



Request for Proposal (RFP)

Project Name/Description: 2025 A-133 Audit and 990

Company: Native American Fish and Wildlife Society

Address: 10465 Melody Dr. Ste 325
Northglenn, CO 80234

Contact Person: Jennifer Bills

Telephone number: 303-726-1933

Email: jenniferb@mpartners.com

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 auditor to complete an A-133 Audit and 990 for 2025, 2026, and 2027. The award will be made to a responsive and responsible audit firm based on the best value and professional capability.

Tasks include, but may not be limited to, the following criteria for three years of audits 2025, 2026, and 2027 (Jan-Dec Fiscal Year):

- Non-Profit Audit of our Sage file and policies
- A-133 Audit
- Completion and submission of 990 Tax Form
- Meet with the Board of Directors, Finance Committee, Accounting Firm and Executive Director as needed.

3. **Anticipated Selection Schedule for 2025**

The Request for Proposal timeline is as follows:

- Request for RFP: January 27, 2025
- Deadline for Bidders to Submit Questions: July 15, 2025
- NAFWS Responds to Bidder Questions: August 1, 2025
- Proposals must be received no later than: August 31, 2025
- Selection of Consultant/Notification to Unsuccessful Consultant: September 30, 2025
- Contract Award: October 15, 2025

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 January 27, 2025

Respondents to this RFP must submit one original proposal. Proposals should be clearly marked "2025 A-133 Audit" and emailed to the contact person listed above.

5. **Timeline**

NAFWS needs the project completed by Wednesday, April 30, 2026.

6. **Elements of Proposal**

A submission must include, at a minimum, include the following elements:

- Description of the firm that includes:
 - General overview of your firm
 - Primary and secondary points of contacts within your firm; name(s), email address, phone numbers and credential(s)
 - Number of full-time employees you have and how many will be assigned to this project with their level of non-profit auditing expertise. Please include any use of sub-contractors.

- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they relate to auditing non-profits, A-133 audits, 990s and experience working with Native American clients.
- How will your firm protect NAFWS from risk?
- Please provide a detailed work plan, project schedule, deliverables and timeline.
- Please provide (3-5) references where project work your firm has performed and completed that was similar to our project needs, goals and objectives.

7. Evaluation Criteria

The successful respondent will:

- Have the infrastructure to complete all aspects of the audit in a timely manner.
- The education, experience (a minimum of 5 years organizational experience), knowledge, skills and qualification of the auditors 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. Pricing and Performance:

Based on the project specifications, goals and scope of work, please submit a detailed cost proposal to include all aspects, costs, fees and expenses of providing the scope of work associated with this Request for Proposal.