

## SECOND MESA DAY SCHOOL

### THIS IS AN OFFICIAL REQUEST FOR PROPOSALS FOR FINANCIAL, ACCOUNTING AND BUSINESS SERVICES

DUE DATE AND TIME: 4:00 P.M. (MST) February 9, 2024

#### HOPI/INDIAN PREFERENCE

HOPI, INDIAN, MINORITY AND WOMEN'S FIRMS OR BUSINESS ENTERPRISES ARE  
ENCOURAGED TO SUBMIT PROPOSALS

In accordance with Section 11.12 of its Procurement Policies, Second Mesa Day School (hereinafter "SMDS" or the "School") will receive sealed proposals from all entities (hereinafter "Offerors") capable of providing services described herein under the terms and conditions set forth herein. Hopi and Indian-owned organizations and enterprises are especially encouraged to submit proposals. The project is identified as supplying Financial, Accounting and Business Services (hereinafter the "Project"). The Project may include correcting any deficiencies that may exist in current financial and/or accounting procedures; ensuring proper procurement, accounting and reporting practices; preparation of records, documents, reports and books as necessary and/or helpful for annual audits, to include reports necessary for compliance with applicable standards; providing timely reports regarding fiscal status and budget compliance both in general and by line item (monthly); assist in payroll, reconciliations, journal entries and similar business office functions; identifying and defining the in-house support services that Offerors deem advisable to coordinate services between School and Offerors; aiding in the development of greater in-house expertise; and, provide general oversight and support of all business office functions to include recommendations to the Board as appropriate and as needed.

The Offerors shall provide and include all transportation and services necessary for the delivery of the goods described in the Project.

The closing date for the acceptance of proposals is 4:00 p.m. (MST) on February 9, 2024. Said proposals must be received by SMDS prior to that date and time. Sealed proposals shall be opened on February 12, 2024, at the SMDS Administration Office, Second Mesa, Navajo County, Arizona. The School reserves the right to accept or reject any or all proposals and to waive any formalities or minor inconsistencies.

Request for Proposal Packet are available at the SMDS Procurement Office or via email. For more information, contact Alice Snyder at [Alice.Snyder@secondmesa.org](mailto:Alice.Snyder@secondmesa.org) or call (928) 737-2571, ext. 4208.

Sealed bids may be mailed to:  
Alice Snyder, Procurement Technician  
Second Mesa Day School  
Highway 264 @ Texaco Jct.  
PO Box 98  
Second Mesa, AZ 86043