

REQUEST FOR PROPOSALS AUDIT SERVICES
LITTLE SINGER COMMUNITY SCHOOL BOARD, INC.
P.O. AQ, WINSLOW, AZ 86047
(928) 686-6108

REQUEST FOR PROPOSALS FOR AUDIT SERVICES

Little Singer Community School, Inc. is requesting a Request for Proposals to provide audit service for the Little Singer Community School, Inc. Interested individuals and or/accounting firms are invited to submit a letter of interest, statement of qualifications, service proposals, and detailed cost/rates to the address. Proposals are due April 28, 2023, at 4:00 p.m. MST. Reviews and Interviews will be immediately thereafter. The selection of individuals and/or accounting firms will be Friday, May 12, 2023. Each proposal is to be submitted in a sealed envelope, marked on the outside as "Proposal for Audit Services." may be submitted by mail or in person at the address listed below. A copy of the proposal will be available on the Little Singer Community School website at www.littlesinger.org

Applicant must be knowledge and experience in Federal, State, and Navajo Nation Tribal Law, Tribal Education Law, Law and Regulations pertaining to federal contracts and grants, including Single Audit Act and OMB Super Circular A-133 and A-87, and must indicate clearance from Sam.Gov.

The proposal should be submitted by mail or hand-carried to the:
Little Singer Community School, Inc
6 miles south of Birdsprings Chapter House
P.O. Box AQ

This is a request for proposals from Auditing Firms to provide audit services to Little Singer Community School Board, Inc, for Fiscal Years 2022-2023. Little Singer Community School, Inc., is a contract school, tribally operated under the Navajo Nation, under a contract through PL 96-638. Community School seeks proposals from CPA auditing firms to conduct a Single Audit. Interested applicants should provide the following information:

1. Name, Address, Telephone
2. State whether you are a Sole Practice or with a CPA Firm
3. Must Indicate clearance from Sam.Gov, Applicant should not be suspended or debarred.
4. Professional Resume of the applicant including a copy of recent peer review, professional experience, education, and other qualifications.
5. State whether you have been subjected to any disciplinary actions in any jurisdiction.
6. List three references of Schools you have worked with including addresses and telephone numbers.
7. Knowledge and Experience including but not limited to the following:
 - a. Navajo Non-Profit Organization Matters, by-laws, registrations and reporting requirements, and employment laws under Navajo Nation Laws.
 - b. Laws and Regulations pertaining to federal contracts and grants, including the Single Audit Act and OMB Super Circular A-133 and A-87.

- c. Knowledge and Experience of the Indian Self- Determination, and Education Assistance Act.
 - d. Knowledge and Experience of the Tribally Controlled Schools Act.
 - e. Knowledge and Experience of Federal Laws and Regulations pertaining to School Funded under the Bureau of Indian Education.
 - f. Knowledge and Experience of Title XI of PL 95-561, as amended.
 - g. Knowledge of Experience of the Indian Child Protection and Family Violence Prevention Act.
 - h. Knowledge and Experience of Individuals with Disabilities Act.
 - i. Knowledge and Experience of CFR 25 and 34
 - j. Knowledge and Experience of Laws and Regulations of the Navajo Nation, and the Policies under the Navajo Nation Title 10 Education Code.
 - k. Knowledge and Experience of the Navajo Nation Navajo Preference Act.
8. Applicant will Submit a Cost Proposal including:
- a. State the Type and Cost of Expenses the applicant will seek reimbursement for.
 - b. State applicant's billing procedures and frequency of payment.
9. Selection Criteria For Most Qualified Applicant Experience and Qualifications
- a. Cost Proposal
 - b. Favorable Reference
 - c. Navajo or Indian Preference.
 - d. Hourly Rates for CPA, Managers, and staff.
10. Contract will be required after the successful negotiation of a written contract between the selected applicant and the Little Singer Community School Board, Inc
11. Submission of Proposals:
- a. Sealed Proposals are due no later than 4:00 p.m. on April 28, 2023, and must be signed by an authorized individual on behalf of the applicant.
 - b. Proposal will state "Response on Request for Proposal for Audit Services" on a sealed envelope.
 - c. Please Submit five (5) copies of the proposal.
 - d. Sealed proposals should be submitted, either mailed or hand-delivered to: Etta Shirley, Principal, Little Singer Community School, Inc. P.O. Box AQ, Little Singer Community Arizona 86047.
 - e. Responses submitted after the deadline date will be returned to the applicant unopened.