



Request for Proposal

Tribal Government Bookkeeping/Accounting Services

I. Statement of Purpose

The Qawalangin Tribe of Unalaska is a federally recognized sovereign nation located in Unalaska, Alaska and is soliciting proposals for contracted bookkeeping and accounting services. All applicants must have relevant non-profit and/or tribal government experience, particularly accounting for organizations receiving government funding.

II. Background

The Qawalangin Tribe of Unalaska vows to exercise its powers to further the economic and social well being of all its members, and in so doing, will safeguard and support the Unangan language, culture, customs, and traditions for generations to come.

The Qawalangin Tribe of Unalaska is predominantly grant supported and provides numerous social, environmental, and economic development programs to support Tribal members and improve Tribal lands.

As the Tribe's program services have grown, its bookkeeping and accounting needs have become more complex. The Tribe is primarily funded by federal grant programs (Centers for Disease Control, U.S. Environmental Protection Agency, U.S. Department of Defense, U.S. Fish and Wildlife Service, and Bureau of Indian Affairs, among others. These agencies have strict requirements for compliance, reporting, and internal controls. Timely reconciliation of monthly financials is of the utmost important to ensure steady cash flow and compliance.

III. Scope of Work

The entity selected will be responsible for the providing the following services:

Bookkeeping Services

- Provide general bookkeeping services and be available to coordinate on related issues for regular periods during the Tribe's standard business hours (9 to 5 pm AK).
- Timely input all transactions into QuickBooks with information on revenue, expenses, and receivables from tribal administration.
- Preparation of invoices for accounts receivable, as needed.
- Record deposit documentation, as needed.
- Prepare tax reporting documents including annual IRS form 1099 and W-2s and prepare and submit payroll liability reports to the reporting agencies quarterly.

- Maintain costs by program and/or grant designation.
- Work with staff and assist in financial grant reporting.
- Process payroll and enter payroll and fringe benefit information into QuickBooks biweekly.
- Review staff time sheets and ensure accurate grant/program allocation.
- Process and enter payroll information into accounting system.
- Maintain deposit and vendor files by fiscal year.
- Amortize insurance policies.
- Follow accrual accounting method for maintaining the books.
- Prepare monthly and quarterly reconciliation of bank and credit/charge accounts, as well as reconciliation of all balance sheet accounts.
- Be familiar with secure electronic document sharing and transfer and use services compatible with those available to the Tribe.

Financial Reporting

- Prepare monthly and quarterly statements of Income and Expense, Balance Sheet, or other reports, as necessary or requested.
- Prepare monthly budget to actual summary and budget to actual detail report for all programs.
- Present financials to administrative leadership and Tribal Council monthly, or as requested.

Audit Preparations

- Provide all needed documents and reports for year-end audit/single audit.
- Participate in financial audits and reviews conducted by funding agency.
- Prepare year-end reports, schedules, and other documents requested by the auditor.
- Provide audit process support as needed; research and resolve issues as they arise.
- Provide reports and data as requested for the completion of the annual Single Audit.

Reporting Requirements

- Prepare periodic reports as required by administrative leadership, Tribal Council, and federal agencies.
- Maintain fixed asset inventory and depreciation.

IV. Term of Contract

The initial contract will be for 1 year with an option to extend the contract for a second year. If a proposal is selected for this work, the Tribe will provide the contract. Contractual requirements must align with federal and tribal procurement and contracting standards.

V. Cost Proposal

Bidders are requested to submit a project price, include each service and a detailed fee schedule. Selected proposers will be paid net 30 monthly with an approved detailed invoice that includes hours worked, hourly rate, and any other costs as outlined within the accepted cost proposal. Payment for work performed under this contract shall not exceed the agreed upon rate/amount, unless otherwise agreed upon, in writing by both parties. Any adjustments, additional expenditures, or other services outside the scope of this cost proposal must also be pre-approved in writing prior to incurring the cost.

VI. Proposal Contents

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

- **Section 1: Proposer Information.** Should include entity name, primary telephone, email address, physical address, mailing address.
- **Section 2: Scope of Work.** Please provide a description of the services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for tribal governments, and accounting for government and restricted funding.
- **Section 3: Entity Qualifications.** Please provide a summary of previous similar work for nonprofit/tribal government organization; proficiency with QuickBooks and QuickBooks Payroll (including online forms of this software); and experience with working with federal grant programs and supporting single audits. Please include experience with financial and other software expertise, including Microsoft office productivity software.
- **Section 4: Attachments.**
 - Cost Proposal. Include budget and narrative.
 - Resumes. Include resumes for key personnel who will be working on this project. If selected, personnel may be required to undergo a background check.
 - Professional References. Include at least 3 references for which the proposer has performed similar work. Please include the following entity and contact information (entity name, reference name, entity type, length of work history, telephone number, email address, physical address).
 - Other. Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work (not more than three additional pages).

VII. Selection Process

Proposals will be reviewed for completeness, proper experience, experience with previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers. The Qawalangin Tribe of Unalaska may reject all proposals for this request.

VIII. Proposal Submission

Questions and completed proposals shall be submitted via email to proposals@qawalangin.com. Completed proposals are due by 3:00 pm Alaska Time on Friday, March 5, 2021.