



# ***Cheyenne and Arapaho Housing Authority***

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## **Request for Proposal -Fee Accountant Services**

July 14, 2025 | Requests for Proposals

The Cheyenne and Arapaho Housing Authority (CAHA) located at Clinton, Ok is seeking proposals from interested fee accountants to provide services for the Housing Authority. The Cheyenne and Arapaho 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 11 county service areas of 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- Indian Housing Block grants.
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 available upon request.
6. An salary rate not to exceed the fee agreed upon in contract; schedule fee change once annually.
7. An hourly rate for any supplemental services or on-site visits with travel costs as needed.

### ***OTHER REQUIRED INFORMATION***

Proposal Due Date: The CAHA requests by **4:00 P.M, CST, on August 15, 2025**. Proposals shall be submitted by fax or emailed "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

Fax: 405-422-8271

Email: [housing@cheyenneandarapaho-nsn.gov](mailto:housing@cheyenneandarapaho-nsn.gov)

The bids will be viewed on Tuesday, August 19, 2025.

**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 because 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.