

## YANKTON SIOUX TRIBE REQUEST FOR PROPOSAL FOR AUDIT SERVICES

### GENERAL INFORMATION

The Yankton Sioux Tribe is seeking proposals from Certified Public Accounting firms for annual audit services under a three-year contract, covering fiscal years ending September 30, 2024, through 2026 to begin on October 1, 2024. The Tribe reserves the option to renew the contract for an additional two years. Year one will cover the audit for fiscal year 2024, year two will cover the fiscal year 2025 audit, and year three will cover the fiscal year 2026 audit.

Interested firms are requested to submit three hard copies and one electronic copy of their proposal, in the format outlined below, in a sealed envelope to:

Yankton Sioux Tribe Attn: Sarah W. Zephier, Treasurer  
PO Box 1153  
Wagner, SD 57380  
[sarahwz@yanktonsiouxtribe.net](mailto:sarahwz@yanktonsiouxtribe.net)

The initial contract period shall be that of three (3) years with the option to renew the contract for an additional two years, to perform an annual audit according to the terms and conditions within these specifications, contract, and Yankton Sioux Tribe procurement policies. The proposals must be received by the Yankton Sioux Tribe no later than 4:30 p.m. on Wednesday, September 25, 2024.

- 1) The audit will cover all Tribal and Government funds.
- 2) The Auditor must be in good standing with the State of South Dakota. The use of subcontractors who do not work directly for the CPA firm is not permitted.
- 3) Technical information regarding the accounting system may be obtained from Steve Peters, Controller, by phone at 605-384-3641 or via email at [speters@yanktonsiouxtribe.net](mailto:speters@yanktonsiouxtribe.net).
- 4) The Tribe intends that the selection process contemplated by this request for proposals will result in the selection of a firm to audit the Tribe, provided the Tribe reserves the right to reject any and all proposals, in its sole discretion.
- 5) Following the notification of the selected firm, the Tribe and the firm shall negotiate and execute a contract for Professional Services.
- 6) The Tribe reserves the right to terminate the contract with 30 days' notice.
- 7) The Recipient shall limit disclosure of Confidential Information within its own organization to its directors, officers, partners, members, and employees. The Recipient and affiliates will not disclose the confidential information obtained from the discloser unless required to do so by law. A Confidentiality document will be required upon contract award.
- 8) The Auditor shall disclose any judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization. If no such conditions exist, this should be specifically stated in the proposal. A financial background check will be performed on the CPA firm selected prior to finalizing the contract.
- 9) The audit working papers shall be retained by the Auditor for seven years after the Single Audit Report is issued. The working papers shall be made available to the Tribe should the need arise during that time.
- 10) Assistance on Proposal Preparation: The RFP contact person is the sole point of contact for this procurement. All communication between the Auditor and the Tribe regarding this procurement shall be in writing, submitted by email to [stevp@yanktonsiouxtribe.net](mailto:stevp@yanktonsiouxtribe.net). Auditors are to rely on written statements issued exclusively by the RFP contact and not consult with others, or other accountants, not directly assigned to this project.

## SCOPE OF SERVICES

- 1) The objective of the audit is to provide an opinion on the financial statements taken as a whole. The audit must meet accounting policies in accordance with:
  - a) Office of Management and Budget (OMB) 2 CFR, Part 200
  - b) Government Auditing Standards, issued by the Comptroller General of the United States.
  - c) The “State and Local Governments – AICPA Audit and Accounting Guide.”
  - d) Generally accepted government auditing standards.
  - e) The Single Audit Act of 1984, P.L. 98-502, as amended June 26, 2007.
  - f) Governmental Accounting Standards Board (GASB) Statement No 34.
- 2) The audit will be a financial and program compliance audit and shall include reports on the Tribe’s internal control over financial reporting and on its compliance with certain provisions of laws, regulations, contracts, and grants, as well as any other reports required by any of the above standards.
- 3) The Auditor will be expected to draft the following financial statements and schedules, as well as all required financial statement footnotes, based on the trial balances and other books and records of the Tribal Government.
  - a) Government-wide Statement of Net Assets
  - b) Government-wide Statement of Activities
  - c) Governmental Funds Balance Sheet
  - d) Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Assets
  - e) Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances
  - f) Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
  - g) Proprietary Funds Statement of Net Assets
  - h) Proprietary Funds Statement of Revenues, Expenses, and Changes in Fund Net Assets
  - i) Proprietary Funds Statement of Cash Flows
  - j) General Fund Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual
  - k) Grants and Contracts Fund Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual
  - l) Proprietary Funds Schedule of Net Assets
  - m) Proprietary Funds Schedule of Expenses, and Changes in Fund Net Assets
  - n) Proprietary Funds Schedule of Cash Flows
- 4) The Auditor will perform financial and compliance testing of Federal grants using sufficient sample sizes to permit rendering opinions as to whether the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information are free of material misstatement, and whether the proprietary fund schedules and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.
- 5) The Auditor will ensure that the appropriate year and authority (or lack of) for expenditures is reviewed for a reasonable size selection of transactions.
- 6) Period of performance: Contingent upon the Tribe providing the Auditor with a final trial balance for the Tribal Government, the draft annual audit report should be due to the Tribe no later than six (6) months after the end of the Tribe’s Fiscal Year, (October 1<sup>st</sup> thru September 20<sup>th</sup>). The completed audit report will be submitted to the Federal Audit Clearing House no later than nine (9) months after the end of the fiscal year.
- 7) Place of Performance: All work documents will be reviewed at Tribal Headquarters. However, the audit write-up and the final audit report may be completed at the CPA’s work location. No tribal documentation will be allowed off the Yankton Sioux Reservation.

- 8) Accompanying the financial statements, the Auditor will submit a management letter of comments and recommendations, if applicable, for improvement of program and financial management per the Auditor's opinion after examining the Tribe's systems.
- 9) The Auditor shall submit an audit report which shall comply with the applicable reporting standards. Ten bound copies of each report shall be submitted to the Tribe. The tribe shall also be provided with an electronic copy of the signed reports. Each audit report shall contain at least the following:
  - a) An index or Table of Contents.
  - b) The auditor's reports on:
    - i) The annual financial statements and any supplementary data within the scope of the audit.
    - ii) The auditor's study and evaluation of the entity's system of internal accounting control and, where applicable, pertinent other control systems. The auditor's report shall identify those systems established, those systems evaluated, those systems not evaluated and also shall disclose any material control deficiencies which come to the Auditor's attention.
    - iii) Compliance matters which may have a material effect on the financial statements reported upon. The auditor's report shall include statements of positive assurance based on all items tested and negative assurance on items not tested.
    - iv) Any other disclosures or expressions of opinion required by previously referenced federal guidelines.
    - v) Additional activities, if any, which are required to be included within the scope of the annual financial audit and included in the audit reports. Statement that the audit was made in accordance with generally accepted government auditing standards as well as all applicable laws and provisions.
- 10) An exit conference with the Business and Claims Committee and/or others designated by the Tribe will be conducted by the auditor in charge. At the exit conference findings and recommendations regarding compliance and internal control shall be discussed. The Controller or a designee shall have the opportunity to respond, orally or in writing, to the findings. Any such written responses shall be included in the audit report.
- 11) The audit principal and/or audit manager responsible for the work shall attend and present the final audit report draft to the Business and Claims Committee no later than March 31<sup>st</sup> following the fiscal year under audit, unless a later date is requested by the Tribe.
- 12) A performance bond will be required within 10 days of contract signing.

#### ASSISTANCE AVAILABLE TO THE AUDITOR

- 1) The Finance Department staff will prepare the following for the Tribal Government: Trial Balances, Capital Assets, Accounts Payable listing, Bank Reconciliations, Schedule of Expenditures of Federal Awards, Management's Discussion and Analysis, a detailed General Ledger in electronic format, and various other schedules and subsidiary ledgers. Additional supporting schedules, where appropriate, will be prepared to assist the audit process. Staff will be available to answer questions and to locate documents as needed.
- 2) Copy machines will be made available at no charge, but the auditors will be expected to provide the labor to make any necessary copies. Again, no Tribal documentation (copies or originals) will be allowed off the Yankton Sioux Reservation.
- 3) A work area will be available for the Auditors.
- 4) Prior audit reports and management letters are available for the Auditor to examine.
- 5) The Controller or other individual designated by the Tribe will act as the liaison for auditors in arranging for the delivery of files and records and in providing supporting documentation as needed.

#### INFORMATION TO BE INCLUDED IN THE PROPOSAL

- 1) In order to facilitate the evaluation of the proposals, it is requested that the required information be arranged in the following format:

#### INDIVIDUAL AUDIT STAFF TECHNICAL QUALIFICATIONS

- 1) The firm shall identify the partners/principals, managers and seniors who would be responsible for the audit and provide resumes for each of them. The firm shall provide details of the Tribal auditing experience for the personnel that would be assigned to the audit, including the number of years of experience. Indicate the percentage of the time the senior or manager will be on-site.
  - i) Indicate training and familiarity with auditing Tribal governments. Describe the relevant educational background of each individual to be assigned to the audit. This should include attendance at Continuing Professional Education courses required to meet Government Auditing Standards within the past three years.
  - ii) The firm shall include a statement that the partner/principal and manager assigned to this audit are licensed by the State Board of Accountancy, and that none of these individuals have been disciplined by the State's licensing board for performing substandard work within the past three years.
  - iii) The firm should describe the methodology employed by the firm each year when assigning staff to this engagement. The description should clearly indicate the likelihood that the Tribe's audit team will remain unchanged for the term of the contract. The Tribe recognizes that some events are unforeseen and cannot be predicted. However, changes due to training rotation or annual staff reassignments should be defined.
  - iv) The firm should summarize its policy regarding the degree of participation of senior audit personnel that will be assigned to this engagement. The firm should also indicate the anticipated frequency of their contact with the Tribe's personnel.
  - v) The Tribe has an interest in using a firm that has the ability to periodically rotate the lead/coordinating and reviewing partners/principals. Report the policy of your firm regarding rotation of personnel assigned to engagements on a year-to-year basis.

#### AUDIT ORGANIZATION/LOCAL OFFICE TECHNICAL QUALIFICATIONS

- 1) Provide a description of your firm. State whether your audit organization is national, regional, or local. Describe the organization, size, and structure of your firm. State the address of the local office which will be conducting the audit.
- 2) Indicate what you believe are the strengths of your firm concerning the requested services.
- 3) Affirm that your audit organization is properly licensed for public practice as a certified public accountant or a public accountant. Affirm that your organization meets the independence requirements of Standards for Audit of Governmental Organization, Programs, Activities and Functions, published by the U.S. GAO or any subsequent amendments or superseding revisions.
- 4) Indicate the total number of people by level within the local office that will handle the audit. Indicate the overall supervision to be exercised over the audit team by the firm's management.
- 5) Provide a list of the local office's current and prior tribal government audit clients indicating the type(s) of services performed and the number of years served for each. Indicate your experience in auditing entities, which are similar in size and complexity to the Tribe.
- 6) Describe the firm's knowledge and recent experience in auditing Federal, State, Local, and Tribal Government grants, including OMB 2 CFR, Part 200.
- 7) Provide proof that your firm participates in an external quality control review (peer review) program by submitting a copy of your last peer review report.

#### AUDIT APPROACH

- 1) Describe your technical approach to the audit. Describe your understanding of the work to be performed and indicate time estimates for the audit.

#### CLIENT REFERENCE

- 1) List the names, addresses, and phone numbers of tribal government or audit client references.

#### OTHER INFORMATION

- 2) Include any other information which may be helpful to the Selection Committee in evaluating your firm's qualifications, including peer reviews within the past three years and any disciplinary action received within the past three years. Also, describe any regulatory action taken by any oversight body against the proposed audit organization or local office.

#### AUDIT FEE

- 3) Indicate your fixed cost fee for this engagement.

#### EVALUATION CRITERIA

- 4) The bid proposals will be evaluated based on the following criteria:
  - a) Mandatory Criteria – Bid proposals will not be considered for further evaluation unless they meet all of the following:
    - i) Must be an independent auditor, properly licensed for public practice.
    - ii) Must meet any specific qualification requirements imposed by Tribal, State or Local laws, rules and/or regulations.
  - b) Technical Criteria – Those Bidders who have met each of the mandatory criteria stated above will be further evaluated by the following:
    - i) Tribal audit experience (60%)
    - ii) Cost Criteria – The total cost included in the bid proposal will be considered in the selection of an auditor or firm. Each bid proposal received will be rated in comparison to all others based on low to high costs. (40%).

