

**LITTLE SHELL TRIBE
OF CHIPPEWA INDIANS OF MONTANA**



REQUEST FOR PROPOSALS
FINANCE DEPARTMENT
Audit Services

511 Central Ave West
Great Falls, MT 59404
February 2, 2024

Proposals must be submitted on or before February 16, 2024 at 5:00pm MT.

Electronic Proposals may be submitted to contracting@lstribe.org.
Proposals received after the deadline above will not be considered.

LITTLE SHELL TRIBE OF CHIPPEWA INDIANS OF MONTANA

REQUEST FOR PROPOSAL

Requesting Department:	Finance Department
Service/Item Request:	Audit Services
RFQ Date:	February 2, 2024
Due Date:	February 16, 2024 at 5:00pm MT
Submission Type:	Electronic
Submission Address:	contracting@lstribe.org

1. Introduction

The Little Shell Tribe of Chippewa Indians of Montana (“LST” or “Tribe”) is seeking proposals from independent certified public accounting firms with OMB Uniform Guidance, the Single Audit Act, Governmental Auditing Standards, and applicable federal, state, or tribal laws and regulations. The audit will cover the Tribe’s year ended December 31, 2023, with an option to extend the contract for up to two additional years.

Evaluation Criteria	<i>Evaluation Criteria</i>	<i>Points</i>
	Responsiveness of the proposal in clearly stating an understanding of the work to be performed	0-25
	Qualifications and experience of firm	0-25
	Qualifications and experience of staff to be assigned	0-25
	Cost Proposal	0-25
	Little Shell or Indian Owned	0-10
	Total Points	0-110
Type of Contract to be Signed	One year contract, with optional annual renewal for two years.	
Expected Date of Award	February 28, 2023	
Attachments	<input type="checkbox"/> Business Registration Certificate <input type="checkbox"/> W-9 <input type="checkbox"/> Business insurance <input type="checkbox"/> If applicable, Indian- or Tribally-Owned documentation	
Contact Person for Inquiries (Written inquiries only)	contracting@lstribe.org	

2. Background

The Tribe earned federal recognition after decades of advocacy in December of 2019. Today the Tribe has more than 6200 enrolled members living throughout the United States

and in three foreign countries. Many tribal members are located in central Montana within LST's service area. The non-contiguous service area covers four counties roughly size of Rhode Island, spanning over 12,000 miles. The Tribe is headquartered in Great Falls, the only city in our service area defined by the U.S. Census Bureau as an Urbanized Area with a population of 58,791.

The Tribe is governed by a seven-member Tribal Council. The Tribal Council oversees all tribal government departments and programs. The Tribe employs fewer than 15 individuals and operates a mix of private, state, and federal grants and contracts. In 2022, the Tribe expended \$17.7 million in federal funds, including awards from the Department of the Interior, Health and Human Services, Treasury, and Housing and Urban Development.

3. Proposal Requirements

Proposals must be submitted on or before Friday, February 16, 2024 at 5:00 Mountain Time. Proposals may be submitted as a PDF file to contracting@lstribe.org. Proposals received after the deadline above will not be considered.

Proposals shall, at a minimum, including the following items:

- *Title Page*: Include name of proposer's firm, address, telephone and fax numbers, name of contact person, and date of submission.
- *Transmittal Letter*: A one- or two-page summary stating the proposer's understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- *Table of Contents*: A clear identification of the material by section and page number.
- *Profile of the Proposer*: Include background information on the firm, including location of office(s) and the number of partners, managers, supervisors, seniors, and other professional staff for both the firm as a whole and in the office, location performing the audit work. Describe the range of services provided by your firm, including extent of audit, tax, management consulting, IT, and other services. State whether the firm has been disciplined by the AICPA or any regulatory or licensing agency in the past five years and detail the circumstances leading to the discipline and the sanctions imposed on the firm.
- *Qualifications and Experience of Firm*: Describe company experience that is relevant to the proposed services, such as recent experience with other tribal governments, including a list of tribal governments served by your firm in the last three years and types of services rendered to each.
- *Technical Approach and Scope of Work*: A clear description of the approach and methodology for implementing the statement of work.
- *Project Organization and Management*: This subsection should show the project team proposed for the work identified (including identification of persons assigned to individual tasks) and, if applicable, the function and responsibilities for major subcontractors. Include a description of how the audit would be conducted. That is, describe the phases of the audit and the use of technology to increase efficiency and reduce costs.

- *Scope of Work:* The 2023 audit must meet the minimum requirements of the Single Audit Act for submission to the Single Audit Clearinghouse, which should include only the Tribe’s Governmental Department (consisting only of grant funds or special revenue of the Tribe).
- *Schedule:* This subsection shall include the period of performance, proposed duration of the project in months and a milestone chart. Time for preparation and submission of the audit report should be included in the schedule. The audit reports and financial statements for the year ended December 31, 2023, must be provided to the Tribe in draft form no later than May 31, 2024, and the final report must be completed and submitted to the Single Audit Clearinghouse no later than June 30, 2024.
- *Qualifications and Experience of Staff:* Include a list of personnel to be used on this project and their qualifications. Brief resumes or CVs, including education, experience, type of clients served, and any other pertinent information must be included for each of the key personnel to be assigned for direct work on the project.
- *References:* Include references for three tribal governments and enterprises served by the firm in the last three years. The information should include the name of the tribal government and the key contact at the tribe (CFO, chair, treasurer, etc.), contact information (e-mail and phone) for the key contact, the services performed by your firm, and the period of time the reference has been a client of the firm.
- *Cost Proposal:* Include a cost statement showing proposed fees to perform the audits. This information should include a table identifying each level of staff hours planned for the audit at the proposed rates and an itemized listing of all other expenses or fees proposed, including travel. List the assumptions upon which the fee may be based, if any. That is, identify any conditions that would cause the firm to request a change in the proposed fee.

The proposal should be formatted as 8.5” by 11” pages.

4. LSTHD Payment Procedures

All Contractors are required to send an invoice to: contracting@lstribe.org.

All invoices will be paid as directed by the LST payment procedure unless otherwise differently stated in proposal and finalized in the agreement.

5. Additional Information & Conditions

5.1. State of Noncommitment

Issuance of this RFP does not commit LST to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP. LST reserves the right to reject any or all proposals and to re-advertise. All proposals will become property of LST.

5.2. Miscellaneous

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

5.3. RFP Authority

This RFP has been issued in accordance with 24 CFR 1000. The RFP process is a procurement option allowing award to be based on stated criteria or evaluation factors. Cost will be a consideration. The evaluation factors to be utilized in this procurement have been specified in this RFP.

5.4. Questions Concerning RFP/No Contact Provision

Respondents are hereby notified not to contact any LST staff member or any member of the LST Tribal Council, except as provided herein regarding this proposal until proposals have been reviewed and awarded. All inquiries pertaining to this RFP should be directed to the designated point of contact. Failure to abide by this condition of the RFP may be cause for rejection of the proposal.

6. Notice to Contractor

During the performance of this agreement, the Contractor, for itself, its assignees and successors in interest, agrees as follows:

6.1. Debarment and Suspension

The Contractor and any subcontracts must certify that they are eligible to receive federal funding and are otherwise compliant with the requirements of the United States Department of Treasury regulations.

6.2. Conflict of Interest

The Contractor and subcontractors must disclose in writing any potential conflict of interest to the LST Finance in accordance with the Department of Treasury regulations and policy.

6.3. Termination

Any agreement as a result of this request for proposal may be terminated by either party giving thirty (30) calendar days advance written notice. The Tribe reserves the right to accept or not accept a termination notice submitted by the Contractor, and no such termination notice submitted by the Contractor shall become effective unless and until the Contractor is notified in writing by the Tribe of its acceptance.

6.4. LST Reserves the Right

The LST reserves the right to exercise its discretion to waive minor informalities in any proposal; to reject any or all proposals with or without cause; and/or to accept the proposal that in its judgment will be in the best interest of the Tribe.