



**HOPi CREDIT ASSOCIATION  
NOTICE OF REQUEST FOR PROPOSAL  
FOR IT SUPPORT SERVICE**

NOTICE IS GIVEN THAT Hopi Credit Association is requesting proposals from qualified IT companies/individuals for FY 2018, with an option to extend the contract for Fiscal Year 2019.

Our Nonprofit is a 501(c)(4). The mission of our Nonprofit is to enhance the quality of life by providing lending, financial education and training opportunities for our Hopi Senom to become informed consumers.

Our Nonprofit requires the following services:

1. Remote IT Support to include but not limited to
  - a. Network Mapping, Backup Service
  - b. Software/Hardware Support (i.e. Install, diagnostic, triage, updates, license issues)
  - c. Server and Workstation Maintenance
  - d. Router Configuration/Maintenance
  - e. Serve Software Support to include but not limited to communicating and building relationship with Hopi Credit Association Software Vendor (The Mortgage Office, Loan Ledger and SAGE 300 Accounting).
2. Occasional onsite Support for diagnostic, triage, break fixes, repair/replacement of Workstation and/or Servers.
3. Knowledge of SAGE Accounting Software, Loan Ledger and The Mortgage Office Software is a plus.

Proposal should include but not limited to the following:

1. Statement of Qualification- detailing experience, expertise and knowledge
2. A List of similar projects with contact names and telephone numbers
3. Cost Consideration to include hourly rate charges, applicable fees and travel cost

Proposals should be addressed to Vaughn Sieweumtewa, Board President. Proposal will be accepted until 5:00 pm Mountain Standard Time on December 07, 2017 at the following address:

Physical Address:  
Hopi Credit Association  
Attn: Vaughn Sieweumtewa  
100 Main Street Space KC53  
Keams Canyon, Arizona 86034

Mailing Address:  
Hopi Credit Association  
Attn: Vaughn Sieweumtewa  
PO Box 1259  
Keams Canyon, Arizona 86034.

Hopi Credit Association reserves the right to waive any immaterial defect or informality in the proposal; to reject any or all submittals or portions thereof; to reissue this Notice; and to award the Contract on a partial basis, if in the best interest of Hopi Credit Association.