

# STONE CHILD COLLEGE

8294 Upper Box Elder Road  
Box Elder, MT 59521

Phone: (406)395-4875  
FAX: (406)395-4836

## **Request for Proposals Fiscal Audit Services**

### **SCOPE OF SERVICES**

Stone Child College (SCC) invites qualified individuals or firms to submit a proposal for the preparation of its yearly audited financial statements and related filings. Our organization does not require a federal single audit, preparation of IRS tax form 990, and submission to the Federal Audit Clearinghouse. The audit of financial statements must be performed in accordance with generally accepted accounting standards.

### **SERVICE PERIOD AND TERMS**

The contract will be for a three (3) years period beginning with the 2017 fiscal year. The audits will be in succession starting with the fiscal period July 1, 2016 to June 30, 2017.

### **PROPOSAL CONDITIONS & INFORMATION**

The deadline for receipt of sealed proposals is 4:30 p.m. (MDT) on Wednesday, September 5, 2017. All proposals must be submitted in a sealed envelope and have original signature and date.

One (1) original of the proposal must be submitted to:

Wanda St. Marks  
HR/Personnel/Administrative Assistant  
Stone Child College  
8294 Upper Box Elder Road  
Box Elder, MT 59521

Please mark on lower left hand corner of envelope: "RFP- Fiscal Audit Services". Any proposal received after the date and time listed above will be returned and will not be considered.

The administrative team will review all proposals and make a recommendation regarding the choice of auditors to the Board of Directors. Questions regarding this request for proposals must be submitted in writing to Wanda St. Marks at the above address or by e-mail to [wstmarks@stonechild.edu](mailto:wstmarks@stonechild.edu)

### **DESCRIPTION OF STONE CHILD COLLEGE**

Stone Child College is a 501(c) non-profit organization and a two-year tribal college located on the Rocky Boy's Indian Reservation in north central Montana. For over 33 years, SCC has provided post-secondary educational opportunities through degrees, certificates, and continuing education.

Stone Child College has been reaffirmed for Accreditation by the  
Northwest Commission on Colleges and Universities  
Stone Child College is an Equal Opportunity Employer

# STONE CHILD COLLEGE

8294 Upper Box Elder Road  
Box Elder, MT 59521

Phone: (406)395-4875  
FAX: (406)395-4836

SCC is accredited by the Northwest Commission on Colleges and Universities and is listed in the Accredited Institutions of Higher Education published by the American Council on Education for the Council on Post-Secondary Accreditation. SCC was chartered by the Chippewa Cree Business Committee on May 17, 1984.

## **PROPOSALS SHOULD INCLUDE THE FOLLOWING:**

- 1) Evidence of the firm's qualifications to provide the services;
- 2) Background and experience in auditing nonprofit clients;
- 3) The size and organizational structure of the auditor's firm;
- 4) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- 5) A proposed timeline for fieldwork and final reporting;
- 6) Proposed fee structure for the proposal period and the maximum fee that would be charged;
- 7) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- 8) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- 9) References and contact information from at least 1 comparable nonprofit audit clients.
- 10) Proposal Form: All proposals must include the complete Proposal Form (Attachment A) signed by a person or an official authorized to commit the entity to a contract with the College.

# STONE CHILD COLLEGE

8294 Upper Box Elder Road  
Box Elder, MT 59521

Phone: (406)395-4875  
FAX: (406)395-4836

## Attachment A Proposal Form

Date \_\_\_\_\_

Proposal of \_\_\_\_\_,  
(Name of firm, partnership, or individual)  
an entity/corporation organized and existing under the laws of the State of \_\_\_\_\_.

Request for Proposal: \_\_\_\_\_  
(provide title or brief description)

To: Stone Child College

1. In compliance with your Request for Proposal (RFP), the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this proposal at any time within twenty-five (25) days after the date of opening of the proposals, and to execute the Contract in accordance with the proposal as accepted within five (5) days after the Contract is presented for signature.
2. The undersigned proposer understands that the College reserves the right to reject any or all proposals or to waive any formality or technicality, as determined by the College in its sole discretion, in any proposal in the interest of the College.
3. The undersigned proposer hereby certifies and affirms that this proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.
4. The undersigned certifies that to the best of his/her knowledge: **(check only one)**  
 There is no Board Member or employee of Stone Child College who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.  
 The names of any and all Board Members or employees of Stone Child College who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this proposal.
5. The certifications in paragraphs 3 and 4 of this Proposal Form are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the College, the College may terminate the contract resulting from this solicitation for default.

# STONE CHILD COLLEGE

---

---

8294 Upper Box Elder Road  
Box Elder, MT 59521

Phone: (406)395-4875  
FAX: (406)395-4836

(Official Name of Firm)

\_\_\_\_\_  
(Signature)

(Print Name)

(Title)

(Complete Business Address)

(Email Ad)

