REGION EIGHT TRIBAL ENVIRONMENTAL CONSORTIA

REQUEST FOR PROPOSALS

Comprehensive Nonprofit Accounting, Financial Management & Grant Compliance Services

RFP No.: RETEC-2026-001 | Issue Date: 11/19/2026 | Questions Due: 11/30/2026 | Proposals Due: 12/7/2026

Anticipated Start: 12/14/2026 | Submission Email: martinawilson043@gmail.com | Contract Term: Initial 12 months, with renewal options

1. Organizational Background

The Region Eight Tribal Environmental Consortia (RETEC) is a 501(c)(3) nonprofit organization supporting Tribal environmental protection, technical assistance, training, capacity building, and regional collaboration. Its participating Tribal Nations include the Northwestern Band of the Shoshone Nation, Paiute Indian Tribe of Utah, Lower Brule Sioux Tribe, Yankton Sioux Tribe, and Sisseton-Wahpeton Oyate.

RETEC is assessing a potential transition to independent financial and administrative operations. No transition or transfer of any existing federal award is presumed by this solicitation. The selected firm will support readiness and, when authorized, ongoing financial administration.

2. Purpose and Objectives

RETEC invites competitive proposals from qualified accounting firms to establish and provide organization-wide accounting, financial management, internal control, and grant compliance services. The engagement encompasses all RETEC operations and present and future awards or other funding from EPA, USDA, DOE, other federal agencies, Tribal and state governments, foundations, donations, and contracts.

The goal is a scalable, GAAP-consistent accrual accounting system with award-by-award accountability, reliable reporting, and audit-ready records. RETEC retains final financial decision-making, approval, certification, and submission authority.

3. Scope of Work

3.1 Accounting System Setup and Organizational Transition

- Assess existing accounting records, policies, workflows, systems, and compliance gaps; deliver a prioritized corrective-action plan.
- Recommend, configure, and document accounting software, chart of accounts, fund/project codes, user permissions, backups, and secure record retention.
- Establish accrual accounting, opening balances, bank reconciliations, accounts payable/receivable, general ledger, restricted funds, and monthly close procedures.
- If RETEC proceeds with independent administration, support orderly transition of authorized financial records and controls without assuming grant transfer or expenditure authority.
- Train designated RETEC personnel and provide written procedures and administrator access.

3.2 Organization-Wide Accounting and Reporting

- Maintain the general ledger and reconcile all organizational bank and credit accounts monthly.
- Process or review vendor invoices, receivables, deposits, and journal entries subject to RETEC authorization and segregation of duties.
- Prepare monthly statement of financial position, statement of activities, cash-flow information, and budget-to-actual results; prepare quarterly Board financial packages.

- Assist with annual operating budgets, cash-flow projections, multi-year forecasts, and financial sustainability planning.
- Maintain supporting records and furnish data exports and reconciliations on request.

3.3 Grant Setup, Tracking and Compliance

- For each new award, review financial terms, approved budgets, cost-share requirements if any, reporting schedule, period of performance, and allowable-cost rules; establish unique grant codes.
- Track obligations, expenditures, reimbursements, balances, and restricted funds separately by award, cost category, and activity.
- Evaluate costs for allowability, reasonableness, allocability, consistent treatment, and adequate documentation under applicable award terms.
- Document shared-cost allocation methods and prevent duplicate charging or reimbursement across awards.
- Assist with budget revisions, grant closeouts, and financial components of amendments, subject to award conditions and agency approval.
- Support compliance with 2 CFR Part 200, applicable agency supplements (including EPA 2 CFR Part 1500), and award-specific conditions.

3.4 Federal Financial Reporting and Cash Management

- Prepare supporting schedules and draft required federal financial reports, including SF-425 when applicable, for authorized RETEC review and submission.
- Support reimbursement requests and authorized federal drawdowns, including ASAP.gov or other payment systems, and reconcile receipts to eligible expenditures.
- Monitor federal cash management requirements and reporting deadlines; provide an advance compliance calendar.
- Support agency monitoring, financial inquiries, and closeout reconciliations.

3.5 Internal Controls and Written Financial Policies

- Draft or improve accounting, cash management, disbursement, procurement, cost allocation, payroll, travel, property, records retention, conflict-of-interest, and fraud prevention procedures.
- Define approval limits, separation of duties, bank signatory controls, independent reconciliations, and oversight appropriate for a small nonprofit.
- Assist with documentation and implementation of controls described in EPA Form 6600-09 and comparable funder assessments.
- Present proposed policies to RETEC management and Board for adoption; review effectiveness annually.

3.6 Payroll, Fringe Benefits and Indirect Costs

- Maintain or oversee payroll accounting, payroll reconciliations, benefits accounting, and allocation of personnel costs to awards based on compliant supporting records.
- Specify whether payroll processing, payroll tax filings, annual forms, and employee onboarding tax administration are included or separately priced.
- Assess indirect cost methodology and eligibility; calculate and document appropriate cost bases and exclusions for each award.
- Support a de minimis approach when permissible or a negotiated indirect cost rate proposal if appropriate; do not assume one rate applies to every award.

3.7 Audit, Tax and Monitoring Support

- Maintain audit-ready records, reconcile federal expenditure schedules, and monitor the applicable Single Audit threshold and other audit requirements.

- Coordinate with independent auditors and support corrective-action responses, monitoring visits, and financial compliance reviews.
- Identify annual nonprofit tax and information-return needs (including Form 990 where applicable); separately identify preparation and filing fees.
- Independent financial statement audits or attest engagements are outside the base scope unless separately solicited and appropriately independent.

3.8 Advisory Services and Future Grant Growth

- Meet with the Executive Director at least monthly and provide quarterly Board-ready reporting and consultation.
- Alert RETEC promptly to material compliance concerns, budget variances, liquidity risks, and missed deadlines.
- Provide a defined onboarding process and unit pricing for additional awards within the competitively solicited scope. Material scope changes remain subject to applicable procurement rules.

4. Deliverables and Service Levels

Deliverable	Expected timing
Initial financial/compliance assessment and implementation plan	Within 30 calendar days of contract start
Configured chart of accounts and grant coding structure	Target: within 60 days
Draft financial policies and internal control matrix	Target: within 60 days
Operational accounting workflows and staff orientation	Target: within 90 days
Monthly reconciliations, statements and grant budget reports	Within [15] business days after month-end (propose alternative if needed)
Quarterly Board financial package	Before each scheduled quarterly Board meeting
Federal reports, drawdown support and new-award setup	Per award deadlines; onboarding timeline proposed by firm
Annual financial close and audit/990 coordination	Annually, as applicable

Respondents should identify dependencies, staffing assumptions, service exclusions, and any alternative implementation schedule.

5. Firm Qualifications

- Demonstrated experience serving 501(c)(3) nonprofits with multiple restricted grants.
- Documented expertise in 2 CFR Part 200 and federal award financial administration; EPA grant experience preferred.
- Experience with Tribal governments, Tribal consortia, or Tribal nonprofit organizations preferred.
- Qualified staff with relevant accounting credentials; disclose CPA licenses where applicable.
- Ability to provide secure, timely, remote services and respond to deadlines across multiple awards.
- No unresolved professional disciplinary issues; ability to meet applicable contractor responsibility requirements.

6. Proposal Content

- Firm identity, legal structure, primary contact, and relevant organizational history.
- Narrative of comparable nonprofit/federal grant engagements, including Tribal or EPA experience.
- Detailed work plan, accounting software recommendation, transition approach, implementation milestones, and internal control strategy.
- Assigned staff, roles, resumes, professional credentials, and backup coverage.

- Sample monthly management and grant reports (redacted).
- Three client references for comparable engagements.
- Disclosure of conflicts of interest, anticipated subcontractors, security practices, insurance, and professional standing.
- Completed pricing schedule in Section 7, assumptions, exclusions, and proposed contract terms.

7. Required Pricing Schedule

Provide prices in U.S. dollars, clearly distinguishing included services from optional services. RETEC has not established a published budget ceiling.

Pricing component	Proposed fee / basis
One-time assessment, setup, software implementation and training	[Firm to complete]
Fixed monthly organization-wide accounting fee	[Firm to complete]
Number of active awards included in monthly fee	[Firm to complete]
Fee per additional grant or grant-volume tier	[Firm to complete]
Payroll processing and tax filing (if offered)	[Firm to complete]
Annual close and Form 990 preparation (if offered)	[Firm to complete]
Audit and monitoring support beyond included hours	[Firm to complete]
Software licenses, data migration, travel and other pass-throughs	[Firm to complete]
Hourly rates for approved out-of-scope work	[Firm to complete]

Identify any annual price escalators and renewal rates. Additional work must receive prior written authorization. A new award may be added only when it falls within the solicited scope and contract terms; otherwise RETEC will determine whether a separate procurement is required.

8. Evaluation and Selection

Criterion	Points
Federal grant accounting and compliance expertise	30
Nonprofit and Tribal-sector experience	20
Implementation approach and internal controls	20
Cost, fee clarity and value	15
Personnel qualifications and references	10
Capacity and responsiveness	5
Total	100

RETEC may seek clarifications, conduct interviews, check references, negotiate permissible terms, or reject any or all proposals. Selection and award will be documented in accordance with RETEC policy and applicable funding requirements.

9. Procurement, Contract and Records Conditions

- The solicitation and award are subject to RETEC procurement policies, applicable funding restrictions, and federal procurement requirements when federal funds are used.
- RETEC will verify contractor responsibility, applicable exclusions/debarment, and any required federal contract provisions before award.

- All RETEC accounting data, records, supporting schedules, and work products remain RETEC property; firm must provide usable exports and transition assistance at contract end.
- The firm must protect confidential financial, personnel, banking, and Tribal information using appropriate access and security controls.
- Firm must disclose actual or potential conflicts and maintain appropriate professional liability coverage.
- No contractor may approve its own payments, control both authorization and reconciliation without oversight, or exercise authority reserved to RETEC.
- Renewals and amendments depend on satisfactory performance, funding, written approval, and procurement compliance.

10. Submission Instructions and Schedule

Questions due: 11/30/2026 by 4:30 PM MST. Responses/clarifications will be distributed consistently to prospective respondents as appropriate.

Proposals due: 12/7/2026 by 4:30 PM MST. Submit one searchable PDF by email to martinawilson043@gmail.com subject line "RETEC Accounting Services RFP – [Firm Name]".

Point of contact: Martina Wilson, Executive Director, Region Eight Tribal Environmental Consortium (RETEC).

Expected selection date: 12/11/2026. Anticipated start: 12/14/2026. RETEC may amend dates by written notice.

11. Reservation of Rights

Issuance of this RFP does not obligate RETEC to award a contract or reimburse proposal costs. RETEC may cancel, amend, or reissue the solicitation and reject proposals consistent with applicable law, policy, and funding requirements. The contract is contingent on funding availability and required organizational approvals.

12. Authorization

Issued by: Martina Wilson, Executive Director, RETEC

Approved by: Jason Walker, Board of Directors Chairman