

HOPI TRIBAL HOUSING AUTHORITY

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Requests for Proposals: Human Resources Consulting Services

The Hopi Tribal Housing Authority (HTHA), a tribally designated housing entity of the Hopi Tribe, is seeking proposals from qualified consultants and consulting firms (Consultant(s)) for **Human Resources Consulting Services**, as specified in the Scope of Work below. You are invited to submit a proposal to Bretta Sekayumptewa, HTHA Procurement Officer at bsekayumptewa@htha.org, no later than **4:00 P.M. MST on July 31, 2025.**

A. Scope of Work: The objective of the RFP is to solicit proposals from qualified Consultants to assist in:

- developing new position descriptions along with classifying each position within HTHA;
- conducting an analysis of the current salary ranges in comparison to the current job market.

HTHA recently reorganized and would like to align all positions to the current organization chart.

The HTHA expects to an executed contract for the services under this proposal no later than **August 8, 2025.** The selected Consultant shall be ready, willing, and able to start work on the date of contract execution and:

1. **Position Comparisons:** Working with the Chief Executive Officer and staff to identify all job titles, duties, and responsibilities by comparing similar positions within the region surrounding the Hopi Reservation, particularly in Apache, Coconino, Gila and Navajo counties, Arizona.
2. **Task Completion:** Timely completing all tasks and associated work product assigned by the HTHA CEO in cooperation with the HTHA administration pursuant to the milestone deadlines in Section A(3) below. The four (4) key project milestones include:
 - **Milestone 1:** Classifying all twenty-nine (29) positions identified in the current HTHA organization chart, as amended on July 2, 2025.
 - **Milestone 2:** Analyzing existing salaries, wages, and salary ranges to determine job market competitiveness in the area surrounding the Hopi Reservation, in northern Arizona.
 - **Milestone 3:** Creating new job descriptions to align with the organizational chart, as amended on July 2, 2025.
 - **Milestone 4:** Reporting work product and final outcomes to the HTHA CEO and Board of Commissioners (BOC).
3. **Milestone Timeline:** The Consultant shall provide the HTHA with reasonable timeline detailing specific tasks required for each milestone and a milestone deadline. Please note the Consultant is expected to complete their review and finalization of any work product with CEO acceptance within fourteen (14) days before any milestone deadline, so the BOC can conduct their review.

B. NAHASDA and Indian Preference Requirements: The services under this RFP are funded by Indian Housing Block Grant (IHBG) funds allocated to the HTHA pursuant to the Native American Housing and Self-Determination Act (NAHASDA), 25 U.S.C. §4101, *et seq.* Therefore, Indian

preference requirements apply pursuant to the Indian Self-Determination and Education Assistance Act (ISDEA), 25 U.S.C. §450e, *et seq.*

1. The work to be performed under this proposal is subject to Section 7(b) of the ISDEA, 25 U.S.C. §450e(b). Section 7(b) requires that, to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, as defined at 25 U.S.C. §1301(4); and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations or Indian-owned economic enterprises, as defined at 25 U.S.C. §4302(5).
2. The selected Consultant and executed contract shall comply with the provisions of Section 7(b) of the ISDEA.
3. In connection with an awarded contract under this RFP, the Consultant shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian organizations or Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians.
4. The selected Consultant shall include this Section B language per Section 7(b) of the ISDEA in every subcontract awarded in connection with the Scope of Work outlined herein, and shall, at the direction of the HTHA, take appropriate action pursuant to the subcontract upon a finding by the HTHA or the U.S. Department of Housing and Urban Development that the subcontractor has violated the Section 7(b) clause of the ISDEA.

C. Proposal 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 to 4. 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 clearly and concisely supports your response to each rating criteria. The rating criteria are as follows:

1. **Rating Factor 1. Capacity and Capability (45 Points):** This factor addresses the extent to which you have the organizational resources to successfully perform the Scope of Work in accordance with your milestone timeline, as specified in Section A(3) above. This rating factor consists of three sub-factors:
 - a. **Technical Qualifications (Up to 15 Points):** Evidence of the Consultant's ability to perform the Scope of Work, as indicated by profiles of the principal(s) and staff's professional knowledge and technical competence. The extent to which your proposal describes the roles and responsibilities of your project team and that of your overall principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.
 - **Score of 15 Points Includes:** Description of the Consultant's specialized professional training and technical competence to perform the Scope of Work as indicated by a profile of the principal(s) and staff's professional knowledge and technical expertise **and** adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.
 - **Score of 8 Points Includes:** Description of the Consultant's specialized professional training and technical competence to perform the Scope of Work as indicated by a profile of the

principal(s) and staff's professional knowledge and technical expertise, **but** the proposal does not adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.

- **Score of 0 Points Includes:** Consultant's principal(s) and staff's professional training and technical competence is not included, **or** a profile of the principal(s) and staff's professional training and technical competence is included but is not relevant to the type of services to be performed as identified in the Scope of Work.
- b. **Experience (Up to 15 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 listed this RFP's Scope of Work section. In rating this factor, experience within the past 3 years will be considered **recent**; experience pertaining to the specific activities performed like that in RFP's Scope of Work section to be **relevant**; and experience producing specific accomplishments achieved similar to those to be undertaken in the Scope of Work to be **successful**. Proposal's will be scored as follows:
 - **Score of 15 Points Includes:** Adequate demonstration that the principal in charge and staff, including the day-to-day manager has recent, relevant and successful experience pertaining to specific activities performed similar to those to be undertaken in the Scope of Work
 - **Score of 8 Points Includes:** Adequate demonstration that the principal in charge and staff, including the day-to-day manager, has recent and relevant experience similar to those specified to be undertaken in the Scope of Work but has not shown specific accomplishments achieved similar to those to be undertaken in the Scope of Work.
 - **Score of 0 Points Includes:** Adequate demonstration that the principal in charge and staff, including the day-to-day manager, has recent and relevant experience similar to those specified to be undertaken in the Scope of Work.
- c. **Past Performance (Up to 15 Points):** This factor addresses the Consultant's past performance record on similar work as to be undertaken in the Scope of Work in terms of work quality, sensitivity to tribal concerns, timely delivery of products, and past-client satisfaction. As a part of your response, provide a list of **all** clients represented in the past three (3) years, including contract dates, contact names, telephone numbers, and email addresses.
 - **Score of 15 Points Includes:** Proposal contains a list of **all** clients worked for over the past three (3) years, including a comprehensive list of all relevant contract dates, contact names, telephone numbers, and email addresses **and** HTHA's evaluations of a sampling of referenced client responses indicate **full satisfaction** with past performance in terms of work quality, sensitivity to tribal concerns, and timely delivery of products and reports.
 - **Score of 8 Points Includes:** Proposal contains a list of **all** clients worked for over the past three (3) years, including a comprehensive list of all relevant contract dates, contact names, telephone numbers, and email addresses, **but** HTHA's evaluations of a sampling of referenced client responses indicate client's **partial satisfaction** with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.

- **Score of 0 Points Includes:** Proposal **does not contain** a list of all clients worked for over the past three (3) years, including contract dates, contact names, telephone numbers and email addresses, **or** HTHA's evaluations of a sampling of referenced client responses indicate client's **non-satisfaction** with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.
2. **Rating Factor 2. Timely Performance (15 Points):** This factor addresses your approach to providing and managing the Scope of Services by the extent and detail to which your implementation schedule identifies the specific tasks, benchmarks and timelines that you and others as listed in Rating Factor 1(A) above, will undertake to complete the Scope of Work within the time specified. The Project Implementation Schedule, Form HUD-4125, may serve as the required schedule, provided that it is sufficiently detailed to demonstrate that you have clearly thought out your implementation plan. If awarded, this schedule will be incorporated into the contract as an attachment and used for monitoring performance of the contract.
- a. **Score of 15 Points Includes:** Proposal **included** a project implementation schedule that clearly specifies tasks and timelines. The implementation schedule identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interconnectedness between tasks to ensure deliverables, work products, and other outcomes required in the Scope of Work. The implementation schedule is within the overall timeframe specified **and** identifies the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date.
 - b. **Score of 8 Points Includes:** Proposal **included** a project implementation schedule that clearly specifies tasks and timelines. The implementation schedule identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interconnectedness between tasks to ensure deliverables, work products, and other outcomes required in the Scope of Work. The implementation schedule is within the overall timeframe specified, **but** the implementation schedule did not identify the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date.
 - c. **Score of 0 Points Includes:** Proposal **did not include** a project implementation schedule, **or** the proposal included a project implementation schedule **but** does not clearly specify the tasks and timelines, including specific tasks and subtasks, milestones, assigned individuals, duration, and interconnectedness between tasks to ensure deliverables, work product and other outcomes as identified in the Scope of Work.
3. **Rating Factor 3. Indian Preference (20 Points):** This factor satisfies the Indian preference requirements as stated above. This rating factor is made up of two sub-factors, as follows:
- a. **Indian Organization or Indian-Owned Economic Enterprise (Up to 15 Points):** Proposal provides evidence fully showing Indian ownership percentage(s) by submission of the Indian Enterprise Qualification Statement (**Attachment A**). No points will be given if preference cannot be evidenced.
 - b. **Employment and Training Opportunity Statement (5 Points):** Proposal describes the extent of employment and training opportunities you will provide to Native Americans under your proposal (**Attachment B**).
- No points will be given for incomplete or unsigned statements.

4. **Rating Factor 4. Price (20 points):** This factor addresses the total lump sum (fixed fee) costs for services identified to carry out the Scope of Work. Proposal provides a detailed cost breakdown by phase or tasks including principals and key personnel estimated hours and hourly rates. It also includes a breakout of profit, overhead and reimbursables with a not-to exceed for a total lump sum (fixed fee) cost. The Proposal will be evaluated as follows
- a. **Score of 20 Points Includes:** Proposal's fixed fee is within 5% of the lowest proposal received and the proposal included a detailed cost breakdown by phase or tasks including principals and key personnel's estimated hours and hourly rates as well as a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.
 - b. **Score of 15 Points Includes:** Proposal's fixed fee is within 10% of the lowest proposal received and the proposal included a detailed cost breakdown by phase or tasks including principals and key personnel's estimated hours and hourly rates as well as a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.
 - c. **Score of 10 Points Includes:** Proposal's fixed fee is within 20% of the lowest proposal received and the proposal included a detailed cost breakdown by phase or tasks including principals and key personnel's estimated hours and hourly rates as well as a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.
 - d. **Score of 0 Points Includes:** Proposal's fixed fee is over 20% of the lowest proposal received or the proposal did not include a detailed cost breakdown by phase or tasks including principals and key personnel's estimated man-hours and hourly rates; a breakout of profit, overhead and reimbursable with a not-to-exceed total cost.

D. Submittal of Proposals and Additional Information: An original copy of the proposal must be received via email and by the specified above and with the subject line clearly marked: **Proposal for Human Resource Professional Services**. The date and time received will be recorded on each proposal. Any proposal received after the deadline will not be considered for review.

Award of the proposal will be based on the evaluation criteria above by a selection panel and within available funds. The use of interviews to further evaluate the proposal will be at the discretion of HTHA. If deemed appropriate, negotiations will be conducted with selected Consultant found acceptable and will include at least one principal and the proposed project manager. Selection and award will be made to the firm or person(s) with the best and final offer most advantages to the HTHA.

The Hopi Tribal Housing Authority reserves the right to reject any or all proposals, and to waive technicalities that serve the best interest of the housing authority. All questions regarding this Request for Proposal should be directed to: Dr. Kimberly Kahe Corkin, Chief Executive Officer at (928) 737-2801 or via email at kcorkin@htha.org.