



Cheyenne and Arapaho Housing Authority

Request for Proposal -Fee Accountant Services

March 6, 2023 | Requests for Proposals

The Cheyenne and Arapaho Tribes Housing Authority (CAHA) located at Clinton, OK is seeking proposals from interested fee accountants to provide their services for the housing authority. The Cheyenne and Arapaho Tribes Housing Authority is a Tribally Designated Housing Entity (TDHE) that receives funding from the U.S. Department of Housing and Urban Development to provide housing to low-income families in the designated service areas within western Oklahoma.

The work to be performed under the contract, which is listed under this RFP, is subject to the Native American Housing & Self-Determination Act. This RFP is not restricted to Indian firms; however, preference will be given to Indian-owned enterprises.

Firms responding to this RFP must submit the following information in their proposals:

1. Description of the services to be provided.
2. A personal resume that lists the qualifications, experience, and credentials of the people in the firm who will have primary responsibility for providing services to the CAHA. Special emphasis should be provided on experience working with Native American Programs.
3. A listing of three clients currently or formerly under contract to serve as references.
4. A description of the experience of the firm with Fund accounting-related computer software and computer systems.
5. A description of the services that the firm offers in response to the **SCOPE OF SERVICES** Section outlined below.
6. An hourly rate times the total hours of time expected to work on the items outlined in the scope of services. Give a grand total cost along with a not to exceed fee which should include travel costs.
7. An hourly rate for any other additional over-site as needed.

OTHER REQUIRED INFORMATION

Proposal Due Date: The CAHA requests sealed proposals for professional consulting services by **3:00 P.M, CST, on May 22, 2023**. Proposals shall be submitted in a sealed package clearly marked "Proposal for Fee Accountant Services" and submitted to:

Cheyenne and Arapaho Tribes Housing Authority
Executive Director, Damon Dunbar
2100 Dog Patch Road
Clinton OK 73601

The bids will be opened on Tuesday, June 13, 2023, during the regular meeting of the CAHA Board of Commissioners monthly meeting.

Miscellaneous: This RFP does not commit CAHA to award a contract, pay any cost incurred in the preparation of a response to this request, or to procure or contract for services. CAHA reserves the right to accept or reject any or all responses received as a result of this request, to waive any informalities, to negotiate with qualified Firms, or to cancel in part or in its entirety the RFP, if it is in the best interest of CAHA.