

# **Request for Proposal to Audit the Finance Statements for the Qagan Tayagungin Tribe of Sand Point**

## **1. INTRODUCTION**

The Qagan Tayagungin Tribe is accepting proposals from CPA firms to provide audit services for the Qagan Tayagungin Tribe of Sand Point for the past fiscal year (Fiscal Year 2017).

## **2. BACKGROUND OF THE QAGAN TAYAGUNGIN TRIBE**

The Qagan Tayagungin Tribe of Sand Point is a federally recognized Tribe governed by the Qagan Tayagungin Tribal Council. Our fiscal year runs October 1 through September 30. We operate a number of Federal and State grants, P.L. 93-638 contracts, and program agreements, as well as our own charitable gaming pulltabs operation. As we receive federal funds, a number of our grants and contracts require we comply with the Single Audit Act Amendments of 1996, and OMB Circular 1-133, Audits of States, Local Governments, and Non-Profit Organizations. We also receive donations from the community for programs we operate.

The tribe has 9 full and part time employees.

## **3. KEY PERSONNEL**

Following are key contacts for information you may seek in preparing your proposal:

Ms. Tiffany Jackson	Executive Director	(907) 383-5616 <a href="mailto:qttadmin@arctic.net">qttadmin@arctic.net</a>
Ms. Alaina Kuchenoff	Finance Director	(907) 383-5616 <a href="mailto:qttfinance@arctic.net">qttfinance@arctic.net</a>

## **4. RELATIONSHIP WITH PRIOR CPA OR SERVICE PROVIDER**

The Qagan Tayagungin Tribe has not had an audit of its financial statements since 1999.

## **5. SCOPE OF WORK**

### **a. Receipt of Proposals**

Faxed, emailed, or mailed proposals for road work described in this RFP will be accepted until 5:00 pm local time on June 29<sup>th</sup>, 2018.

Qagan Tayagungin Tribe  
P.O. Box 447  
Sand Point, AK 99661

(907) 383-5616 (phone)

[OTTAdmin@arctic.net](mailto:OTTAdmin@arctic.net)

Any questions regarding this RFP should be submitted via email or mail to Tiffany Jackson at the above listed contact information.

**b. Project Description**

This project is described as the auditing of the financial statements for the Qagan Tayagungin Tribe of Sand Point Village, and review of compliance with the Single Audit Act Amendments of 1996, and OMB Circular 1-133, Audits of States, Local Governments, and Non-Profit Organizations. We are looking for an auditor who will:

- i. Communicate with Tribal staff prior to traveling to Sand Point on any requirements of the Tribe which may take some time to prepare for the Audit.
- ii. Provide and mobilize all expertise and equipment necessary to perform audit of the tribe's financial statements.
- iii. Analyze the internal control of the Tribes financial system
- iv. Communicate with Tribal staff and management on any recommendations to improve the Tribe's internal control
- v. Communicate with Tribal staff and management regarding any recommendations regarding the Tribe's financial policies and accounting principles.
- vi. Communicate with Tribal staff and management regarding any recommended audit adjustments
- vii. Prepare a written opinion regarding the findings of the audit, including a single audit report for federal grant compliance
- viii. Present the written opinion to the Qagan Tayagungin Tribal Council.

**6. SUBMISSION INFORMATION**

- a. The Offeror shall notify The Qagan Tayagungin Tribe of Sand Point via email within one week of RFP publication of the firms intent to submit a bid. If a firm does not notify of their intent to bid, the Contractor will not receive RFP updates.
- b. The Qagan Tayagungin Tribe reserves the right to reject any or all proposals and waive any informality.
- c. The successful Offeror will be required to enter into a contract with The Qagan Tayagungin Tribe within ten (10) days after The Qagan Tayagungin Tribe notifies the successful Offeror of the intent to award.
- d. The Qagan Tayagungin Tribe, or its representatives, will not be responsible for proposal preparation costs including oral interviews (if held), nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the successful Offeror and/or award of contract and/or rejection of proposal. By submitting a proposal each Offeror agrees to be

bound in this respect and waives all claims to such costs and fees.

## 7. INSTRUCTIONS TO OFFERORS

### a. Proposal Submission Requirements and Instructions

- i. To effectively and equitably evaluate all proposals, the Qagan Tayagungin Tribe must receive information sufficiently detailed to clearly indicate the expertise, methods, and schedules proposed.
- ii. A single copy of the proposal must be transmitted by fax or email prior to the date and time specified in this RFP.

### b. Proposal Submission Format

- i. The proposal sought by this solicitation shall contain the following sections:
  - a) Experience:  
Please detail your firms experience in providing auditing services for federally recognized tribes, as well as organizations which also have federal and state grants and/or P.L. 93-638 contracts.
  - b) Cost:  
The fee proposal for the FY2017 audit
  - c) Process:  
Describe how your firm will approach the audit of the Qagan Tayagungin Tribe, including the use of any association or affiliate member firm personnel and the areas which will receive primary emphasis. Discuss the firms use of technology in the audit, as well as the communication process used by the firm to discuss issues with the management and audit committees of the council.
  - d) Availability:  
The Offeror shall provide a proposed schedule to complete the work proposed.
  - e) Contractor Preference:  
Evidence of Indian Ownership (if applicable)
  - f) Key staff:  
Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies.
  - g) Peer Review: The Offeror shall provide a copy of their latest peer review results.
  - h) References:  
At least two references from similar organization (federally recognized tribes) preferred

**c. Non-collusive Affidavit**

Each Offeror submitting a proposal for any portion of the work contemplated by the proposal documents shall execute an affidavit, to the effect s/he has not colluded with any other person, firm, or corporation in regard to any proposal submitted. Such affidavit shall be attached to the bid.

**d. Amendments to RFP**

- i. If this solicitation is amended by addenda, then all terms and conditions, which are not modified, remain unchanged.

Copies of addenda(s) will be on file in the offices of the Qagan Tayagungin Tribe.

**e. Review of Proposal**

Proposals received before the date and time specified in the RFP will be evaluated

**f. Late Submission, Modifications, and Withdrawal of Proposals**

- i. Proposals received at the place designated in the solicitation after the time specified for receipt may not be considered.
- ii. A proposal may be modified or withdrawn by notice, by email at any time before the exact time set for receipt of proposals. A proposal may be withdrawn in person by an Offeror or its authorized representative if, before the exact time for receipt of proposals, the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal.

**g. Contract Award**

- i. The Qagan Tayagungin Tribe will evaluate proposals in response to this solicitation. The Qagan Tayagungin Tribe will negotiate a contract with the responsible Offeror whose proposal, conforming to the solicitation, will best meet the needs and requirements of the Qagan Tayagungin Tribe.
- ii. The Qagan Tayagungin Tribe may reject any and all proposals, accept other than the lowest cost proposal, and/or waive informalities or minor irregularities in proposals received whenever such rejection or waiver is in the best interest of the Tribe.

**8. EVALUATION CRITERIA**

The Qagan Tayagungin Tribe will evaluate proposals on a qualitative basis. This includes our review of the firms' submitted materials, interviews with senior engagement personnel to be assigned to our Tribe, results of discussions with other clients, and the firms' completeness and timeliness in its response to us.

**a. Best Overall Value to the Qagan Tayagungin Tribe**

- i. The Tribe will attempt to negotiate a contract with the responsive Offeror with the highest rating representing the best overall value to the Tribe
- ii. If the negotiations with the highest ranked Offeror are not successful, the Tribe will then proceed to negotiate with the next highest ranked Offeror.

**b. Scoring Criteria**

- i. Tribal Contractor Preference (10 points)
- ii. Performance Capability (15 points)
  - a) Qualifications of company and company performance with similar projects
  - b) Ability to provide expertise, and equipment required to perform audit
- iii. Management Plan
  - a) Process (20 points)
  - b) Schedule (5 points)
- iv. Cost
  - a) Lowest bid will receive 35 points
  - b) Second to the lowest bid will receive 25 points
  - c) Third to lowest bid will receive 20 points
  - d) All other bids will receive 5 points
- v. References
  - a) References from similar organization (10 points)
  - b) Other references (5 points)