Request for Proposals

Project Name/Description: Financial Management Policies

Company: Native American Fish and Wildlife Society

Address: 10465 Melody Dr. Ste 307
Northglenn, CO 80234

Contact Person: Julie Thorstenson, Executive Director

Telephone number: 303-905-1250

Email: JThor@nafws.org

1. Background/Introduction

   The Native American Fish and Wildlife Society (Society), established in 1983, is a non-profit organization with a mission to assist Native American and Alaska Native Tribes with conservation, protection and enhancement of their fish and wildlife resources. We serve 227 Native American and Alaska Native member Tribes. We are a national organization, based in the Denver, CO area.

2. Project Goals and Scope of Services

   The Society is seeking the services of a qualified consultant to develop and/or revise the financial management policies, including but not limited to procurement, investment, property, accounting, audit, etc. The award will be made to a responsive and responsible consultant(s) based on the best value and professional capability.
The selected candidate will be responsible for the development of a comprehensive Financial Management Policy.

Tasks include, but may not be limited to, the following criteria:

- Review of current Society Financial Policies
- Revisions or development of required Financial Policies
- Incorporation of all required federal regulations
- Meet with the Board of Directors Finance Committee, Accounting Firm and Executive Director as needed.

3. **Anticipated Selection Schedule**
   The Request for Proposal timeline is as follows:

   Request for RFP: August 7, 2020

   Deadline for Bidders to Submit Questions: August 21, 2020

   Native America Fish and Wildlife Society Responds to Bidder Questions: August 28, 2020

   Proposals must be received no later than: September 4, 2020.

   Selection of Consultant/Notification to Unsuccessful Consultant: September 11, 2020

   Contract Award: September 18, 2020

4. **Time and Place of Submission of Proposals**
   The RFP will be posted on our website, www.nafws.org, and can be downloaded from there directly as of 12:00 pm, MDT on August 7, 2020.

   Respondents to this RFP must submit one original proposal. Proposals should be clearly marked “Financial Management” and emailed to the contact person listed above.

5. **Timeline**

   The Native American Fish and Wildlife Society needs the project completed by November 30, 2020.

6. **Elements of Proposal**
   A submission must, at a minimum, include the following elements:
• Description of the consultant that includes a general overview, name(s) and credential(s).
• A one-page narrative outlining the consultant’s strengths and distinguishing skills or capabilities as they might relate to policy development, knowledge of Federal requirements.
• A representative selection of writings and/or trainings, and successful projects in policy development in Indian Country completed.
• Representation of experience in policy development, with an emphasis on working with Tribes and Federal regulations.
• Budget and justification for completing the policy(s).

7. Evaluation Criteria
   The successful respondent will:
   • Have the infrastructure to complete all aspects of the project.
   • The education, experience (a minimum of 5 years organizational experience), knowledge, skills and qualification of the consultant(s) who will be available to provide these services.
   • The expertise working with Native American and/or Alaska Native Tribes.
   • The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

8. Budget
   Please submit a detailed budget with your proposal.