



ASSOCIATION ON AMERICAN INDIAN AFFAIRS

Protecting Sovereignty ◦ Preserving Culture

Educating Youth ◦ Building Capacity

SINCE 1922

REQUEST FOR PROPOSALS

Independent Audit Services for a Nonprofit Organization

Be part of our team! Join the Association on American Indian Affairs to support our vision to create a world where diverse Native American cultures and values are lived, protected and respected!

The Association seeks proposals for contracted independent audited financials, 990 tax services and state charitable registration submissions. All applicants must have relevant nonprofit experience and provide audit work effectively and efficiently.

The Association is the oldest non-profit organization serving Indian Country, founded in 1922. The organization began as several not-for-profit citizen organizations that supported change in federal Indian law towards Tribal self-determination, sovereignty, and protection of lands and culture. The Association continues its tradition of serving Indian Nations, their citizens and all indigenous communities within the United States with a mission of protecting tribal sovereignty, preserving culture, educating youth and building capacity.

The Association involves itself at the grassroots and national levels in partnership with Tribes and their citizens to seek solutions and policies that empower self-determining and sustainable Indian Nations. The Association is governed by an all-Native Board of Directors from across Indian Country. The Association's office is located near Washington, DC in Rockville, Maryland. The Association is a 501(c)(3) nonprofit organization organized under New York State law.

I. Statement of Purpose

As the Association prepares to enter its next 100 years of operation, the organization seeks to ensure that its infrastructure meets the needs of its vision: "A world where Native American cultures and values are lived, protected and respected." Ensuring long-term financial sustainability is paramount to the organization's success.

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966 Hungerford Drive, Suite 30-A Rockville, MD 20850 (240) 314-7155 General.AAIA@Indian-Affairs.org

The Association desires to target and hire an independent auditor to conduct its annual end of the year audits to ensure financial statements are fairly presented, in all material aspects, in conformity with U.S. generally accepted accounting principles. The auditor will also review and maintain state registrations and prepare state and federal returns.

The firm or individual selected will be responsible for providing the following services:

- Conduct non-profit independent audit (Jan-Dec Fiscal Year).
- Annual Audit of financial statements for the year ending 2020, and the related statements of activities, functional expenses, and cash flows.
- Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency.
- Prepare federal and state information returns for year ending 2020.
- Draft 990 and e-file.
- Review and maintain appropriate state charitable registrations.
- Availability throughout the year to provide advice and guidance on financial accounting and reporting issues, and work with the Association's Financial Manager as needed.

II. Term of Contract

Initial contract will be for 1 year with an option to extend the contract for an additional 2 one-year contract periods.

III. Cost Proposal

Bidders are requested to submit a project price, include each service and detailed fee schedule. The Association is open to consider alternative fee schedules including fixed fees and/or hourly rates. The Association currently pays a set fixed fee, due in two payments in the middle and after the audit, 990 and state registrations are completed.

IV. Proposal Contents

Please use the following format when preparing your response. Please limit the proposal to five pages, excluding attachments.

Section 1: Proposer Information: Company name, primary contact, email, phone, etc.

Section 2: Scope of work/description of services and approach to bookkeeping/ accounting services, particularly as it relates to GAAP Guidelines for nonprofits, and accounting for grants and restricted funding

Section 3: Firm's qualifications including summary of previous similar work for a nonprofit organization; experience with off-site services

Section 4: Attachments:

- Cost Proposal: Budget and narrative

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- Resumes for key personnel working on this project
- Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each
- Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

V. Selection Process

Proposals will be reviewed for completeness, proposer experience, previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers. **Preference will be given for previous work with Tribal Organizations or other Indian Country experience. Experience with non-profits is a requirement.**

VI. Proposal Submission

Questions and completed proposals shall be submitted via email only to Shannon Keller O'Loughlin, Executive Director at shannon.aaia@indian-affairs.org.

Complete proposals are due by 5:00 pm EST on Friday, May 1, 2020. **Selected bidder** will be notified by email, on or before Monday, June 1, 2020.

For more information about the Association, please go to www.indian-affairs.org.