



ALASKA NATIVE HEALTH BOARD

REQUEST FOR PROPOSALS (RFP)

ACCOUNTING SERVICES

RFP SUBMISSION DATE: SUNDAY, MAY 26, 2019
BY 11:59 P.M. AKDT

PROPOSAL CONTACT:

Verné Boerner
President CEO
Alaska Native Health Board
4000 Ambassador Drive, Suite 101
Anchorage, AK 99508

Phone: (907) 562-6006
FAX: (907) 563-2001
Email: anhb@anhb.org

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TENTATIVE SCHEDULE: KEY RFP AND PROJECT MILESTONES

RFP release – Friday, May 3, 2019
Submitting RFP Questions Deadline – Fri., May 10, 2019, 3:00 p.m. AKDT
RFP Submission Date – Sunday, May 26, 2019, 11:59 p.m. AKDT
Evaluation, Interview and Selection Period – May 26-June 7, 2019
Tentative Award Date – Friday, June 21, 2019
Tentative Contract Start Date – Monday, July 1, 2019

Alaska Native Health Board (ANHB) shall have the right to waive or modify any of these deadlines prior to the opening of the submitted proposals by duly noticed addendum. ANHB may seek supplementary information from any bidder at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information requested in the original proposal

REQUEST FOR PROPOSAL

ACCOUNTING SERVICES

May 3, 2019

1. INSTRUCTIONS AND CONDITIONS

- A. Electronic submissions will be accepted via email at anhb@anhb.org by 11:59 p.m. AKDT on the filing deadline or by hardcopy via mail postmarked by the filing deadline.

Electronic and hardcopy format: Proposal should be 8 ½ x 11 inches, printed two-sided on paper with removable bindings, bound in a single document. Binding can be as simple as a staple.

Each bid proposal, consisting of the original and copies as directed above, must be submitted in a sealed envelope addressed to Verné Boerner, President CEO, Alaska Native Health Board, 4000 Ambassador Drive, Suite 101, Anchorage, AK 99508, and delivered according to the time and date specified in this document. Please mark the submission envelop or include in subject line in the submittal email as follows:

Bid: Accounting Services

Filing Deadline: Sunday, May 26, 2019, 11:59 p.m. AKDT.

- B. Attention of bidders is especially directed to the specifications which, in addition to the bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful bidder. Any deviations from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal.
- C. ANHB reserves the right to reject or accept any or all bids or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.
- D. ANHB reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation.
- E. ANHB recognizes its policy of providing equal opportunity to all qualified Persons/Entities; bidders will not be discriminated against on the grounds of race, color, religious creed, sex or national origin in consideration for award.
- F. ANHB reserves the right to modify this RFP at any time. Documents, amendments, addenda, etc. will be posted to ANHB's website at www.anhb.org.

ANHB will not be responsible for verbal responses made by any parties including the designated contact and/or her designee.

Questions and suggestions concerning the RFP must be submitted in writing no later than Friday, May 10, 2019, 3:00 p.m. AKDT. Written questions or inquiries should be emailed, mailed or faxed to:

Verné Boerner
President CEO
Alaska Native Health Board
4000 Ambassador Drive, Suite 101
Anchorage, AK 99508

FAX: (907) 563-2001
Email: anhb@anhb.org

- G. Proposals will be evaluated by ANHB. If a bid proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, ANHB may find it beneficial to request additional information. ANHB may request an interview with the top-rated companies. A reference check may also be conducted.
- H. Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the bidder or his/her duly authorized representative, for the withdrawal of such proposal is filed with ANHB. The withdrawal of a proposal shall not prejudice the right of a bidder to file a new proposal prior to the time and date set for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.
- I. ANHB reserves the right to seek supplementary information from any bidder at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information asked in the original proposal.
- J. Issuance of the RFP and receipt of proposals does not commit ANHB to award an agreement. ANHB reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected company should negotiations with the selected company be terminated, or to cancel any section of this RFP. ANHB also reserves the right to apportion the award among more than one company.
- K. An award under this RFP will not be based solely on the lowest price. If an award is made, it will go to the bidder(s) with the best overall proposal. The successful proposal will be competitively priced and provide for adequate service to meet ANHB's needs.
- L. An award will be made as outlined in the Tentative Schedule listed above.
- M. Any Federal or State of Alaska License/Certification/Contractors License required to provide the services and a Certificate of Insurance in accordance with Attachment A: Insurance Requirements for Construction and Services Contracts, will be required.

2. SPECIFICATIONS

A. General Information

Established in 1968, the Alaska Native Health Board (ANHB) is a non-profit organization that serves as the statewide voice on Alaska Native health issues. ANHB is a 28-member board entity, consisting of one elected or selected representative of the health committees or Board of Directors of Alaska's Native regional health organizations and independent tribal public law 93-638 compactors/contractors. ANHB is the advocacy organization for the Alaska Tribal Health System (ATHS), that assists state and federal agencies with achieving effective communication and consultation with tribes and their tribal health programs. The ATHS is comprised of tribes and tribal health organizations that serve all of the 229 tribes throughout Alaska. The Alaska tribes collectively assumed the health programs and responsibilities of the Indian Health Service pursuant to the Indian Self-Determination and Education Assistance Act principally under the self-governance provisions of Title V through the Alaska Tribal Health Compact.

ANHB has a total operating fund budget of approximately \$926,240 for fiscal year ending September 30, 2019 and employs five full-time equivalent employees.

ANHB's financial system is an accrual basis fund accounting system, and includes the following modules: financials, purchasing, accounts payable, accounts receivable and other modules. ANHB payroll uses Quickbooks software.

On a monthly basis, the accounting division processes journal entries, bi-weekly payroll, and vendor invoices for payment. In addition, accounting is responsible for maintaining and reconciling the schedules for capital leases and fixed and capital asset additions, deletions and depreciation. On a yearly basis, the accounting division prepares and provides support for the annual budget and annual audit and financial report.

B. Purpose

ANHB is requesting proposals from qualified firms to provide accounting services. Due to small business size ANHB is depends on a partnership with a private firm to provide accounting services. Day-to-day operational functions such accounts payable, accounts receivable, purchase orders and data entry will be retained in-house.

ANHB's fiscal year runs October 1 – September 30, and a 3-year contract is proposed starting July 1, 2019 running through June 30, 2022; with an option to extend the contract two (2) additional one (1) year periods.

3. SCOPE OF WORK

A. General

ANHB is soliciting the services of qualified firms to provide accounting services for a period of three years with an option to extend the services for two additional one-year periods. ANHB is seeking response to the below described services.

ANHB outsources for a portion of its Accounting and Finance functions. These services are currently being performed by The Foraker Group, which would include, but not be limited to the work described in this RFP.

B. Duties of the Firm

- I. Services to be provided for within the scope of this RFP are for general accounting and financial services. The scope of work includes all required tasks as outlined in this RFP for such services.

The firm will:

- a. Provide all deliverables under the direction of ANHB's President/CEO to ensure the requirements of this contract are effectively and efficiently performed. Such services shall encompass all those duties and functions reasonably and customarily associated with delivery of the services in accordance with ANHB Policies and Procedures and best practices established by industry standards.
- b. Provide for the benefit of ANHB all labor, supervision and equipment not otherwise provided which are necessary and proper for the purpose of performing the services, duties and responsibilities set forth and as necessary to maintain the level of service to be rendered hereunder.
- c. Develop, implement, maintain and improve strategies to attract, retain and formally develop highly-qualified employees in the appropriate number to comply with the requirements of this contract and to fill vacancies in staffing promptly.
- d. Devise, recommend and employ technology and process improvements to maximize efficiencies while maintaining reliable capabilities.
- e. Establish and maintain team-oriented working relationships with ANHB and work cooperatively to ensure and maintain the effective delivery of services.
- f. Work cooperatively with ANHB to maximize performance, as well as to ensure financial and accounting requirements are clearly communicated, understood and satisfied for all operations.
- g. Meet regularly on schedules determined by ANHB President/CEO to ensure

the smooth operation and administration of the contract.

- h. Work to be performed offsite from ANHB's premises. All work must be maintained and documented on secured servers and the appropriate care must be maintained when accessing and printing ANHB data. Firm's network must also adhere to general computer security standards. Additionally, firm's computers must maintain a current anti-virus application and be current on all operating system service packs and or updates.
 - i. Background Check, and Legal Right to Work Information – the firm's staff must pass a background check (consisting of inquiries into criminal, employment, driving record, credit history, education and civil records).
- II. At a minimum, the staff provided must possess the following qualifications and knowledge of:
- a. Generally accepted accounting principles;
 - b. Methods and techniques applicable to advanced financial analysis;
 - c. Principles and practices of internal control;
 - d. Operations, services and activities of accounting programs including financial reporting;
 - e. Principles and practices of general ledger preparation, maintenance and reconciliation;
 - f. Principles and procedures of financial record keeping and reporting;
 - g. General ledger software, Microsoft Excel and Microsoft Word.
- III. The firm shall perform the following accounting services:

For each service and function the Firm will provide services in accordance with applicable laws, guidelines, standards and best practices for accounting, including but not limited to General Accepted Accounting Principles (GAAP).

- a. Prepare and review journal entries.
- b. Provide accounts payable (A/P) services.
- c. Perform monthly bank reconciliations.
- d. Identify and maintain records and accounting for all revenue sources and class.
- e. Reconcile and maintain accounts receivables (A/R) and related schedules.

- f. Provide payroll services.
- g. Provide cash management services.
- h. Maintain general ledger
- i. Provide fund reporting/tracking services.
- j. Prepare Interim Financial Reports.
- k. Attend ANHB Finance Committee and ANHB Board Meetings and present Interim Financial Reports to Committee Members and ANHB Board.
- l. Monthly preparation of adjustments for bank charges and merchant fees.
- m. Prepare and provide requested information, schedules and reports for the auditors for year end and interim reporting as well as special audits as needed.
- n. Cooperate and assist management as needed in fulfilling all obligations that accompany various funding sources.
- o. Assist with internal audits as requested by the management.
- p. Monitor ANHB revenues and prepare analytical reviews as directed.
- q. Monitor and report on the timely collection of all monies due to ANHB.
- r. Provide recommendations for improvements in internal control, accounting processes and systems.
- s. Research current and relevant trends and laws that might have an impact on ANHB and provide communication on the events' impact(s) to ANHB.
- t. Perform other accounting responsibilities not specifically set forth above, at the direction of ANHB.

4. GENERAL QUALIFICATIONS

- A. Describe the proposed staff's qualifications, experience and methodology for providing ANHB with the required deliverables and specifications for the above-described services.
- B. Provide resumes for professional profiles of key personnel the firm would likely assign to this project.
- C. Describe the firm's approach to ensure staff stays up-to-date throughout the term of the contract.

- D. Discuss the firm's involvement with similar clients.
- E. Describe attributes, special capabilities, techniques or resources that make the firm uniquely qualified to provide these services.
- F. Describe the firm's staffing methodology and include the firm's approach for determining how work will be performed while staff is not present during times of vacancy including vacation, sickness or attrition.
- G. Describe the firm's methodology to ensure collaboration with ANHB staff to research, evaluate and, if authorized, implement efficiency and cost-saving improvements.
- H. Describe the firm's methodology for delivery of each service outlined in this RFP.
- I. Describe the firm's approach for maintaining appropriate and timely communication with the ANHB staff requests.
- J. Describe the firm's methodology for addressing transition issues both at the beginning and conclusion of this contract.
- K. Provide and describe a list of any firm-supplied facilities, equipment and supplies you anticipate using for this contract.
- L. Provide a list of references for like projects within the past five (5) years.
- M. At the Firm's option, it may provide any additional supporting documentation or information which would be helpful in evaluating the Firm's qualifications and commitment.

5. PROPOSAL CONTENT INSTRUCTIONS

The proposal must contain the information below. To easily rate your proposal; please format your response to coordinate with the numbering system outlined below. For example, section #1, would be your firm's Cover Letter, section #2 would contain the general Information about your firm, etc.

- A. Each proposal shall include a cover letter with the firm's address, telephone number, e-mail address. The cover letter should be signed by a legally authorized representative of the company.
- B. Each bidder should include a summary of their proposed management plan covering specifications and qualifications.
- C. The proposal should present qualifications that demonstrate the bidder's ability to successfully manage this contract.
- D. Each bidder shall provide three references. (Regarding references, bidders shall

determine prior to including the references in the proposal that the references are relevant, contact information is accurate, and reference contact has agreed to provide a complete and uncensored testimony.)

- E. Each bidder may, but is not required to, include additional references, resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, etc.). Note that these materials may or may not be reviewed by all evaluators and may not be part of the official evaluation except to the extent they support qualifications and experience.
- F. Pricing shall be a fixed monthly fee for all services indicated in this RFP. Please provide hourly rates for all team members for any additional related services that may be required beyond the scope of this RFP.

6. EVALUATION PROCESS

Proposals will be reviewed, evaluated, and ranked by the ANHB Finance Committee with final selection determined by the ANHB Executive Committee.

Starting with the highest composite ranked firm and progressing in descending order, a list of respondents will be generated by the ANHB Finance Committee. The number of respondents placed on the list shall be limited to the number deemed appropriate by the Finance Committee to meet its requirements and thus, may not include all respondents ranked in the evaluation process.

The evaluation criteria may include but not be limited to the following considerations:

- Professional standing
- Professional excellence
- Demonstrated competence in the service area
- Specialized experience of the bidder and principal staff
- Education and experience of the bidder and assigned staff
- Familiarity with the required services and projects
- Bidder's ability to respond to short lead time schedules
- Bidder's staff to support ANHB sufficiently
- Bidder's past performance and ability to coordinate multiple projects
- Bidder's quality assurance/quality control methodology
- Resources available to successfully assist ANHB in providing accounting services
- Bidder's price for services

7. NEGOTIATION

ANHB shall reserve the right to negotiate any terms and conditions of the RFPs received, with the final candidate prior to acceptance/rejection of said proposals. Upon determination of the highest ranked Bidder, staff will commence negotiations with the firm that received the highest ranking. The negotiations will be conducted in accordance with ANHB policies and procedures. When negotiations are successfully concluded, staff will present their recommendation to the ANHB's Finance Committee.

ALASKA NATIVE HEALTH BOARD
BID PROPOSAL AUTHORIZATION
ACCOUNTING SERVICES

DATE _____

COMPANY NAME _____

STREET ADDRESS _____

CITY / STATE / ZIP _____

PHONE NUMBER _____

PERSON PREPARING BID _____

AUTHORIZED SIGNATOR _____

POSITION _____

SIGNATURE _____

ATTACHMENT A

INSURANCE REQUIREMENTS FOR SERVICES CONTRACTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be borne by the Contractor.

- A. Minimum Scope of Insurance – Coverage shall be at least as broad as:
1. Commercial General Liability coverage
 2. Automobile Liability
 3. Workers' Compensation insurance
 4. Professional Liability insurance appropriate to the consultant's profession
- B. Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions must be declared to and approved by ANHB. At the option of ANHB, either (a) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects ANHB, its officers, officials, employees and volunteers or (b) the contractor shall provide a financial guarantee satisfactory to ANHB guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- C. Other Insurance Provisions – The policies are to contain the following provisions:
1. General Liability and Automobile Liability Coverages
 - a. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects ANHB, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by ANHB, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - b. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to ANHB
 2. Waiver of Subrogation
Contractor hereby agrees to waive subrogation which any insurer of contractor may acquire from contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

The workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of ANHB for all work performed by the contractor, its agents, employees, independent contractors and subcontractors.
- D. Subcontractors
Service Provider shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.