work is to begin. Core Crew / Project Crew is a list of every employee that will work on that Project. **Before an employer can hire anyone other than a member of a Federally Recognized Tribe, you must contact the TERO to see if they have a qualified Indian.**
- . A Fee of \$25.00 per day for each Non-Native American working will be charged and a work permit will be issued. These fees will be invoiced and sent by Certified mail to the Contractor's main Office. Any Non-Native found to be on site by a covered employer without a valid permit may be removed from the job and the Employer shall be subject to additional sanctions.
- . The TERO can provide a copy of the TERO Law if needed
- . Compliance Officers of the TERO shall have the right to make On-Site Inspections during regular working hours in order to monitor a Project Site and to ensure the Contractor is in Compliance with these regulations.
- . If the Contractor fails to pay TERO Fees and Labor Fees Without any Communication to the TERO, the administrator may direct that work cease at the site until the matter is resolved.
- . Employees of the TERO shall have the right to inspect and copy all relevant records of an Employer/Contractor that is doing business with Cherokee Nation and its entities.

**Friendly Reminder That...**

**Communication!!! Communication!!! Communication!!!.... With TERO Is Key**

**Thank You...**

