REQUEST FOR PROPOSALS (RFP)

ACCOUNTING SOFTWARE AND FINANCIAL MANAGEMENT SERVICES

RFP No.: NJOI-FIN-2026-02
Issue Date: September 21, 2026
Proposal Due Date: November 13, 2026
Time: 4:00 pm

PURPOSE

Na'Neelzhiin Ji Olta, Inc. (NJOI), a tribally controlled K–8 school, is requesting proposals from qualified vendors to provide **accounting software and financial management services** to support the School's financial operations.

NJOI is seeking a reliable, secure, user-friendly accounting system that will strengthen financial accountability, improve internal controls, support budgeting and purchasing, and provide accurate financial reporting for School management, auditors, and applicable federal, BIE, tribal, and other funding requirements.

SCOPE OF SERVICES

The selected vendor will provide an accounting software solution, implementation, training, technical support, and ongoing system maintenance. The proposed system should include, at a minimum:

- General ledger and chart of accounts;
- Accounts payable and accounts receivable;
- Budget development and budget-to-actual reporting;
- Grant and restricted-fund accounting;
- Purchase orders and procurement tracking;
- Payroll and/or payroll-system integration;
- Bank reconciliation;
- Fixed-asset tracking;
- Financial statements and management reports;
- Audit trails and transaction history;
- Role-based user permissions and internal controls;
- Secure data storage, backup, and disaster recovery;

- Data conversion and implementation assistance;
- Staff training and technical support; and
- Exportable reports and financial data.

Preference may be given to vendors with demonstrated experience working with **tribally controlled schools, BIE-funded schools, Native American organizations, nonprofit organizations, or governmental entities**.

PROPOSAL REQUIREMENTS

Proposals should include:

1. Vendor/company qualifications and experience;
2. Description of the proposed accounting software;
3. Implementation and data-conversion plan;
4. Training and technical-support plan;
5. Security and data-protection information;
6. At least three client references;
7. Detailed pricing, including all implementation, licensing, subscription, training, support, and optional fees; and
8. Any additional information demonstrating the vendor's ability to meet NJOI's accounting and financial-management needs.

EVALUATION

Proposals will be evaluated based on system functionality, grant and fund accounting capabilities, internal controls and audit support, reporting, implementation, training and technical support, vendor experience, security, and overall cost/value.

NJOI reserves the right to request demonstrations, clarification, or additional information from vendors and reserves the right to reject any or all proposals.

SUBMISSION

Submit proposals electronically or in accordance with the instructions below:

Na'Neelzhiin Ji Olta, Inc.
Attention: Vivian Montoya-Watuema, Principal
Address: HCR 79 Box 9, Cuba, NM 87013
Email: vivianmw@naneelzhiin.org
Telephone: 505-731-2272

Proposal Due: November 13 by 4:00 pm

Late proposals may not be considered.

Na'Neelzhiin Ji Olta, Inc. is an Equal Opportunity Employer and is committed to fair and responsible procurement practices.