

REQUEST FOR PROPOSAL
FINANCIAL AND SINGLE AUDIT SERVICES

Pueblo of San Ildefonso

NATURE OF SERVICES REQUIRED

The Pueblo of San Ildefonso is accepting proposals from various CPA firms to provide our Annual Financial Audit and Single Audit for the three fiscal years ending on June 30, 2018 with additional 2 year renewal election at the discretion of the Pueblo for June 30, 2019 and June 30, 2020.

Sealed Proposals: Vendors will deliver one original and three copies to the following address:

Pueblo de San Ildefonso

Administration Building

Attn: Controller

02 Tunyo Po

Santa Fe, NM 87506

By: 4:00 pm MDT on September 14, 2018.

Proposals received after the above-cited time will be considered late and are not acceptable. Emailed proposals are not allowed. The package must be clearly marked "Sealed RFP #SIP 2018-03". Please direct any questions regarding this RFP to Leni Pinyan at 505-455-4129 or email controller@sanipueblo.org.

Thank you for your interest.

EVALUATION OF PROPOSALS

The Pueblo will evaluate proposals on both a financial and qualitative basis. Proposals received after the deadline will not be considered.

Criteria for evaluation will include:

Experience with auditing under Generally Accepted Governmental Auditing Standards

Experience with tribal governments

Experience of managing partner, and field auditors

Cost proposal

PROPOSAL TERMS AND CONDITIONS

- A. The Pueblo reserves the right to reject any and all proposals received as a result of this RFP. This procurement does not constitute an offer by the Pueblo to enter into an agreement and cannot be accepted for or form an agreement. The Pueblo reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Pueblo's specifications and needs.
- B. The Pueblo reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in a proposal, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Pueblo to be in its best interests.
- C. The proposal shall indicate the complete proposed price for all services during the entire contract period. The price quotations stated in the proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal Administration Building for at least 90 days and thereafter in accordance with any contract that may result.
- D. Proposals must be signed by an official authorized to bind the bidder to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the proposal may result in the cancellation of any award.
- E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided on the Pueblo website. Deadline for submission of the proposal may be adjusted to allow for revisions. To be considered, original proposals must be received at the above address on or before the date and time specified.
- F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the Auditor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
- G. Preference will be given to qualified Native American owned entities who submit a responsive proposal.
- H. Any cost incurred by the potential bidder in preparation, transmittal and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the bidder.
- I. The bidder shall follow all applicable federal and tribal laws.
- J. Term of Proposal: The proposal is for a specific series of audits therefore valid for the duration of the awarded audits and the audits only.
- K. Taxes: The Proposer will be solely responsible for the payment of any applicable taxes as a result of receipt of any funds including but not limited to amounts due under tax laws of the Pueblo.
- L. Auditors that have performed audit services for the Pueblo for the past three consecutive years are not eligible to submit a response to this RFP.
- M. All work papers and reports must be retained, at the auditor's expense, for a minimum of 5 years after the Single Audit Report is issued. The Auditor will be required to make work papers available, upon request, to the Pueblo and if requested by the Pueblo, to successor auditors.

- N. An exit conference with the Controller, Tribal Administrator, Governor and/or others as designated by the Pueblo will be conducted by the auditor in charge.
- O. The audit principal and/or audit manager responsible for the work shall attend and present the final audit report draft to the Governing Council as requested by the Pueblo. The final audit reports will be delivered no later than December 1 following the end of the fiscal year under audit.

GENERAL INFORMATION

The Pueblo de San Ildefonso (The Pueblo) is a federally recognized Indian Tribe located approximately 20 miles north of Santa Fe, New Mexico. The Pueblo operates under a Governor-Council form of government and provides services such as public safety, public improvements, health and social services, streets, sanitation and administration services. The Pueblo and its component unit have a fiscal year of July 1 – June 30.

SERVICES TO BE PERFORMED

Your proposal is expected to cover the following services:

1. The Pueblo's Annual Financial Statement Audit and Single Audit to be completed in compliance with all Federal Filing Requirements, consistent with the GAAP for governmental entities as established by Governmental Auditing Standards.
2. Report the completed annual audit to the Pueblo's Governor and the Governing Council:
 - a. Governmental Financial Statements and Independent Auditor's Report consisting of:
 - i. The Governmental Activities:
 1. The General Fund which includes the indirect cost pool; and
 2. The Special Revenues Fund;
 - ii. Component Unit (SIS, LLC audit is not included in the scope of these audits and audited by separate engagement, however the separate report is included in the Government Financial Statements)
 - b. Governmental Services Department Financial Statements and Independent Auditor's Report consisting of:
 - i. The General Fund which includes the indirect cost pool; and
 - ii. The Special Revenues Fund.

These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the US General Accounting Office's (GAO) Government Auditing Standards (Yellow Book, 2011), the provisions of the federal Single Audit Act of 1984 (amended 1996) and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

There is no expressed or implied obligation for the Pueblo to reimburse responding bidders for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the Pueblo reserves the right to request additional information or clarifications from Consultants, or to allow corrections of errors or omissions. Individual bidders submitting proposals may be requested to make an oral presentation as part of the evaluation process.

The Pueblo reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the bidder of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted by the bidder and in the contract between the Pueblo and the bidder selected.

ADDITIONAL INFORMATION REQUESTED

Please include:

1. Identify along with biographies: the partner, manager and in-charge accountant who will be assigned to the job if you are successful in your bid;
2. A list of the 3 most significant audits of organizations or tribal governments for which you have provided similar services;
3. Your fee proposal with whatever guarantees can be given regarding increases in future years;
4. Your standard billing rates for classes of professional personnel for each of the last 3 years;
5. Your most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

Thank you for your time and consideration.

For more information contact:

Leni Pinyan

Controller

Pueblo de San Ildefonso

(505) 455-4129

controller@sanipueblo.org