



NORTHERN CHEYENNE TRIBE
PROCUREMENT DEPARTMENT
P.O. BOX 128
LAME DEER, MONTANA 59043



Request for Proposal
Finance Consultant for SY2019
Northern Cheyenne Tribal Schools
(NCTS)
September 10, 2018

The Northern Cheyenne Tribe request proposals from qualified Financial Consultant(s) or firm to perform financial consultation and training for the Northern Cheyenne Tribal Schools (NCT) for the school year beginning July 1, 2018 ending June 30, 2019.

Scope and Detail of Work:

1. At a minimum the Offer shall assist in providing up-to-date reporting to the School board on the status of the budget, expenditures/encumbrances, and revenue on a monthly basis, or as the School Board or Superintendent may request.
2. Be available to provide assistance and oversee daily day to day financial operations upon request of Business Office staff.
3. At a minimum must check financial information on a monthly basis and give direction and training to staff to become more efficient to operate on their own.
4. Assisting in the preparation and submission of all NCTS required financial reports to the BIE and OSE, and to any other oversight entity.
5. Must assist staff for audit preparation at year end within a timely manner.
 - a. Preparing annual budget reporting.
 - b. Preparing budget amendments/modifications
 - c. Addressing necessary revenue adjustments.
6. Must assist with the completion of SY 2020 budget for approval by May 31, 2019.

Knowledge in following:

1. U.S. Department of the Interior
 - a. Bureau of Indian Education (BIE):
 - i. Indian School Equalization Program
 - ii. Indian Schools Student Transportation
 - iii. Indian Education Facilities, Operations, and Maintenance
 - iv. Administrative Cost Grant for Indian Schools
2. U.S. Department of Education (OSE)
 - a. Office of Special Education
 - i. Special Education Grants to States

LITTLE WOLF AND MORNING STAR - Out of defeat and exile they led us back to Montana and won our Cheyenne homeland that we will keep forever.

- ii. Indian Education Grants to Local Education Agencies
3. State of Montana
 - a. Office of Public Instruction
4. OMB Circular A-133 and 2 CFR 200, banking, investments, reconciliation, and payroll.

Information requested from the Offeror:

1. Title page including name, local address, telephone number, and name of contact person.
2. Table of contents including a clear identification of the materials by section and by page number.
3. Letter of transmittal limited to one or two pages which will:
 - a. Briefly state your understanding of the work to be performed and make a positive commitment to perform within a definite time period
 - b. State the all-inclusive fee for which the work will be completed
 - c. State the names of the persons who will be authorized to make representations for the firm to include titles, addresses, and telephone numbers.
 - d. State that the person signing the letter is authorized to bind the firm.
4. Profile of the individual or firm to include:
 - a. Whether the firm is local, regional, national, or international
 - b. The location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office
 - c. Description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services
 - d. Ability to interact electronically with client to exchange pertinent financial data.

Information required from Offeror:

1. Affirmation that the individual or firm is properly licensed.
2. Summary of the individual or firm's qualifications to include:
 - a. A specific identification of staff that will provide the services.
 - b. Resumes highlighting relevant experience and continuing education for each person to be assigned to the service
 - c. Description of all recent Indian Tribal Government experience relevant to the type of services requested as well as specific names and telephone number of client officials responsible for three of the clients described.
3. Approach to providing the services described above and submission of a work plan, including timeline, to accomplish the scope described. The work plan should include time estimates for each significant segment of the work.
4. Compensation section shall state the total hours and hourly rates of all staff classification and the resulting all-inclusive maximum fee, including out-of-pocket travel costs which the requested work will be completed.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

SELECTION PROCESS. The information request, schedule coordination, and all logistical concerns on this project can be addressed to the Northern Cheyenne Tribe's authorized Liaison on this project:

Teresa McMakin, Superintendent
406-592-3646

Please submit your bid, one proposal per contractor to the Northern Cheyenne Tribe Finance Office before 9/21/18 @ 5:00 p.m. All proposals must be hand delivered or mailed and marked Finance Consultant SY2019 Services. Please send two (2) copies of the proposal. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All Required documents must be in the bid prior to opening and received by the bid submission deadline. If you have any questions concerning the bid opening, please contact Renessa Russette, Procurement Planning Officer at 406-477-4810.

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however it will in no case be the sole deciding factor in awarding work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from Non-Indian owned contractors. In evaluation of the bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

TERO. Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) prior to submitting a bid in accordance with the Northern Cheyenne TERO Ordinance. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application for certification and information on TERO, please write to: Director, Tribal Employment Rights Office, P.O. Box 308, Lame Deer, MT 59043, or phone 406-477-6287, and you will be directed to the appropriate personnel to assist you.

This Advertisement for Bids does not commit the N.C. Tribe to award a contract or to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

The N.C.T. reserves the right to reject any and all bids and to re-advertise according to the best interest of the N.C. Tribe. The N.C. Tribe reserves the right to any irregularities or informalities in regard to the bids and the bid process.

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