

# **Request for Proposals for CPA Accounting Services**

## **Introduction**

The Shoshone-Paiute Tribes of the Duck Valley Indian Reservation (“Tribes”) seek accounting services to support the Tribes’ Accounting Division staff for the fiscal year end close and audit preparation for the fiscal year end and preparation of the annual financial statement audit. The Tribes request proposals to provide such services to the Tribes on a contract or employment basis.

The Tribes reserve the right to request additional information or clarifications from proposers, or to allow corrections or error or omissions. Firms or individuals submitting proposals may be requested to make oral presentations to the Selection Committee as part of the evaluation process.

Submission of the proposal indicates acceptance by the firm or individual of the conditions contained herein unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Tribes and the firm or individual selected.

## **Background**

The Tribes are a federally recognized tribal government. The Tribes are subject to the Single Audit Act and government auditing standards for purposes of government grant and contract funds.

The Tribes use the MIP accounting software system.

The Tribes apply Indian preference.

## **Scope of Work**

The Tribes seek the following services:

- Audit preparation services in accordance with government audit standards.
- Assessment and recommendations for improvements in tribal finance department operations and internal controls, including accounts payable, accounts receivable, program reconciliations, federal drawdowns, quarterly reports, payroll, assets and liabilities.

Response to specific requests for advice regarding fiscal management and procedures.

## **Contract Services or Employment relationship**

The Tribes seeking the services on a contract basis or through an employment relationship. Fulltime onsite work performance is preferred.

## **Qualifications**

Proposals are requested from individuals who are certified public accountants and relevant experience and firms that can provide services through such qualified individuals. Proposals should provide evidence of such qualifications.

## **Proposal Contents**

To be considered, a proposal should be submitted no later than 5 p.m. Mountain time on March 16, 2023, to Assistant CFO, Dynneil Atkins, [atkins.dynneil@shopai.org](mailto:atkins.dynneil@shopai.org).

To aid in the evaluation process, all responses are to be submitted in the following sequence:

- *Letter of Transmittal* - A signed letter of transmittal stating the proposer's understanding of the work to be done, the commitment to perform the work, a statement of why the firm or individual believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm offer.
- *Qualifications* - Qualifications of the firm and of the particular staff to be assigned to this engagement, including evidence of a certified public accountant's license in Idaho or Nevada. The proposal should state the size of the firm, and the size of the firm's staff and information about any license disciplinary proceedings against a licensed professional, including details of such proceeding, including the date and nature of charges, the outcome and current status of the affected person's license. If the firm or any individual has been the subject of litigation in court related to professional accounting services, the proposal should include information about the litigation, including the jurisdiction, dates and nature of the litigation. It should also specify an approach that will meet the request for proposal requirements. The proposal should also include proof of professional liability insurance covering any error or omissions committed during the engagement. The proposal should include a list of similar engagements with other clients, including tribes, including the name, telephone number of the principal client contact.
- *Scope of Work*
- *Project Plan and Timelines* - The proposal should set forth a work plan, including an explanation of the methodology to be followed to perform the requested services and a timeline for phases of the work. It should describe key personnel to be assigned to the work, including their professional biographies and roles in the work.
- *Pricing* – The proposal should include proposed compensation and rates.
- *Copy of the contract to be used for legal review*

## **Evaluation Criteria**

The award of this contract shall be made to the responsible proposer whose proposal is most advantageous to the Tribes.

The following point range will be used as a guide for selection during the evaluation process:

- Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-25 points)

- Technical experience of the firm. (0-25 points)
- Qualifications of staff, including consultants, to be assigned to the work. (0-20 points)
- Cost. (0-15 points)
- Indian Preference. (0-10 points)

### **Questions**

Questions should be directed to:

Business Council Treasurer, Daliah Abel at [daliah.abel@shopai.org](mailto:daliah.abel@shopai.org).

Shoshone-Paiute Tribes  
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Owyhee, NV 89832

208-759-3100

Opens: March 2, 2023

Closes: March 16, 2023