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Dr. Marvin Richardson
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Tribal Council

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Shalene Kanseah
Tribal Administrator

**REQUEST FOR PROPOSAL (RFP)
ACCOUNTING AUDIT SERVICES
BID NUMBER 240227-A**

REQUEST FOR PROPOSAL (RFP)

RFP is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking. This document constitutes an RFP, and is thus a solicitation for responses, and any acceptance of a proposal shall NOT result in a binding contract, but instead will enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the proposer and HSIT.

The purpose of this Request for Proposal (RFP) is to outline the requirements for Professional Financial Accounting Services for the Haliwa-Saponi Indian tribe and to solicit bids from qualified vendors to perform these services. Submitted and accepted bids will be reviewed to identify which vendor might be the best-qualified to perform Professional Accounting Financial Services for the Haliwa-Saponi Indian Tribe, which receives funds from federal, state agencies, and private funders. The Professional Financial Accounting Services include, but may not be limited to, accounts management, grant tracking and reporting, payroll management, payroll tax preparation/payment/forms, monthly financial reporting, budgeting and cash management.

Haliwa – Saponi Indian Tribe PRIORITIES

Priority #1- Ensure the financial integrity of the Haliwa Saponi Indian Tribe.

Priority #2- Ensure timely submission of required documents and tax filings.

Priority #3- Ensure proper preparation of financial related reports and information for Council review and/or consideration.

GENERAL RFP CONDITIONS TO PROPOSERS

The general rules and conditions which follow apply to all proposals unless otherwise specified.

SCOPE OF SERVICES

- In accordance with legal requirements and best practices, maintain all Association financial records, and file annual reports in accordance with legal requirements.
- Maintain financial reports necessary to keep the Tribal Council and Membership informed.
- Collaborate with the Council Treasurer and Finance Officer to ensure that annual taxes are prepared and submitted, with appropriate Council review and oversight.
- Interface with Tribal Council, Executive Committee and Committee Chairs. Meet with members as requested.

- Assist Council Treasurer and Finance Committee in creating the annual budget.
- Advise Tribal Council on financial status of organization and alert the Tribal Council to any potential or anticipated problems or opportunities.
- Tax filings for the Tribe.
- Quarterly review of internally prepared financial statements

REQUESTED INFORMATION REQUIRED OF PROSPECTIVE PROPOSERS

- Cover letter indicating interest
- Resume to include at least three professional references
- A description of how the firm/organization is organized to serve its clients.
- An indication of your ability to provide support for each aspect of the Scope of Services section above. Also, indicate services that you typically outsource if any.
- A clear explanation of how the firm charges for its services and how these expenses will fit into our budget
- The qualification and responsibilities of the account executive who will serve as the project lead if the firm/organization is awarded the contract under this RFP
- A description of how the firm/organization will meet the immediate challenges and fulfill the future goals of our Tribe.
- Fee for on-going management

COMPLETENESS/AUTHORIZATION OF PROPSAL

The proposer shall supply all information and submittals required by the proposal documents to constitute a proper proposal. The proposal shall clearly state the legal name, address, telephone number, and fax number of the proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the proposer to the proposal.

SUBLETTING OR ASSIGNMENT OF CONTRACT

Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of HSIT, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.

INDIAN PREFERENCE

Preference will be given to Natives American Indians. Firms requesting a preference must submit the HUD form 5369-C with the proposal.

INDEMNITY AND INSURANCE REQUIREMENTS

The successful awardee will provide a copy of certificate of insurance that covers that dates of this contract and shall provide updated certificates annually.

EVALUATION PROCESS

Proposals will be reviewed, evaluated, and ranked by the HSIT Finance Committee with final selection determined by the HSIT Executive Committee & Tribal Council.

Starting with the highest composite ranked firm and progressing in descending order, a list of respondents will be generated by the HSIT Finance Committee. The number of respondents placed on the list shall be limited to the number deemed appropriate by the HSIT Finance Committee to meet its requirements and thus, may not include all respondents ranked in the evaluation process.

The evaluation criteria may include but not be limited to the following considerations:

- Professional standing & Professional excellence.
- Demonstrated competence in the service area.
- Specialized experience of the bidder and principal staff.
- Education and experience of the bidder and assigned staff.
- Familiarity with the required services and projects.
- Bidder's ability to respond to short lead time schedules.
- The Bidder's staff to support HSIT sufficiently.
- Bidder's past performance and ability to coordinate multiple projects.
- Bidder's quality assurance/quality control methodology.
- Resources available to successfully assist HSIT in providing accounting services.
- Bidder's price for services.

RESERVES THE RIGHT

The Haliwa-Saponi Indian Tribe reserves the right to reject any and all proposals that do not align with the need of any specific project and to select based on the best interest of the Haliwa-Saponi Indian Tribe for the specified service or project. American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473). The Haliwa-Saponi Indian Tribe is an equal opportunity employer and service provider that complies with all federal and state requirements, regulations and laws outlined by the Equal Employment Opportunity Act, namely Title VII of the 1964 Civil Rights Act, the "Office of Federal Contract Compliance Programs (OFCCP).

OPE: This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

SCHEDULE OF ACTIVITIES DEADLINE

1. Public Advertisement **August 15, 2024**
2. Prospective respondent's written question deadline (no questions accepted after this date) **August 23, 2024**
3. Responses to questions **August 29, 2024**
4. Due date for proposals (5:00 p.m.) **September 5, 2024**
5. Opening of proposals and evaluation by Review Team **September 6, 2024**
6. Award date for contract **September 9, 2024**

INQUIRIES: Prospective respondents shall ask written questions concerning this RFP to obtain clarification of requirements through Email: Shalene Kanseah, Tribal Administrator at (252) 248-3747 and/or skanseah@haliwa-saponi.org. No inquiries will be accepted after the inquiry deadline listed above.

PROPOSAL SUBMISSION: Proposal must be received on/before 5:00 p.m., **Sept 5, 2024**. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. No electronic submittals. Late proposals will not be accepted. Four (4) sets of proposals are required.

COST PROPOSAL: Cost proposals shall be **sealed separately**. Only when the bidders have met the minimum qualifications will the cost proposals be opened. If the bidder fails to submit cost separately from proposal, the package will be deemed non-responsive and disqualified.

REJECTION OF PROPOSALS: The Haliwa-Saponi Indian Tribe (HSIT) reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the HSIT determines it is in the best interest of the Tribe. All material submitted regarding this RFP shall become the property of the HSIT and will not be returned to the bidder.

EVALUATION PROCEDURES AND CRITERIA

1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. Each bidder should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a bidder to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the bidder to the execution of a contract.
3. The sole objective of the review team will be to select the bidder who is most responsive to the needs of the HSIT.
4. Evaluation Criteria: The following will be used to determine the selection process for the contract award.

Point System	
a. Company Credential & qualifications in performing services	0-10
b. Professional Resume/description of qualifications or relevant experience & knowledge ...	0-15
c. Responsiveness to Scope of Work	0-25
d. List of similar services provided to other clients in the last five (5) years	0-10
e. Registered Sam.gov Contractor	0-10
f. Haliwa-Saponi owned vendor	0-10
g. Tribal owned vendor	0-10
h. Minority owned vendor.....	0-10
i. Woman owned vendor	0-10
POSSIBLE TOTAL: 110*	
*Vendor must obtain a minimum score of 80 points to qualify for opening of cost proposal.	
Otherwise, the bidder is disqualified.	
j. Delivery of all services at a reasonable cost	0-30

Proposal Content and Requirements:

Proposal Format: Proposals should be organized according to the following outline:

1. Labeling and Table of Contents

The proposal will have appropriate labels and headings, with page numbers, for all documents. The proposal may include a table of contents that corresponds to the proposal page numbers.

2. Introduction

The proposal will include a brief introduction, which includes:

- a. The proposer’s name and address.
- b. Statement that the proposal is valid for at least 90 days from the proposal submission deadline.
- c. Statement that indicates the proposer’s willingness to perform the services described in this RFP and demonstrates the proposer’s qualifications to perform the full scope of work.
- d. Provide a detailed and precise discussion of services and positions being offered.
- e. Examples of relevant experience and strategic planning work successfully completed.
- f. Statement demonstrating that the personnel and other resources who are required to perform the services described in this RFP will be qualified and available over the anticipated contract life.
- g. Statement that the signatory has authority to bind the proposer; and
- h. Signature of authorized individual.

3. Firm Profile

The proposer shall provide the firm's organizational structure, chain of supervision, and lead for the project. Include, both the respondent firm and any sub-consultant firms/subcontractors. Indicate whether the firm is licensed to conduct business in North Carolina or will obtain a North Carolina business license if selected. Copies of the current Business License shall be provided.

4. Professional Qualifications

Proposal must include professional qualifications and resume of the firm's proposed Project Lead, other key personnel, and/or team members necessary for satisfactory performance of required services.

5. Past Performance and References

Please provide a description of examples of the firm's three recent past successful audit services, and at least three (3) references for individuals and/or organizations for whom you have provided services. Please include reference contact names, phone numbers and email addresses.

6. Price Proposal

Provide a detailed timeline, hourly fee, and total budget. This includes a detailed breakdown of the rates for each of the services and a realistic statement of estimated costs, including travel.

****Native American Contracting Preference***

The Tribe shall give preference to qualified Native American owned organizations. Proposals shall include a statement agreeing to provide preference in subcontracting, training, and employment. Proposers must provide documentation of Native American ownership, if claiming eligibility for preference. Such proof may include, but is not limited to:

- Certification from a Tribe, or other competent evidence that the respondent is an Native/Indian and therefore eligible to receive preference. The Tribe will accept certification by a Tribe that an individual is a tribal member.
- Any other evidence of Indian participation in the administration and technical development of the project.