

**REQUEST FOR PROPOSAL  
RENO-SPARKS INDIAN COLONY  
2017 YEAR END EXTERNAL AUDIT**



**SUBMISSION DEADLINE:**

**April 15, 2017  
5:00pm**

**RENO SPARKS INDIAN COLONY  
REQUEST FOR PROPOSAL  
2017 YEAR END EXTERNAL AUDIT**

The Reno-Sparks Indian Colony (RSIC), in accordance with Tribal policies is soliciting proposals from qualified accounting firms to perform the financial and compliance audit of the RSIC and related enterprises in accordance with the Single Audit Act, OMB Circular A-133, Governmental Auditing Standards, and applicable federal, state or tribal laws and regulations. The audit will cover the tribe's year end, December 31, 2017, with an option to extend the contract for up to two additional years.

Seven (7) copies of the qualifications package must be postmarked by or submitted on or before 5:00 p.m. April 15, 2017, proposals not received by the submission deadline shall be rejected. Proposals must be mailed to the RSIC Procurement Department with attention to: Cameron Smith, Procurement Officer, 34 Reservation Road, Reno, NV 89502 or personally hand delivered to the same address. Proposals shall be sent in a sealed envelope and clearly marked: "Audit Proposal 2017" on the front of the envelope.

**BACKGROUND**

The RSIC is a federally recognized Tribal Government located in Reno, Nevada (Urban) and Hungry Valley, which is located in Spanish Springs (Sparks, NV) (Rural). The fiscal year is typically closed by March 31<sup>st</sup> of each year for RSIC.

**SCOPE OF WORK**

The Scope of Work will include the following:

1. Audit of the Tribe's basic financial statements (fund statements and Tribe Wide Statements-GASB 34 statements) and compliance as required under the Single Audit Act (OMB Circular A-133), Comparative Audit Report (current and previous year) for grants.
2. Audit of the Tribe's 401k Plan under the provisions of EIRSA
3. RSIC's contract will have precedence over any other contracts and or agreements. The term of the contract will cover the audit years specified in this RFP and will be based on the condition of the successful completion of each year's contract.

**PROPOSAL ELEMENTS**

Each proposal should contain the following:

1. Title Page consisting of proposer's firm name, address, telephone and fax numbers, name of contact person, and date of submission.

2. Please provide a Transmittal Letter, a one or two page summary stating the understanding of the work to be done and making a positive commitment to perform the work within the time period required.
3. Table of Contents with a clear identification of material by section and page number.
4. Please provide information regarding experience with similar projects, and include the following:
  - Background information on the firm
  - Location of firm office(s)
  - Government auditing experience
  - Tribal Government audit experience
  - GASB 34 audit experience
  - 401k audit experience
  - Quality Peer review
  - Staffing levels
  - Positive outcomes from previous audit experience
  - Knowledge of and experience working with Financial Accounting Standards Board (FASB)
5. The audit teams approach to the project, provide a clear description of the approach and methodology for implementing the statement of work.
6. The audit teams anticipated project schedule including the period of performance, proposed duration of the project in months and a milestone chart, time for preparation and submission of audit reports should be included in the schedule. RSIC's preference is for all field work to be completed in April and the final audit report be issued by July 15<sup>th</sup> each year.
7. The firm's process and or procedures for providing quality assurance/quality control throughout the term of the project.
8. Qualifications of the proposed Project Audit Team and their availability.
9. Please include references from at least three tribal governments and enterprises served by the firm in the last three years. Information should include the name of the tribal government, key contact, contact information (e-mail and phone), services provided by your firm.
10. Include a cost statement showing proposed fees to perform the audit(s) for years 2017, 2018, and 2019. Please provide an itemized listing of expenses or fees proposed, including travel.

## **SELECTION PROCESS AND EVALUATION CRITERIA**

The RSIC Audit Committee will evaluate and rate proposals to the following criteria:

- Indian Preference (0-15)
- Government auditing experience (0-10)
- Tribal Government auditing experience (0-10)

- GASB 34 audit experience (0-10)
- Quality Peer review (0-5)
- 401k audit experience (0-5)
- Staffing levels (0-5)
- Positive outcomes from previous audit experience, References (0-15)
- Ability to meet project time line (0-15)
- Cost of audit (0-10)

Total points (0-100)

### **QUESTIONS**

Questions related to this 2017 Year End External Audit RFP will be accepted until 5:00 p.m. on March 24, 2017. All questions must be submitted in writing and will be directed to Cameron Smith, Procurement Officer, either through mail or email, [csmith@rsic.org](mailto:csmith@rsic.org), 34 Reservation Road, Reno, NV 89502, (775) 329-2936.