



## **TOHONO O'ODHAM KI:KI ASSOCIATION**

P O Box 790

Sells, AZ 85634

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### **REQUEST FOR QUALIFICATIONS (RFQ)**

#### **ACCOUNTING CONSULTANT**

*Date open: October 2, 2012*

*Date closed: October 17, 2012*

#### **SCOPE OF WORK:**

The Tohono O'odham Ki:Ki Association ("TOKA") releases this Request for Qualifications ("RFQ") to solicit proposals from qualified firms to provide Accounting Consulting services to the TOKA. The TOKA is the Tribally Designated Housing Authority administering the Indian Housing Block Grant awarded by the HUD Southwest Office of Native American Programs located within the Tohono O'odham Nation. The Tohono O'odham Nation is a Federally Recognized Native American Tribe located within three (3) counties of Central and Southern Arizona, with an approximate land mass of 4.4 million acres, and a membership of approximately 29,000, with 14,000 residing on the reservation.

Under the general direction of the Executive Director and Finance Director will provide services, including, but not limited to, the following:

1. Conduct on-site, as needed visits to the TOKA offices located in Sells, Arizona to assist the Finance Department, when requested.
2. Assist with training and consultation with Finance staff members regarding various accounting procedures and accounting software programs;

## **REQUIREMENTS:**

The Request for Qualifications (RFQ), the proposal should include:

- 1) Written proposal identifying ability to perform the following tasks:
  - a) The tasks as identified above;
  - b) Demonstrate experience of staff assigned to the TOKA in all of the areas listed above. The Accounting Consultant must provide sufficient, qualified staff that is able to meet with and respond to the TOKA staff on a continuing basis;
  - c) Demonstrated technical capabilities to meet with the needs of the TOKA;
  - d) Demonstrated minimum ten (10) years prior experience with working with TDHE's, Tribal Government, State and Federal Governments;
  - e) Have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the TOKA;
  - f) Procure and maintain an Employee Dishonesty Bond for the staff members assigned to this project;
  - g) Procure and maintain a certificate of professional liability (E&O) insurance coverage of not less than one million dollars.
  - h) Working knowledge of the Peach Tree Accounting Software Program.

## **METHOD OF RESPONSE:**

Each response to the RFQ must include the following information:

- 1) Name, address, telephone number, and e-mail address of the primary contact person, including any person assigned to perform work under this contract.
- 2) Type of Business Organization (i.e., sole proprietorship, limited liability company, corporation) and list of principal owners, certificate of good standing with the Arizona Corporation Commission, proof of insurance, copies of any professional licensing or certifications.
- 3) Resumes of primary contact person and any assigned staff members.
- 4) Declaration of whether any dismissal, termination or litigation related to consultants work with any prior housing project, have occurred within the past five (5) years.
- 5) Minimum of five (5) letters of reference from any firm or agency previously contracted with, to substantiate the candidate's knowledge in these areas of work experience.

## **SUBMISSION INSTRUCTIONS:**

Written Request for Qualifications (RFQ) will be accepted up to but no later than, 3:00 PM, Local Time, October 17, 2012, by transmitting an original response packet, and one (1) additional copy to the following address, via US Mail, FEDEX, UPS, or by hand-delivery to TOKA at the following information: *(Electronic submissions will be accepted for informational purposes only*

and do not constitute an actual submission. It is the responsibility of the consultant candidate to ensure receipt of delivery of their proposal.)

**Mailing Address:**

**TOHONO O’ODHAM KI:KI  
ASSOCIATION  
P O Box 790  
Sells, Arizona 85634-0790  
ATTN: CONTRACTS DEPT.**

**Physical Address:**

**TOHONO O’ODHAM KI:KI  
ASSOCIATION  
51 Baboquivari Circle  
Sells, Arizona 85634-0790  
ATTN: CONTRACTS DEPT.**

**IMPORTANT: Note on your properly sealed package the “Name of the RFQ” and “DO NOT OPEN” on the front.**

**In accordance with the provisions contained herein. Any RFQ submitted after the time and date specified herein will not be accepted. A RFQ received by TOKA in accordance with the requirements herein will be processed to identify eligible consultant firms for the selection process. Submission of an RFQ does not constitute a binding agreement or contract with the TOKA, and TOKA reserves the right to terminate an RFQ with or without notice or award of contract.**

**NATIVE AMERICAN PREFERENCE STATEMENT:**

The Tribal Employment Rights Office (TERO) Ordinance No. 01-85 requires all covered employers to provide Native American Preference in contracting. All contractors must contact the TERO in Sells at (520) 383-3304 to obtain a Contractor’s Manual and seek advice on how to comply. All Native American Owned firms wishing to apply preference must submit an Indian Enterprises Qualification of Statement form. The project will be subject to Section 7 (b) of the Indian Self-determination and Educational Act [25 U.S.C. 450 e (b)] and 24 CFR 85.36.

**EVALUATION CRITERIA:**

An award will be made on a competitive basis in accordance with the selection criteria contained herein. The factors for rating and the points for each factor are provided below. A maximum of 100 points may be given under Rating Factors 1 through 3. To expedite the review of your proposal and ensure that your proposal is given a thorough and complete review of all responses to each of the components of the selection criteria, keep the responses in the same order as the selection factors listed below. Only include documentation that will clearly and concisely support your response to the rating criteria.

**All proposals will be evaluated according to the following criteria:**

1. **Capacity and capability to meet the requirements of the statement of work (65 points total).** This factor addresses the extent to which the firm has the organizational resources to successfully perform the Scope of Work.

**Rating Factor 1 is made up of three sub factors:**

**A. Technical qualifications (20 points), including:**

- Evidence of the firm's ability to perform the Scope of Work, as indicated by profiles of the professional knowledge, technical competence, and professional certifications of the principal(s) and staff.
- The extent to which the proposal describes the roles and responsibilities of the project team as well as those of the principal-in-charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.

B. **Experience (25 points).** With respect to those listed in Rating Factor 1(A) above, experience will be judged in terms of recent, relevant, and successful experience similar to that to be undertaken in the Scope of Work. In rating this factor, experience within the past three years will be considered *recent*; experience pertaining to the specific activities performed similar to those to be undertaken in the Scope of Work to be *relevant*; and experience producing specific accomplishments similar to those to be undertaken in the Scope of Work to be *successful*. The proposal should adequately demonstrate that the principal-in-charge and staff, including the day-to-day manager, have recent, relevant, and successful experience pertaining to specific activities performed similar to those to be undertaken in the Scope of Work. The proposal should also detail the firm's experience in providing auditing services to Indian tribes and/or tribal housing organizations.

C. **Past performance (20 points).** This factor addresses the firm's past performance record on similar work to be undertaken in the Scope of Work in terms of work quality, sensitivity to tribal concerns, and timely delivery of products and reports, as reported by other clients. As required in the RFQ, the proposal should list the firm's major clients during the past three years.

2. **Indian preference (10 points total).** This factor satisfies the Indian preference requirements stated below. This rating factor is made up of two sub factors, as follows:

- A. **Indian Organization/Indian-Owned Economic Enterprise (5 points).** The firm must provide evidence showing fully the extent of Indian ownership and interest. No points will be given if preference cannot be evidenced.
- B. **Employment and Training Opportunity Statement (5 points).** The proposal should describe the extent of employment and training opportunities the firm will provide to Native Americans under this proposal. No points will be given for an incomplete or unsigned statement.

3. **Price (25 points total).** This factor addresses the costs for services identified to carry out the Scope of Work. The proposal should list the firm's hourly rate, expenses for which the firm expects to be reimbursed, and all other fees or costs associated with the firm's service. The TOKA will pay no more than one-third of the firm's hourly rate for travel time.

### **CONTACT INFORMATION:**

Questions can be submitted via-electronic mail to Thomas Shepherd, Senior Contract Administrator at [tshepherd@tokahousing.org](mailto:tshepherd@tokahousing.org) and Lisa Gonzales, Contract Administrator at [lgonzales2@tokahousing.org](mailto:lgonzales2@tokahousing.org).

**NOTE:** *Telephonic or verbal communication regarding this RFQ is non-binding between consultant candidate and the TOKA, and the TOKA prefers any communication be conducted by electronic mail.*