

Request for Proposals

Audit Services, Fee Accountant, Legal Services

For

Round Valley Indian Housing Authority

115-B Concow Blvd.

P.O. Box 682

Covelo, CA 95428

707. 983.9678

Fax: 707. 983.0168

Contact: Milo Pina, Procurement Officer

The Round Valley Indian Housing Authority (RVIHA) is requesting written proposals to provide an **AUDIT SERVICE**. The extent will include three (3) years of annual audits for fiscal years ending in 09/30/2013, 09/30/2014, and 9/30/2015. The successful company will work with the overall Housing Authority staff to provide a complete audit in compliance with OMB Circular A133.

The Round Valley Indian Housing Authority (RVIHA) is requesting written proposals to provide **FEE ACCOUNTANT SERVICES**.

The awarded contract term will be up to 3 years of accounting services and be subject to annual review; demonstrate satisfactory services and performances will include, year-end close processes, financial oversight and recommendation to ensure compliance to multiple funding agencies. The qualified individual/firm will demonstrate a strong skill level in calculating and tracking income and expenses as it relates to RVIHA Housing Activities. The successful company will work with RVIHA staff to ensure compliance with OMB Circular A87

The Round Valley Indian Housing Authority (RVIHA) is requesting proposals from qualified attorneys or law firms to provide **LEGAL SERVICES**. The range of legal issues for which the housing authority requires advice and services includes but not limited to: rental and homebuyer agreement enforcement, eviction proceedings, contract review and enforcement, real estate business transactions, interpretation of HUD rules and regulations, personnel action review, and general management issues that may from time to time require legal review. Interested attorneys or law firms will have experience in Indian Housing and be knowledgeable of the Native American Housing Assistance and Self-Determination Act of 1996. The proposal shall contain a brief description of the applicable strengths in relation to how to best serve RVIHA in the range of legal issues as described. All proposals shall include a description of the services to be provided, a personal or law firm resume, three client references, the hourly fee charge and or any other expenses required to fulfill the service obligation, and identification of the individual(s) in the firm who will have primary responsibility for providing services to RVIHA.

The successful business should have a track record of successful projects; experience working within a tribal government entity or nonprofit corporation would be helpful. This request is not restricted to Indian firms; however, preference will be given to Indian owned enterprises. Any proposal claiming Indian Preference must submit a Qualification statement.

Proposals must be received by Tuesday, June 18th, 2013 no later than 5:00 pm. The Proposal must be marked, “**Proposal for Audit Services**”, “**Proposal for Fee Accountant**”, “**Proposal for Legal Services**” and addressed to:

Round Valley Indian Housing Authority
ATTN: Milo Pina
P.O. Box 682
Covelo, CA 95428

Proposals received after the date specified shall be considered unresponsive.

RFPQ Audit Services, Fee Accountant, and Legal Services

The Round Valley Housing Authority reserves the right to accept or reject any or all proposals and to waive any informality in the quotes received, consistent with the regulations if it is in the best interest of the Round Valley Housing Authority.

The following nondiscrimination requirements are applicable: The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107), Section 504 of the Rehabilitation Act of 1973 (2 U.S.C. 794). The Indian Civilian Rights Act (Title II of the Civil Rights Act of 1968), and Indian Preference Title 25, U.S. Code Sections 472 and 473. Application of Federal Executive Order 11246 (Equal Employment Opportunity), Section 7 (b) of the Indian Self Determination and Education Assistance Act (25) U.S.C. 450e (b) will be enforced.

For more information, call Milo Pina at (707) 983-6188 ext. 32 or Fax (707) 983-9678