

# Haliwa-Saponi Indian Tribe

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## **REQUEST FOR PROPOSAL September 24, 2021**

The Haliwa-Saponi Indian Tribe (HSIT) is seeking an individual or professional service firm/organization to provide financial accounting services necessary to fulfill its mission.

### **ASSOCIATION BACKGROUND**

The Haliwa-Saponi Indian Tribe, a not-for-profit organization, is now accepting proposals for Professional Financial Accounting Services for a period of one-year beginning 11-1-21 and ending 10-31-22.

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 both federal and state agencies. 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.

### **CONTRACT TERM**

The awarded contract will be in effect for a period of 1 year with an option to extend for one additional year based on satisfactory performance, mutual consent, and agreed upon pricing. The yearly contract extension shall be automatically renewed for one year unless either party gives written notice of thirty (30) days prior to the expiration thereof.

### **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.

### **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.
- Work with 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 it 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**

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.
- 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.

## **SUBMISSION OF PROPOSALS AND/OR QUESTIONS**

Prospective proposers may pose questions or request additional information about this RFP by calling or writing to Haliwa-Saponi Indian Tribe, Trina Lynch, Finance Officer at 252-586-7914 or via email sent to [tlynch@haliwa-saponi.com](mailto:tlynch@haliwa-saponi.com). All Proposals must be postmarked on or before October 24, 2021, and sent to Trina Lynch, Financial Officer, Haliwa-Saponi Indian Tribe, PO Box 99, Hollister, NC 27844.

An original and two (2) copies must be submitted if mailed or hand delivered. A single PDF must be submitted if emailed. Proposals must be postmarked on or before October 24, 2021, at 5:00 p.m. EDT. Send to Trina Lynch, Financial Officer to Haliwa-Saponi Indian Tribe, PO Box 99, Hollister, NC 27844, [tlynch@haliwa-saponi.com](mailto:tlynch@haliwa-saponi.com)

The envelope or email subject line must be clearly marked: Professional Financial Accounting Services REQUEST FOR PROPOSAL. Envelopes must also be labeled: **“Do Not Open.”** Faxed proposals will not be accepted.

## **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 make a selection 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).