

Native American Development Corporation Request for Proposals - Single Audit

The Native American Development Corporation (NADC) is seeking a qualified public accounting firm to perform a single audit on the FY2021 financial activity. NADC is a non-profit 501(c).3 that has a fiscal year that begins on October 1 and ends on September 30 of each year.

Native American Development Corporation (the Organization) is a not-for-profit corporation that provides a range of technical assistance and capital services to Tribes, Tribal enterprises, and individual American Indian firms in Montana, Wyoming, and North and South Dakota. The Organization is a certified Native Community Development Financial Institution (CDFI) established in 1996 by tribal enterprise business managers in Montana and Wyoming in collaboration with the Montana Indian Manufacturers Network Board of Directors.

In 2011, the Organization created American Indian Consulting Services, Inc. (AICS), a for-profit subsidiary, which works closely with the Organization to provide services to Native American entrepreneurs. AICS is a wholly owned subsidiary, and the results of its financial operations are included in this consolidated report.

STRUCTURE

The NADC operates approximately 33 programs that are funded by various federal, state and private foundation sources. The Corporation's financial statements are prepared on an accrual basis and follow FASB Accounting Standards Codification 958-205 "Presentation of Financial Statements for Non-Profit Entities".

The PTAC-Procurement Technical Assistance Contracting Program (12.002) and Substance Abuse and Mental Health Services Administration (SAMHSA) Standing Buffalo Strong Program (93.243) are the major federal programs operated by NADC. The corporation expends approximately 6 million dollars annually and utilizes QuickBooks Enterprise: 2021 Non-profit accounting software to account for its financial activity.

AUDIT REQUIREMENTS

Audits will be required to be conducted in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (GAS) and to conform to all requirements contained in the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Field work is to be scheduled to begin within 30 days of execution of an engagement letter. The audit report for Fiscal Year 2021 must be delivered to the Association's oversight agency before June 30, 2022.

PROPOSAL REQUIREMENTS

The NADC requires proposals, at a minimum, to include the following:

1. Fixed cost bid to complete the single audit of NADC for fiscal year beginning October 1, 2020 and ending September 30, 2021.
2. Listing and results of all external quality control reviews of the proposing firm, peer reviews, workpaper reviews or other outside reviews conducted in the last five years. Also include what individual or firm conducted the review.
3. Listing of any referrals to regulatory agencies (state boards, etc.) in the last five years.
4. Listing of at least three references of audits completed for 501(c).3 organizations of similar size (Revenues: 4-5 Million).
5. Identification and experience of key personnel that will be assigned to the audit engagement.
6. Ability to engage in field work and audit reporting that will result in the timely submission of the FY2021 audit prior to June 30, 2022.

SUBMISSION OF PROPOSAL

All proposals must be physically received at the following address:

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