



NATIVE AMERICAN FISH & WILDLIFE SOCIETY

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

(303)466-1725

www.nafws.org

Request for Proposal (RFP)

Project Name/Description: NAFWS Contracted Accountant

Company: Native American Fish and Wildlife Society

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

Contact Person: Dr. Julie Thorstenson, Ph.D. - Executive Director

Telephone number: 303-905-1250

Email: JThor@nafws.org

Background/Introduction

The Native American Fish & Wildlife Society (NAFWS) incorporated in 1983 is a national 501c3 nonprofit communications network for the exchange of information and management techniques related to self-determined tribal fish and wildlife management. We serve over 227 Native American and Alaska Native member Tribes. We are a national organization, based in the Denver, CO area with staff working within Denver and remotely across Indian Country.

1. Project Goals and Scope of Services

NAFWS is seeking the services of a qualified and certified Accountant and/or Firm experienced in government contracts with full understanding of the unique financial and tax needs of 501C3 and/or tax-exempt organizations. Experience working with Tribal entities to include governments, national organizations and non-governmental organizations preferred. Experience using SAGE Intacct accounting software or similar accounting software is required. The award will be given to the most qualified accountant

and/or firm that can serve NAFWS most efficiently and can grow along with us in our capacity to diversify our financial profile.

Tasks include, but may not be limited to:

- Run bi-weekly payroll in ADP – assist ADP with State employment requirements.
- Allocate payroll by class and funding source and post to accounting system.
- Run weekly accounts payable and pay bills after approval.
- Post all credit card expenditures and reconcile credit cards.
- Create Accounts Receivable invoices when applicable.
- Post credit card revenue to the accounting system.
- Reconcile all bank accounts.
- Update deferred revenue balances by funding source.
- Reconcile membership numbers with the Membership Engagement Coordinator.
- Provide monthly Financial Reports, including expenditure reports by funding source, to the Executive Director within 30 days of the following month.
- Schedule updates with the Executive Director and share information on fiscal management.
- Proficient in Sage Intacct accounting software.
- Serve as the lead for the annual single audit when applicable and annual financial audit along with 990.
- Meet with the Board of Directors, Finance Committee, other contractors, and Executive Director as needed.
- Proficient in using Federal System for Award Management (SAM) and other government accounting and reporting systems.
- Fulfill all federal, state, and Tribal financial compliance regulations and tax laws according to associated guidelines.
- Prepare and maintain financial reports, records, and general ledger accounts.
- Assist in budget preparation, management and closing contracts, agreements, and other binding documents.

2. Anticipated Selection Schedule for 2025

The Request for Proposal timeline is as follows:

- Request for RFP: July 14, 2025.
- Deadline for Bidders to Submit Questions: August 1, 2025.
- NAFWS Responds to Bidder Questions: August 15, 2025.
- Proposals must be received no later than: August 31, 2025.
- Selection of Consultant/Notification to Unsuccessful Consultants: September 18, 2025.
- Contract Award: October 1, 2025.

3. 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 July 14, 2025.

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

4. Timeline

The submission will adhere to the above, and the contract will be set up on an annual basis with an evaluation for renewal annually.

5. Elements of Proposal

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

- **Description of the firm that includes:**
 - General overview of your firm.
 - Primary and secondary points of contact 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 subcontractors.
 - Tribal Preference or MBE, WBE, DBE certification.
- **Implementation of Project Goals and Scope of Services that includes:**
 - A one-page narrative outlining the firm’s strengths and distinguishing skills or capabilities as they relate to the scope of services.
 - How will your firm protect NAFWS from risk?
 - 2-3 examples of experiences and/or contracts where project work was performed and completed with a similar scope of services.
 - Please provide 3-5 references outside of the examples provided above.
- **Evaluation Criteria**

The successful respondent will:

 - Share success and proficiency in the tasks listed in the scope of services.

- The education, experience (a minimum of 5 years organizational experience), knowledge, skills and qualifications who will lead and 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.

- **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.