



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

REQUEST FOR PROPOSALS - ACCOUNTING SERVICES

The Bad River Housing Authority (BRHA), located in Odanah, Wisconsin is soliciting proposals from certified public accounting firms to perform accounting services for tribally-owned subsidiary engaged in consumer lending. The proposal must contain the requested information below to be considered.

SCOPE OF THE ENGAGEMENT- The scope of this engagement shall include the following:

- General bookkeeping services.
- Input all transactions into Saga MIP System with information on revenue, expenses, and receivables from management.
- Tax Reporting including the preparation of any annual IRS Form 1099 and W-2s.
- Monthly and quarterly reconciliation of bank account, and other material accounts.
- Prepare financial statements for management, and Board of Commissioners.
- Provide all needed documents and reports for year-end audit.
- Prepare a monthly budget to actual summary and budget to actual detail report.
- Prepare other reports or statements as requested by the Board or Executive Director.
- Assist Accountant in preparation of an annual budget.

MINIMUM QUALIFICATIONS & REQUIREMENTS

- BRHA requires the following minimum qualifications of all firms submitting proposals:
- Firm shall have minimum of five years of experience and provide proof of TDHE experience.
- Experience in accounting for a company that originates and processes consumer loans, including collections.
- Payment for work performed under this contract shall not exceed the agreed upon amount, unless otherwise agreed upon, in writing by both parties.
- The BRHA believes that initially, there will be around two days of work per week for 2-5 weeks. After that initial period, a full or two half-days a week will likely be adequate to handle the work.



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REQUIREMENTS OF THE PROPOSAL

- Please include the following in your proposal:
- Title Page: Show request for proposal (RFP) subject, name of proposer's firm, address, telephone and fax numbers, name of contact person, and date of submission.
- Transmittal Letter: A one- or two-page summary stating the proposer's understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- Table of Contents: A clear identification of the material by section and page number.

REQUEST FOR PROPOSALS - Accounting Services

- Profile of the Proposer: Include background information on the firm, including location of office(s) and the number of partners, managers, supervisors, seniors, and other professional staff for both the firm as a whole and in the office, location performing the accounting work. Describe the range of services provided by your firm, including extent of audit, tax, management consulting, IT, and other services. State whether the firm has been disciplined by the AICPA or any regulatory or licensing agency in the past five years, and detail the circumstances leading to the discipline and the sanctions imposed on the firm.
- Qualifications and Experience of Firm: Describe company experience that is relevant to the proposed services, such as recent experience with other lending operations, loan portfolios, and a list of tribal clients served by your firm in the last three years and types of services rendered to each, if applicable.
- Qualifications and Experience of Staff: Include a list of personnel to be used on this project and their qualifications. Brief resumes, including education, experience, type of clients served, and any other pertinent information must be included for each of the key personnel to be assigned for direct work on the project.
- References: Include references from four tribal governments and enterprises served by the firm in the last three years. The information should include the name of the tribal government and the key contact at the Tribe (Executive Director, Housing Chairman, Housing Vice-Chairman, Treasurer, etc.), contact information (e-mail and phone) for the key contact, the services performed by your firm, and the period of time the reference has been a client of the firm.
- Cost Proposal: Include a cost statement showing proposed fees to perform the audits. This information should include a table identifying each level of staff hours planned for the audit at the proposed rates and an itemized listing of all other expenses or fees proposed, including travel. List the assumptions upon which the fee may be based, if any. That is, identify any conditions that would cause the firm to request a change in the proposed fee. The Tribe prefers a fixed monthly fee to handle the services of this agreement.



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TIME AND PLACE FOR SUBMITTAL OF PROPOSALS

- Proposals will be accepted until March 10, 2023 at 4:00 P.M. CST

Please indicate clearly, ACCOUNTING SERVICES, on the envelope, package, etc. and address to:

Bad River Housing Authority, P.O. Box 57, Odanah, WI 54861. Indian preference will apply.

TERMS

-04/01/23 to 03/31/24 plus one-year option extension to 03/31/25. Second year renewal contingent upon agreement by both parties.

QUESTIONS

-about the position may be directed to Lourace Couture-Accounting Technical Assistant at 715.682.2271 ext 1670.

Email address is: brhacctasst@badriver-nsn.gov