

THE MINNESOTA CHIPPEWA TRIBE



REQUEST FOR PROPOSAL FORENSIC AUDITOR

May 16, 2023

QUESTIONS REGARDING THIS RFP SHALL BE DIRECTED TO:

The Minnesota Chippewa Tribe
P.O. Box 217
Cass Lake, MN 56633
Beth Drost – Executive Director
bdrost@mnchippewatribe.org

REQUEST FOR PROPOSAL

FORENSIC AUDITOR

SECTION I: PROJECT OVERVIEW

The Minnesota Chippewa Tribe (the “MCT” or “Tribe”) is a federally recognized tribal government with headquarters located in Cass Lake, Minnesota and satellite offices in Minneapolis, Duluth, and Virginia, Minnesota. The Tribe requires the assistance of a qualified forensic accounting firm with an integrated team of accountants. The project asks for a review of existing controls and compliance with these controls, identification of risk of fraud and misconduct, and recommendations on improvements and best practices of the General fund, Department of Interior Fund, Department of Health and Human Services Fund, Finance Corporation, and Internal Service Funds for fiscal years 2018-2022.

The Tribe will at all times treat this as a highly confidential matter, subject to oversight through direct, exclusive management by its Executive Director and Treasurer. The review must be independent of the Tribe and conducted with prudence and discretion. The firm chosen for this work must be engaged by contract and must be independent of the Tribe and any Tribal Executive Committee member, or employees of the Tribe, as well as all independent contractors, suppliers, and vendors doing business with the Tribe.

During the course of the review, all communications are subject to privilege and confidentiality and any and all reports are to be directed to the Executive Director and MCT Treasurer. A written report, either interim or final, will be required and that report will be presented and issued to the Tribal Executive Committee of the Minnesota Chippewa Tribe.

The firms responding to this RFP (hereinafter referred to as “Proposer”) should be prepared to cooperate fully with the MCT, its Executive Director, and Tribal Executive Committee throughout the entire project.

SECTION II. SCOPE OF SERVICES

The Tribe requires the assistance of a qualified forensic accounting firm with an integrated team of accountants. The Tribe requests a review of existing controls and compliance with these controls, identification of risk of fraud and misconduct, and recommendations on improvements and best practices for the General fund, Department of Interior Fund, Department of Health and Human Services Fund, Finance Corporation, and Internal Service Funds. Including and not limited to the following:

- Assist with creating and/or updating policies and procedures in all aspects of the conduct and management of government and corporate finances, including but not limited to Financial Reporting, Conflict of Interest, and Procurement.
- Gather factual evidence, including interviews, and document review to determine compliance with all guidelines and requirements for financial management controls and systems.
- Assist in document and data collection, management, and repository services, as required.

The following outline comprehends but does not limit the type of procedures and review that would be most beneficial to the Tribal Executive Committee’s consideration in authorizing this work:

- Utilize inquiry, observation, examination of evidence, and other methods as needed to analyze, assess, and make recommendations for compliance, internal controls, and processes of the Tribe including Finance Corporation home loan processes, decisions, and servicing.
- Review and clearly define the financial relationship between the Tribe and its programs.
- Make recommendations regarding financial software to ensure capacity to manage growth, meet reporting requirements, catch errors, and complete all necessary tasks for the Tribe.
- Review and make recommendations on best practices for recurring transactions between and among the Tribe’s programs and the Tribe’s Operating accounts.
- Review A/P procedures and provide recommendations on introducing electronic processes, including but not limited to payroll, purchase orders, invoicing system, payment vouchers, and travel authorizations.

SECTION III. QUALIFICATIONS

- The Proposer must have authorization to perform all specified services. The proposal must identify and describe the licenses or other authorizations the vendor has received to perform this type of work. The proposal must describe how the vendor stays current with changing local, state, and federal laws and regulations related to these services and how the company ensures compliance.
- The Proposer must have the necessary systems, software, support, and procedures to provide the services required. The Tribe prefers the services be provided through an on-line computing process (including, submittal of fingerprints and electronic access to reports, if required) with guaranteed security and confidentiality. The Proposer must identify the specific technology and processes used and describe how that sets the proposer apart from others in this field. The proposal must also list all information databases that are available to the Proposer.
- The results of any screening services requested by the Tribe must be received within a reasonable number of days after the official request is submitted.

SECTION IV. PROPOSAL REQUIREMENTS

Written proposals should address the requirements listed in this RFP, be structured in this fashion, and include, at a minimum, the following:

- A. Cover Letter
- B. Organization Resume w/ References
- C. Qualifications as Listed in Part III of this Request for Proposal
- D. Plan for Completion of Scope/Services
- E. Fee Schedule with Narrative for Specific Types of Screenings
- F. A Proposed Contract¹

SECTION V. SELECTION

1	Experience and Reputation Provide a detailed description, resume or CV outlining the firm’s overall experience and reputation, including key personnel to be assigned on the project	20
2	Expertise Provide detailed information regarding specific expertise, and key personnel proposed to be assigned to this project, in any or all of the areas outlined in Section II-Scope of Services	20
3	Capacity Provide detailed information on the firm’s capacity to meet the requirements outlined in Section II-Scope of Services, including size of firm, key personnel, number of other projects/assignments that would be on-going concurrent with this project.	20
4	Demonstrated Ability Provided specific examples of projects completed that demonstrate the firm’s ability to perform the work described under Section II-Scope of Services,	15
5	Proposed Cost Review of Review Committee’s opinion regarding the proposed cost resulting in a quality cost effective project.	15
6	Tribal Focus Detail examples involving projects in the tribal sector.	10

Total: 100

¹ The MCT, as a federally-recognized Indian tribe, exercises unique attributes of tribal sovereignty. The most relevant attribute relates to tribal sovereign immunity. The MCT is not interested in waiving its sovereign immunity beyond what is necessary to ensure performance under the Service Agreement. With this in mind, please fashion your proposed contracts accordingly.

SECTION V. SUBMISSION REQUIREMENTS

The following schedule of events shall be followed:

- 1. May 16, 2023 RFP Release
- 2. May 23, 2023 Deadline for clarifying questions from vendors.
- 3. May 26, 2023 Deadline for answers to vendor’s questions
- 4. June 2, 2023 Last Day to Submit Proposals
- 5. June 12, 2023 Communicate Vendor Selection
- 6. June 19, 2023 Implementation Plan Development Meeting

* These dates are tentative and may be extended based on specific needs.

The MCT, at its sole discretion, may refuse to consider any responses received after the above deadline or any incomplete responses that do not address all questions contained in the RFP. An electronic response received by the time specified below will be considered meeting the deadline.

Each Proposer should submit one (1) electronic copy of its proposal via email no later than 5:00PM CT, June 2, 2023, to the below individual. To simplify the communication process and ensure the same information is conveyed to all candidates, please direct all questions regarding this RFP via email to:

Beth Drost, Executive Director
The Minnesota Chippewa Tribe
E-mail: bdrost@mnchippewatribe.org

