

**Request for Proposals (RFP'S) for Certified Public Accountant (Individual or Business)  
For Accounting Services  
March 29, 2022**

The Oglala Sioux Tribe (OST) is seeking a Certified Public Accountant (individual or organization) to provide accounting services to fulfill our accounting and financial requirements.

**BACKGROUND**

The Oglala Sioux Tribe is a non-profit organization located in the southwest corner of South Dakota on the Pine Ridge Indian Reservation, and is now accepting proposals for accounting services for a period of one (1) year beginning upon approval from the Oglala Sioux Tribal Council. However, the contract can be negotiated and renewed not to exceed three (3) years total.

The purpose of the Request for Proposal is to outline the requirements for the Oglala Sioux Tribe and to solicit bids from qualified vendors to perform these services. Submitted and accepted bids will be reviewed to identify which vendor might be the best qualified to perform the accounting services for the Oglala Sioux Tribe, which receives funding from multiple federal entities. These federal entities have different reporting and financial reporting requirements. The Oglala Sioux Tribe is seeking Certified Public Accountants with knowledge and experience in the area of tribal governments administering federal contracts and grants.

Selected Certified Public Accountant services will include, but may not be limited to, accounts reconciliation, contract/grant tracking, financial reporting reconciliations, audit preparation, submittal of indirect costs proposals, accounting principles training, Cares Act and American Recovery Act (ARP) reconciliations, and reporting to the federal agency.

The Oglala Sioux Tribe reserves the right to reject any and all proposals that do not align with the need of any specific project and to make a selection based on the best interest of the Oglala Sioux Tribe for the specified service or project. The Oglala Sioux Tribe is an equal opportunity employer and service provider that complies with all federal and state requirements, regulations, and laws outlined by the Equal Employment Opportunity Act, and the Oglala Sioux Tribe's Procurement Policies.

## **INFORMATION REQUIRED**

- Resume.
- Three (3) professional & client references.
- Provide experience in working with tribal entities as it relates to items of the scope of work.
- The qualification and responsibilities of the organizations executive who will serve as the project lead if the firm/organization is awarded the contract under the RFP.
- A description of how the firm/organization will meet the immediate challenges to fulfill the future goals of the Oglala Sioux Tribe.
- Breakdown of costs to provide services

## **SCOPE OF SERVICES**

- Reconciliation of budgets, cash receipts and enter adjusting entries into the accounting system.
- Work closely with funding agencies as it relates to audited questioned costs.
- Submit Indirect Costs proposals (provisional and final) to the National Business Center.
- Ensure the CARES ACT and American Recovery Act (ARP) comprehensive reporting requirements are submitted to the federal agency.
- Work with and provide the auditors bank reconciliations, account receivables, accounts payables, fixed assets, debt schedules, financial statements, SEFA, and other auditing documents as needed.
- Assist in questions regarding all financial policies and procedures of OST; including, without limitations, the Financial Management Manual, and assist in revisions thereto.
- Cross-train OST Financial Accounting employees and other staff responsible for accounting matters: such training may be conducted informally on an as requested basis or may be formal, at the request of an authorized party.
- Work with the OST Computer Systems Administrator to ensure accounting software is operating efficiently and effectively.

## **EVALUATION PROCESS**

Proposals will be reviewed and evaluated by the OST Treasurer and staff selected by the OST Treasurer with the recommended proposals being forwarded to the OST Finance Committee for presentation and final approval.

## **SUBMISSION OF PROPOSALS AND/OR QUESTIONS**

Prospective proposals may pose questions or request additional information about this RFP by calling or writing to Oglala Sioux Tribal Treasurer, Mason Big Crow at (605) 867-8416 or (605) 407-0626 or via email sent to [Mason@oglala.org](mailto:Mason@oglala.org).

All proposals must be postmarked on or before April 15, 2022 and sent to Duane Ross, OST Property & Supply Director PO Box 3006, Pine Ridge, South Dakota 57770.

The envelope subject line must be clearly marked: ACCOUNTING SERVICES FOR PROPOSAL. Envelopes must also be labeled: "DO NOT OPEN." Faxed or emailed proposals will not be accepted.