



YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue · P.O. Box 156 · Wapato, WA 98951
Phone 509/877-6171 · Toll Free 1-877-964-2884 · Fax 509/877-9948

Request for Proposals Self-Monitoring & Program Assessment

1. GENERAL INFORMATION

The Yakama Nation Housing Authority (“YNHA”) is the Tribally Designated Housing Entity (“TDHE”) for the Yakama Nation. YNHA is requesting proposals from qualified individuals or firms for Self-Monitoring & Program Review Assessment. The review must be completed, and a report submitted to YNHA by November 29, 2024

Your bid is for operation at the Yakama Nation Housing Authority office located at 611 South Camas Avenue, Wapato, Washington.

Proposals should be delivered to the: Yakama Nation Housing Authority; Attn: Andrea Matheny, Executive Director, 611 South Camas Ave; P.O. Box 156; Wapato WA, 98951 no later than 3 pm, August 24, 2024. Any responses received after the above time and date or delivered to the wrong address will not be considered.

Indian preference applies to the work under this Contract, pursuant to 24 CFR Section 1000.48-52 and Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). Indian preference also applies to any subcontracting, training and employment for work performed under this Contract. Proposers who claim Indian preference must provide evidence showing fully the extent of Indian ownership and interest.

The Yakama Nation Housing Authority reserves the right to accept any Responses deemed to be in the interest of the YNHA, to waive any minor irregularities, omissions, and/or technicalities in any Responses and to re-advertise for new Responses as deemed necessary by the YNHA in their sole discretion.

2. MISSION

The YNHA hopes to achieve the following: Demonstrate compliance with the requirements of NAHASDA 403(b) and 24 CFR Part 1000.502 as well as performance goals listed under the YNHA IHP. Identify compliance deficiencies and develop a corrective action plan.

3. SCOPE OF WORK

a. Assess YNHA program effectiveness, management efficiency, and compliance with applicable laws and regulations. This can be achieved by one or all of the following:

- **Management Interviews.** An assessor can complete the self-monitoring checklists by conducting one-on-one interviews with management.
- **Facilitated Sessions.** Talk through the monitoring checklist with managers and program administrative staff in a group working session (self-assessment workshop).
- **Standard operating Procedure Review.** Review YNHA's standard operating procedures-codes of conduct, personnel policies, financial management, procurement, and construction contract policies and procedures to assess the existence and use of internal controls.

b. Create a corrective action plan that identifies deficient performance or concerns, the proposed action to correct the deficiency and the person or program responsible to correct the concern.

c. Checklist should include the following at a minimum:

- APR Development Process and IHP Monitoring.
- Organizational Control Environment
- Resident Eligibility and Services Standards
- Fiscal and Financial Management
- Procurement and Contract Administration
- Labor Standards and Construction Management
- Environmental Review Responsibilities
- Policies and Procedures

4. QUALIFICATIONS

- Provide current reference information from three former or current clients.
- Provide a company profile.
- Give a brief resume and qualifications summary for each member of your staff that will be assigned work on this project.
- Provide Professional Liability Insurance, insuring Auditor for Errors and Omissions and Automobile Liability Insurance for any owned, hired, or non-owned vehicles used in the performance of the work.
- Evidence of Indian preference if applicable. Any firm seeking such preference must provide evidence that it is not less than 51% Indian owned and controlled. If you seek this preference you will have to contact the Yakama Nation TERO office to get qualified. (509-865-5121).

5. FEES

List all fees and charges. If your price excludes certain fees or charges e.g. travel cost, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. The price you quote should be inclusive.

6. AWARD

A contract will be awarded based on the information presented in the proposals received. YNHA will award a contract based on the proposal expected to be the most beneficial based on a variety of factors. YNHA reserves the right to award more than one contract, accept the lowest price offer, and refuse any contract without obligation to the firm offering the proposal.

7. SELECTION CRITERIA

The following criteria will form the basis with which the YNHA will evaluate proposals. The mandatory criteria must be met and include:

1. The proposing Company's perceived ability to deliver their services as set forth in their proposal. **25 Points**
2. The proposing Company's past performance in delivering such services. **15 Points**
3. Availability of personnel with the required skills for the specific approach proposed. There is a need to complete the work in an expedited fashion. **25 Points**
4. Overall cost of the proposal. **20 Points**
5. Indian preference if applicable. Any firm seeking such preference must provide evidence that it is not less than 51% Indian owned and controlled. YNHA does not qualify applicants. You must contact the Yakama Nation TERO office. **15 Points**

All proposals must contain a commitment to provide Indian preference in subcontracting, training and employment, and must contain a statement describing the methods that will be used to provide such preferences. If you believe it is infeasible to provide Indian preference, you must include in your proposal as to the reason(s).

8. FORMAT FOR PROPOSAL

Please use the following guideline to format your proposal:

- Use fonts no smaller than 10 points.
- Title page: Yakama Nation Housing Authority, Self-Assessment & Program Review Assessment Proposal. Your name, address, telephone number, email address and primary contact person(s).
- Cover letter signed by person or persons authorized to sign on behalf of your company.
- Qualifications: Provide the information requested in section 4.
- Fees: List fees as requested in section 5.
- Your plan to complete the scope of work.
- Signed attachments as applicable.

9. TERM

The initial contract term shall begin upon the execution of a contract for fiscal year 2024 and may include options to renew the agreement for two additional one-year contracts (fiscal years 2025 & 2026).

10. GENERAL CONTRACT PROVISIONS

The consultant will be an independent contractor and will be responsible for its own benefits, insurance, etc. The selected person or organization will be required to provide certificates of insurance in amounts to be determined. The contract will include all required provisions under NAHASDA, 24 C.F.R. Part 85, including Indian preference.

10. INDIAN PREFERENCE

This proposal is open to Indian and non-Indian persons or firms. Indian preference will be given in the award of contracts to the greatest extent feasible, consistent with 24 C.F.R. Section 100.48-52 and Section 7(b) of the Indian Self-Determination Assistance Act (25 U.S.C. Section 450e(b)).

11. INFORMATION REQUIRED

Respondents are requested to provide a proposal that (1) demonstrates an understanding of the required services needed and the respondent's ability to perform the services in a timely and effective manner, including a profile of the respondent's principles, staff and facilities., (2) provide a cost estimate to perform the work, and (3) include any documentation required by YNHA. Each proposal must include the following information:

- A. Names of the owner of the firm (if sole proprietorship or LLC); or each partner (if partnership) or each officer (if corporation).
- B. Resumes of all persons who will be performing the contract work.
- C. Copies of business and professional licenses.
- D. A description of any associations with other firms or persons, or any form of subcontracting that would be planned for this project.
- E. A summary of similar services that have been provided to other customers and a statement of experience and ability regarding the services being requested for this contract.
- F. Disclosure of any claims, lawsuits or formal disputes over work of services previously or currently being performed.
- G. Fee proposal and proposed schedule for completing the services.
- H. Methodology of providing the services.

- I. Statement regarding training and employment of Indians.
- J. If claiming Indian preference: (a) evidence that the enterprise making the bid is not less than 51 percent owned by a member of a federally recognized Indian tribe, and (b) a description of the structure, management and financing affecting the character of the enterprise.
- K. DUNS or EIN Number.
- L. Provide and maintain Professional Liability Insurance, insuring Auditor for Errors and Omissions and Automobile Liability Insurance for any owned, hired, or non-owned vehicles used in the performance of the work.
- M. Provide 3 Hard Copies of your Firms proposal.

For questions or clarifications, contact: callie@ynha.com. Questions will be answered in the form of an addendum.

13. ATTACHMENTS

- 1. HUD Form 5369-B Instructions to Offerors Non-Construction.**
- 2. HUD Form 5369-C Certifications and Representations of Offerors Non-Construction Contract.**
- 3. Indian Preference Statement.**