



REQUEST FOR PROPOSALS

Accounting Services

Open Until Filled

Priority Given to Candidates with Deltek Costpoint Experience

Organization Overview

The National American Indian Housing Council (NAIHC) is a 501(c)(3) nonprofit organization headquartered in Washington, DC. NAIHC provides Tribes, Tribal Housing Authorities, and Tribally Designated Housing Entities with training and technical assistance in the development and operation of Tribal housing programs. NAIHC provides communications relevant to its members on Tribal housing programs, conducts research on Tribal housing issues to illuminate the conditions existing in Indian Country, and influences public policy. NAIHC engages in advocacy efforts to shape policy and legislation impacting housing in Indian Country, including efforts to increase appropriations.

NAIHC's annual operating budget is approximately \$4.5 million, derived from membership dues, training and education program revenues, annual convention and conference events, and a HUD Training and Technical Assistance grant, among other sources. The organization uses Deltek Costpoint accounting software, and all transactions are recorded in the general ledger system.

Open Until Filled — Submission & Review Process

This RFP is open until filled. NAIHC will begin reviewing proposals upon receipt and may select a qualified firm at any time. Proposals will be evaluated on a rolling basis; early submission is strongly encouraged. NAIHC reserves the right to close this solicitation without further notice once a suitable firm or individual is engaged.

Priority consideration will be given to qualified individuals and firms with demonstrated Deltek Costpoint experience, enabling them to begin delivering services immediately with minimal onboarding time.

How to Submit

Email your proposal to:

Lucas LaRose, Chief Administrative Officer llarose@naihc.net

Upon receipt of your proposal, a confirmation email will be forwarded to you. NAIHC reserves the right to reject any or all proposals received in response to this solicitation.

Scope of Work

The roles and responsibilities of the Accountant and NAIHC for Accounting Services are outlined below. All work shall be performed within the Deltek Costpoint (CP) accounting system.

A. Accounts Payable

- Post accounts payable vouchers to the general ledger. NAIHC staff is responsible for entering AP vouchers into CP and printing disbursement checks or other forms of payment. At times, the Accountant may also enter and post AP for bank direct debit transactions such as payroll disbursements and bank fees.
- Verify that the coding recorded on the paper voucher matches the coding recorded in CP. The Accountant may suggest changes to coding to conform with GAAP.
- Provide management with monthly financial reports including Accounts Payable Aging, Statements of Activities, Combined Operations, Financial Position, and a Variance Report.

B. Timesheets

- Post timesheets to the general ledger as entered by NAIHC staff in CP.
- Post leave to the general ledger and ensure proper accrual of leave at NAIHC's year-end for audit purposes. NAIHC management is ultimately responsible for the correctness of leave accruals.

C. Accounts Receivable

- Post manual bills to the general ledger. NAIHC staff is responsible for creating and entering manual bills into CP.
- Post cash receipts to the general ledger. NAIHC staff is responsible for applying incoming cash receipts to related accounts receivable established in CP.

D. Federal Reimbursements

- Prepare monthly reimbursement bills using CP to submit to the Department of Housing and Urban Development (HUD) and other agencies and foundations (Grant Billings). NAIHC management is responsible for the ultimate correctness, completeness, and compliance of Grant Billings.
- Prepare HUD DRGR reports based on information available in CP for the period, ensuring all work plans with activity for that month are reflected. Subsequent changes, corrections, or adjustments are the sole responsibility of NAIHC management; the Accountant will assist as needed.
- Prepare Form SF-424 for HUD grants based on available accounting data. Due dates will be provided in advance by NAIHC management.

E. Journal Entries

- Enter journal entries as required under Generally Accepted Accounting Principles (GAAP). NAIHC management is responsible for following internal control procedures to ensure correctness of journal entries.

F. Bank Reconciliations

- Manually reconcile bank statements to the organization's general ledger accounts.
- Prepare monthly reconciliation reports listing cleared transactions and deposits for management review.

G. Payroll

- Payroll processing is the sole responsibility of NAIHC management and staff. The Accountant will review and post payroll disbursements in CP.

H. Financial Statements

- Prepare monthly financial statements from data entered into CP by NAIHC employees. No assurance will be provided; statements will carry the legend “No assurance is provided” and “Unaudited” on every page. Statements may omit notes/disclosures and may depart from GAAP or other reporting requirements.
- NAIHC management assumes overall responsibility for: selection of GAAP as the financial reporting framework; design and maintenance of internal controls; prevention and detection of fraud; compliance with applicable laws and regulations; and accuracy and completeness of records and information provided to the Accountant.

I. Annual Independent Audit Support

- NAIHC management assumes all responsibilities to provide documentation to independent auditors.
- The Accountant will assist independent auditors and prepare audit schedules as requested.

J. General Availability

- The Accountant or accounting firm must be available to conference with NAIHC staff as necessary during regular business hours to answer and reconcile accounting queries.
- Financial reports should be released when prompted by NAIHC staff as deemed necessary.

All accounting services must meet applicable U.S. Department of Housing & Urban Development (HUD) statutory and regulatory requirements, including 2 CFR Part 200, and all specific requirements of NAIHC.

Proposal Requirements

1. NAIHC reserves the right to reject any and all proposals received.
2. Proposals will be reviewed on a rolling basis. This solicitation is open until filled and may close at any time once a qualified firm or individual is selected. Early submission is strongly encouraged.
3. Accounting services will be performed in accordance with generally accepted accounting standards.
4. Fees quoted in the proposal and contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.

Proposal Contents

To simplify the review process and obtain the maximum degree of comparability, proposals should be organized as follows:

A. Letter of Transmittal (Optional)

A transmittal letter briefly outlining the proposer's understanding of the work and general information regarding the firm or individual is permitted, but not required. If submitted, it should not exceed two pages and should include: the address of the office performing the work, telephone number, and the name of the primary contact person.

B. Profile of the Firm or Individual

- State whether the firm is local, national, or international, and provide a brief description of its size.
- State whether the firm is in compliance with registration and permit requirements to engage in the practice of public accounting in the District of Columbia.
- Describe the office from which the work is to be performed, including location, current size, professional staff by level (partner, manager, supervisor, senior, and other), and the number of CPAs on staff.

C. Qualifications

- Describe recent accounting services experience for organizations similar to NAIHC (nonprofit, government-funded, HUD-regulated).
- Include resumes for all key professional members assigned to perform accounting services, from partner through on-site in-charge accountant. Resumes should include:
 - Years of experience in the accounting profession
 - Summary of similar contracts on which the individual has worked
 - Continuing professional education in governmental and nonprofit accounting, particularly Deltek Costpoint
- Describe the firm's policy on notification of changes in key personnel.
- Provide the number of professionals in the office experienced in nonprofit and governmental accounting.
- Describe availability of individuals within the firm who are heavily involved in nonprofit and governmental accounting for consultation.
- Briefly describe the firm's system of quality control.

Deltek Costpoint Experience — Priority Factor

NAIHC uses Deltek Costpoint as its accounting platform. Because this solicitation is open until filled on a rolling basis, priority consideration will be given to firms or individuals who demonstrate hands-on Costpoint Deltek experience and are prepared to hit the ground running with minimal transition time. Proposals must address:

- Number of years of active Deltek Costpoint experience
- Specific Costpoint modules used (AP, AR, GL, Timekeeping, Billing, etc.)
- Formal Deltek Costpoint training or certifications held by key personnel
- References from clients for whom Costpoint was used in a similar nonprofit/government contracting environment
- Estimated time to begin delivering services after contract award (vendors with immediate availability will be prioritized)

D. Scope of Services and Proposed Schedule

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, including: approximate weekly service schedule, list of required documents needed to initiate services, list of schedules or other assistance required from NAIHC staff, and report preparation timelines.

E. Fees and Compensation

- Estimated total hours per month for each staff member
- Estimated out-of-pocket expenses
- Hourly rate by staff classification
- All-inclusive maximum fee and out-of-pocket expenses, not to be exceeded unless approved in writing by NAIHC's Executive Director
- Frequency and timing of billing

Evaluation Criteria

Proposals will be evaluated based on the following criteria. It is important that your proposal be responsive to all data requested. Given the rolling-review nature of this solicitation, demonstrated Deltek Costpoint proficiency is weighted as a key component within the Qualifications criterion.

Evaluation Criterion	Points
Qualifications (including Costpoint Deltek experience)	50
Cost	40
Availability & Responsiveness	10

Contact Information

Submit proposals and direct inquiries to:

Lucas LaRose, Chief Administrative Officer

llarose@naihc.net