

REQUEST FOR PROPOSALS: ACCOUNTING FIRM SERVICES

Long-Term Financial Goals

The Comanche Nation (the “Nation”) is fully committed to financial sovereignty, transparency, integrity, and efficiency in managing our resources. The Nation aims to establish a fully self-sufficient finance and accounting department to handle all financial operations internally, reducing our dependence on external firms.

Introduction

The Nation seeks proposals from qualified accounting firms to guide and support the establishment of an independent and efficient finance and accounting department. This step is crucial in achieving financial sovereignty and reducing dependency on external accounting firms. The selected vendor is responsible for equipping our team with the necessary tools and knowledge and recommending positions for hire to fill any gaps.

Background

Currently contracted with an external accounting firm, the Nation is transitioning towards establishing internal management of all finance and accounting functions. The selected firm must facilitate a seamless transition by providing ongoing financial management while building our team’s capabilities to handle all accounting functions independently with your expert guidance, training, and ongoing support, ensuring compliance, efficiency, and self-sufficiency. Firm must have experience with issues facing federally-recognized Tribes—including compliance with grant requirements, Public Law 93-638, and the Indian Gaming Regulatory Act (“IGRA”).

Scope of Work

1. Assessment and Transition Support:

- Evaluate current accounting practices and systems.
- Analyze and recommend software and/or other technologies to facilitate efficient, independent operations. Provide training and support for implementing recommended technologies.
- Guide the transition from the current accounting firm to an internal system.

2. Training and Capacity Building:

- Develop and deliver tailored training modules for internal staff covering fundamental accounting principles, strategic financial management, requisitions, budget modifications, regulatory compliance, forecasting, software utilization, and best practices.
- Offer ongoing support and consultation during the transition.
- Provide training on regulatory updates and compliance changes.
- Establish a framework for ongoing professional development and upskilling of the accounting team.
- Establish organization chart for internal finance and accounting department.

3. Comprehensive Accounting Services:

- General ledger management, accounts receivable and payable, payroll processing, and financial reporting.
- Budgeting and forecasting, inventory management, fixed assets management, and bank reconciliation.
- Ensure compliance with tax filings and audit requirements, including audits required by Public Law 93-638 and IGRA.
- Security and permissions management for sensitive financial data.

4. System Integration

- Integrate and interface with existing computer business systems for seamless data flow.
- If necessary, recommend and implement accounting software solutions like QuickBooks or ERP with CRM systems to meet the Nation's needs.

5. Compliance Management:

- Ensure adherence to federal, state, and tribal regulatory requirements and industry standards.

Deliverables

Deliverables include, but are not limited to, the following:

- Training materials and documentation.
- Consultation sessions and support logs.
- Comprehensive report outlining recommendations for process improvement and next steps.

Timeline

- Proposal submission deadline: September 1, 2024
- Vendor selection: October 5, 2024
- Project initiation: October 15, 2024

Progressive Milestones

To facilitate better project management and accountability, vendors must clearly define milestones and checkpoints throughout the project timeline to assess the progress of training, system implementation, and the transfer of knowledge. For example, measurable milestones to track the Nation's progress may include the following:

- First training module completion: December 2, 2024
- Mid-project review and adjustment: January 15, 2025
- Final training and system handover: March 14, 2025
- Project completion and final evaluation: April 30, 2025

Proposal Requirements

- Firm overview, including background, qualifications, and relevant experience, particularly with tribal governments or similar organizations.
- Detailed approach and methodology for both the transition and ongoing service provision.
- Proposed timeline with specific milestones and deliverables.
- Cost structure, including any additional expenses.
- References or case studies from similar projects, especially with tribal governments or similar entities.
- Outline of strategies and criteria for sustainability, ongoing support post-transition, and scalability of the proposed training systems, ensuring continued success, growth, and adaptation with the Nation after the project ends.

Evaluation Criteria

- Firm's expertise and experience in accounting and training.
- Clarity, feasibility, cost-effectiveness, and comprehensiveness of the proposed approach.
- Ability to meet projected deadlines and alignment with long-term financial goals.
- Quality of references and past performance.

Submission Details

- Proposals must be submitted electronically to Comanche Nation Administration at administration@comanchenation.com **no later than September 1, 2025**.
- Late or incomplete proposals will not be considered.

Confidentiality and Disclaimer

- All information provided will be treated as confidential.
- This RFP does not commit the Comanche Nation to award a contract or accept any proposal. We reserve the right to reject any or all proposals received in response to this request.

Contact Information

For any inquiries regarding this RFP, please contact Comanche Nation Administration at administration@comanchenation.com.

We look forward to your firm's proposal to support the Comanche Nation in pursuing financial sovereignty and enhanced internal accounting capabilities.

Thank you for your interest in collaborating with the Comanche Nation.