



Kiowa Tribe
Finance Department
P. O. Box 369
100 Kiowa Way
Carnegie, OK 73015

Request for Proposal for Audit Services

REQUEST

The Kiowa Tribe of Oklahoma (the Tribe) is requesting the use of an independent certified public accounting firm to perform a financial and compliance audit in accordance with 2 CFR part 200, 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 6/30/2020, with an option for the Tribe to extend the contract for up to two additional years.

Proposals must be submitted to the Chief Financial Officer via email at demhoolah@kiowaTribe.org cc, our accounting consultants candice@cushmancpa.com and michelle@cushmancpa.com no later than 9/30/2020, and the Tribe expects to make a decision by 10/2/2020.

BACKGROUND

The Kiowa Tribe of Oklahoma is located in Carnegie, OK. The Tribal Council (the Council) consists of 3 members, including a Tribal Chairperson, Vice Chairperson, and Treasurer. The Tribe employs 195 employees on average and manages about 29 federal grants including (but not limited to) BIA Aid to Tribal Government, Indian Child Welfare Act (ICWA), Environmental Programs Office – General Assistance Program (GAP), Native American Employment and Training, Native American Self-Determination Act, and Head Start. Further information can be found in the attached prior year audited financial statements or on the website: <http://www.kiowaTribe.org/>

SCOPE OF WORK

The Tribe desires one audit report, conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States for submission to the Single Audit Clearinghouse, which should include the Tribe's Governmental and Business Type Activities. We also request the firm to prepare financial statements in conjunction with the audit.

PROPOSAL PREPARATION

In order to expedite the review process, your proposal should include the following information:

1. **Contact information** (Name of proposer's firm, address, telephone and fax numbers, name of contact person, email, and date of submission)
2. **Engagement letter** (A summary stating the proposer's understanding of the work to be done and expected time commitment)
3. **Firm background information** (Location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. 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.

4. **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)
5. **References** (Include references for three Tribal governments or 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.)
6. **Project Organization and Management** (Expected timeline of audit services and number of staff expected to be assigned for the audit)
7. **Cost Proposal** (We are requesting fixed fee proposals including a list of 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.)

EVALUATION CRITERIA

The proposals will be evaluated by Tribal council based on the following criteria and point ranges:

Responsiveness of the proposal in understanding the work to be performed:	0-25
<ul style="list-style-type: none">• Audit coverage and approach• Reasonableness of overall time estimates	
Qualifications and experience of firm:	0-50
<ul style="list-style-type: none">• Recent experience of firm in auditing Indian Tribes and related enterprises• Reputation of the firm and satisfaction of the firm's services as expressed by current clients and references	
Cost of audit:	0-25
TOTAL POINTS:	0-100

QUESTIONS

For questions on this RFP, please contact Deb Emhoolah at demhoolah@kiowaTribe.org and Candice Cushman at 406.890.8925 or email candice@cushmancpa.com