

**CHEROKEE NATION  
REQUEST FOR PRE-QUALIFICATION  
PROFESSIONAL CONSULTING SERVICES**



**Acquisition Management**

**CHEROKEE NATION  
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# **CHEROKEE NATION REQUEST FOR PRE-QUALIFICATION PROFESSIONAL CONSULTING SERVICES**

## **INTRODUCTION:**

The Cherokee Nation is the federally recognized government of the Cherokee people and thereby has sovereign status granted by treaty and law. Tribal sovereignty is the right to self-governance. The seat of tribal government is the W.W. Keeler Complex near Tahlequah, Oklahoma, capital of the Cherokee Nation. The area of the Cherokee Nation (hereinafter “Nation”) covers 14 counties in Northeast Oklahoma. The Cherokee Nation Tribal Government employs approximately 4,000 to 4,500 individual located at approximately 150 work locations throughout the area with the bulk located in Tahlequah, Oklahoma.

## **PROJECT BACKGROUND:**

The Cherokee Nation is issuing a Request for Pre-Qualifications (RFPQ) for Professional Consulting Services to solicit statements of pre-qualifications from Indian and non-Indian owned firms interested in providing services for Cherokee Nation. Only firms who are pre-qualified under this RFPQ shall be eligible to submit proposals for the consulting services needed issued under a separate Request for Proposal (RFP). The RFP will contain complete information including but not limited to scope of services required and all terms and conditions.

## **OBJECTIVE:**

The objective of the RFPQ is to identify responsible firms who meet the Cherokee Nation’s qualification requirements to provide consulting services for organization structure review, human resources structure with experience and knowledge of indirect cost pools. All qualified Firms are invited to participate by submitting responses as outlined in this RFPQ.

## **MINIMUM QUALIFICATIONS:**

The Firm must have a minimum of 5 projects completed in organization structure, human resources structure, and prior projects that involved indirect cost pools for tribal entities. Listing of projects and point-of-contact name and phone number for reference are required.

## **ADDITIONAL QUALIFICATIONS:**

- Specialization of Staffing for organization structure review and human resources set-up. Listing of personnel position and education and background experience.
- Capacity to follow a set milestone pathway from start-to-finish on required services. Listing of projects for tribal entities that include starting date, anticipated ending date, and actual ending date along with a point-of-contact, name and phone number, for reference.
- Previous experience for projects with Tribal Entities in the areas specified.
- Indian-owned company with proof of TERO certification. TERO Certification is issued by the Tribal Employment Rights Office of the Cherokee Nation. To be given Indian Preference a copy of the TERO certification must be included with submittal.

**CONTACT PERSON:**

The Cherokee Nation point-of-contact for the RFPQ is Shelly McClain, Acquisition Management Manager. All communication between any interested Firm and Cherokee Nation shall be in written format to [shelly-mcclain@cherokee.org](mailto:shelly-mcclain@cherokee.org). The subject line of the email communication should state RFPQ – Professional Consulting Services.

**REVIEW AND QUESTIONS:**

Firms should carefully review this RFPQ. Firms shall put these comments and/or questions in writing and submit them to the Cherokee Acquisition Management (Attn: Shelly McClain) no later than **June 02, 2021 by 5:00 p.m.** at email [shelly-mcclain@cherokee.org](mailto:shelly-mcclain@cherokee.org). In the subject line of email, reference “RFPQ – Consulting Services”.

**ADDENDUM:**

Any and all such interpretations and any supplemental instructions will be in the form of written addenda, will be provided no later than **June 07, 2021 by 5:00 p.m.** Addendum will be posted on the Nation’s public bid website with RFPQ announcement. No interpretation of the RFPQ requirements will be made to any interest party orally. Failure to receive any issued addendum or interpretation shall not relieve responding party from any obligation contained in RFPQ document.

**NO OBLIGATION:**

This RFPQ does not obligate the Cherokee Nation to contract for any of the services specified in this RFPQ. The pre-qualified firms will receive a separate Request for Proposal for the services described in this RFPQ.

**CANCELLATION:**

The Cherokee Nation retains the right to cancel, modify or amend the RFPQ process at any time, at the NATION’s sole discretion. The NATION shall not be responsible for costs incurred by firms for Statement of Pre-Qualifications preparation or any subsequent requests for additional information.

**REJECTION OF SUBMITTALS:**

The Cherokee Nation reserves the right to reject any and all submittals received without penalty.

**CONFIDENTIALITY:**

Any information submitted to the Consulting Firm by the Nation in respect to this RFPQ contains proprietary information and is shared on a confidential basis. Any information acquired at the Nation or relating to processes belonging to the Nation included in this RFPQ shall be kept confidential. The Consulting Firm agreement to not use in any unauthorized manner or communicate to others any confidential information without the written consent of the Cherokee Nation and will take such measures as are necessary to require it’s employees and all approved Subcontractors to maintain complete confidentiality.

**MEDIA ANNOUNCEMENTS:**

Any and all media announcements pertaining to this RFPQ or any subsequent award(s) require the Nation’s prior written approval.

**OWNERSHIP:**

All documents submitted in response to this RFPQ shall become the property of the Cherokee Nation and will not be returned to the vendors. Responses received will be retained by the Acquisition Management Department.

**RIGHT TO WAIVE MINOR IRREGULARITIES:**

The Selection Committee reserves the right to waive minor irregularities. This right is at the sole discretion of the evaluation committee.

**INCURRING COSTS:**

Any costs incurred by the firm in preparation, transmittal, or presentation of any Statement of Qualifications, or material submitted in response to this RFPQ shall be borne solely by the vendor. The vendor is responsible for all costs associated with travel for on-site demonstrations

**SUBMITTAL DEADLINE:**

Responses are due no later than **June 14, 2021, by 5:00 p.m.** RFPQ responses may be emailed to Shelly McClain at [shelly-mcclain@cherokee.org](mailto:shelly-mcclain@cherokee.org). The submittal email must contain: RFPQ – Consulting Services Response.

**SUBMITTALS**

The Statement of Pre-Qualifications should be concise and cover all areas described in the Minimum Qualifications/Additional Qualifications Sections and should not exceed 15 pages.

**EVALUATION AND SCORING**

For the response to be fully considered and evaluated, the minimum qualifications must be met for complete review by a Selection Committee.

A Selection Committee will review the RFPQ submittals:

<b>Criteria</b>	<b>Points</b>
Minimum Qualifications Met	35
Staffing	25
Capacity	15
Previous Experience	15
Indian Preference (Copy of TERO Certification required)	10

The Selection Committee may ask for additional details and/or request a presentation.

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