



**COCOPAH INDIAN TRIBE  
OFFICE OF ADMINISTRATION  
14515 S. VETERANS DRIVE  
SOMERTON, AZ 85350  
928-627-2102**

## **REQUEST FOR PROPOSAL FOR AUDIT SERVICES**

### **PART I. PROCUREMENT INFORMATION**

A. The Cocopah Indian Tribe (the Tribe) will accept proposals from Certified Public Accounting firms for the Tribe's annual audit services for a one (1) year contract term for the fiscal year ending December 31, 2014 audit, with an option to renew for two (2) additional years. Interested firms should submit three (3) copies and an electronic copy of their proposal in a sealed envelope in the format described below to:

Cocopah Indian Tribe  
Attn: Christopher J. Nunez, Tribal Administrator  
14515 S. Veterans Dr.  
Somerton, AZ 85350  
email: administrator@cocopah.com  
928-627-2102

The initial contract period shall be that of one (1) year, to perform an annual audit according to the terms and conditions within these specifications, contracts, and Cocopah Indian Tribe procurement policies. The proposals must be received by the Cocopah Indian Tribe no later than 5:00 p.m. on Friday, November 14, 2014.

- B. The audit will cover all Tribal Government funds and Enterprise funds, including the Casino.
- C. The Auditor must be in good standing with the State of Arizona. The use of subcontractors who do not work directly for the CPA firm is not permitted.
- D. Technical information regarding the accounting system may be obtained from Marie Gonzalez, (Finance Director) by phone at 928-627-2102 or via email at mrcitacct@cocopah.com.
- E. Termination Clause: The Tribe further reserves the right to terminate the contract with 30 days' notice.
- F. Confidentiality clause. The Recipient shall limit disclosure of Confidential Information within its own organization to its directors, officers, partners, members, employees. The Recipient and affiliates will not disclose the confidential information obtained from the discloser unless required to do so by law. A complete Confidentiality document will be required upon contract award.

G. The selection process contemplated by this request for proposals will result in the selection of a firm to audit the Tribe and its enterprises, and the casino.

H. The Auditor shall disclose any judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization. If no such conditions exist, this should be specifically stated in the proposal. A complete financial background check will be performed of the CPA firm selected prior to finalizing the contract.

I. The audit working papers shall be retained by the Auditor for five years after the Single Audit Report is issued. The working papers shall be made available to the Tribe should the need arise during that time.

J. Assistance on Proposal Preparation: The RFP contact person is the sole point of contact for this procurement. All communication between the Auditor and the Tribe regarding this procurement shall be in writing, submitted by email to the address listed above. Auditors are to rely on written statements issued exclusively by the RFP contact and **not** consult with others, or other accountants, not directly assigned to this project.

## **PART II. SCOPE OF SERVICES**

A. The objective of the audit is to provide an opinion on the financial statements taken as a whole. The audit must meet accounting policies in accordance with:

1. Government Auditing Standards, issued by the Comptroller General of the United States.
2. The "State and Local Governments – AICPA Audit and Accounting Guide."
3. Generally accepted government auditing standards.
4. Office of Management and Budget (OMB) Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
5. The "OMB Circular A-133 Compliance Supplement" for Single Audits of State and Local Governments.
6. The Single Audit Act of 1984, P.L. 98-502, as amended June 26, 2007.
7. Governmental Accounting Standards Board (GASB) Statement No. 34.

B. The audit will be a financial and program compliance audit, and shall include reports on the Tribe's internal control over financial reporting and on its compliance with certain provisions of laws, regulations, contracts, and grants, as well as any other reports required by any of the above standards.

C. The Auditor will be expected to draft the following financial statements and schedules, as well as all required financial statement footnotes, based on the trial balances and other books and records of the Tribal Government and each of its enterprises. (The Tribe's Finance Director and others within the organization are sufficiently knowledgeable to review the statements and notes prepared by the Auditor, and to take responsibility for their fair presentation.)

1. Government-wide Statement of Net Assets
2. Government-wide Statement of Activities
3. Governmental Funds Balance Sheet
4. Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net assets
5. Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances

6. Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
7. Proprietary Funds Statement of Net Assets
8. Proprietary Funds Statement of Revenues, Expenses, and Changes in Fund Net Assets
9. Proprietary Funds Statement of Cash Flows
10. General Fund Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual
11. Grants and Contracts Fund Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual
12. Proprietary Funds Schedule of Net Assets, with separate columns for each Enterprise fund
13. Proprietary Funds Schedule of, Expenses, and Changes in Fund Net Assets, with separate columns for each Enterprise fund
14. Proprietary Funds Schedule of Cash Flows, with separate columns for each Enterprise fund

D. The Auditor will perform financial and compliance testing of Federal grants using sufficient sample sizes to permit rendering opinions as to whether the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information are free of material misstatement, and whether the proprietary fund schedules and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

E. The Auditor will ensure that the appropriate year and authority (or lack of) for expenditures is reviewed for a reasonable size selection of transactions.

F. Period of performance: Contingent upon the Tribe providing the Auditor with a final trial balance for the Tribal Government and each included Enterprise no later than April 30<sup>th</sup> following the end of the fiscal year being audited, the audit fieldwork should be completed by July 31<sup>st</sup> of the same year, and the statements must be ready for publication by September 30<sup>th</sup> of that year.

G. Place of Performance: All work documents will be reviewed at Tribal Headquarters and Casino premises. However, the audit write-up and the final audit report may be completed at the CPAs' work location. No Tribal documentation will be allowed off the Cocopah Lands.

H. Accompanying the financial statements, the Auditor will submit a management letter of comments and recommendations, if applicable, for improvement of program and financial management per the Auditor's opinion after examining the Tribe's systems.

I. The Auditor shall submit an audit report which shall comply with the applicable reporting standards. Twelve bound copies of each report shall be submitted to the Tribe. The Tribe shall also be provided with an electronic copy of the signed reports. Each audit report shall contain at least the following:

1. An index or Table of Contents.
2. The auditor's reports on:
  - a. The annual financial statements and any supplementary data within the scope of the audit.
  - b. The auditor's study and evaluation of the entity's system of internal accounting control and, where applicable, pertinent other control systems. The auditor's report

shall identify those systems established, those systems evaluated, those systems not evaluated and also shall disclose any material control deficiencies which come to the Auditor's attention.

c. Compliance matters which may have a material effect on the financial statements reported upon. The auditor's report shall include statements of positive assurance based on all items tested and negative assurance on items not tested.

d. Any other disclosures or expressions of opinion required by previously referenced federal guidelines.

e. Additional activities, if any, which are required to be included within the scope of the annual financial audit and included in the audit reports. C. A statement that the audit was made in accordance with generally accepted government auditing standards as well as all applicable laws and provisions.

J. An exit conference with the Finance Director, Comptroller, Tribal Administrator, and/or others designated by the Tribe will be conducted by the auditor in charge. At the exit conference findings and recommendations regarding compliance and internal control shall be discussed. The Finance Director or a designee shall have the opportunity to respond, orally or in writing, to the findings. Any such written responses shall be included in the audit report.

K. The audit principal and/or audit manager responsible for the work shall attend and present the final audit report draft to the Tribal Council not later than September 15 following the fiscal year under audit, unless a later date is requested by the Tribe.

### **PART III. THE COCOPAH INDIAN TRIBAL ACCOUNTING SYSTEM**

#### **A. TYPE OF GOVERNMENT**

The Cocopah Indian Tribe is a federally recognized Indian tribe located near Somerton, Arizona. Established in 1917, the Cocopah Reservation comprises approximately 6,500 acres. Currently about 1,000 tribal members live and work on or near the Reservation. In 1964, the Tribe founded its first Constitution and established a Tribal Council.

#### **B. COMPONENT ORGANIZATIONS AND FUNDS**

1. The Tribe's enterprises include an RV Park with 805 spaces & 18-hole Golf Resort, a Gas Station with Convenience Market, A 101-room Resort Hotel & Conference center including snack bar and gift shop, a nine-hole Golf Course and Speedway, Family Entertainment Center and a Casino.

2. The Tribe expends approximately \$5,000,000 of Federal grants/contracts funds each year.

3. An average of 200 fulltime individuals are employed in Governmental activities and receive bi-weekly paychecks. An additional average of 217 employees work for the various enterprises and Casino.

4. The Tribe maintains approximately 12 checking accounts, and an accounts payable department that writes approximately 425 checks each month. Separate checking accounts are maintained for each of the enterprises. The Tribe also maintains investment and money market accounts.

5. Expenditures are controlled in accordance with written policies and procedures. The FY'14 Tribal Government and Enterprise has an operating budget of approximately \$11,000,000.

6. Accounting records consist of an automated general ledger system, SAGE 100 Fund Accounting, and source documents (vouchers, deposits, journal entries, canceled checks) located in the Tribe's Finance Department.

#### **PART IV. ASSISTANCE AVAILABLE TO THE AUDITOR**

- A. The Finance Department staff will prepare the following for the Tribal Government and, where applicable, for each of the included Enterprises: Trial Balance, Capital Asset and Depreciation Schedule, Accounts Payable listing, Bank Reconciliations, Schedule of Expenditures of Federal Awards, Management's Discussion and Analysis, a detailed General Ledger in electronic format, and various other schedules and subsidiary ledgers. Additional supporting schedules, where appropriate, will be prepared to assist the audit process. Staff will be available to answer questions and to locate documents as needed.
- B. Copy machines will be made available at no charge, but the auditors will be expected to provide the labor to make any necessary copies. Again, no Tribal documentation (copies or originals) will be allowed off the Cocopah Lands.
- C. A work area will be available for the Auditors.
- D. Prior audit reports and management letters are available for the Auditor to examine.
- E. The Finance Director or other individual designated by the Tribe will act as the liaison for auditors in arranging for the delivery of files and records and in providing supporting documentation as needed.

#### **PART V. INFORMATION TO BE INCLUDED IN THE PROPOSAL**

In order to facilitate the evaluation of the proposals, it is requested that the required information be arranged in the following format:

##### **SECTION I. INDIVIDUAL AUDIT STAFF TECHNICAL QUALIFICATIONS**

- 1. The firm shall identify the partners/principals, managers and seniors who would be responsible for the audit and provide resumes for each of them. The firm shall provide details of the Tribal auditing experience for the personnel that would be assigned to the audit, including the number of years of experience. Indicate the percentage of the time the senior or manager will be on-site.
- 2. Indicate training and familiarity of staff in auditing Tribal governments. Describe the relevant educational background of each individual to be assigned to the audit. This should include attendance at Continuing Professional Education courses required to meet Government Auditing Standards within the past three years.
- 3. The firm shall include a statement that the partner/principal and manager assigned to this audit are licensed by the State Board of Accountancy, and that none of these individuals have been disciplined by the State's licensing board for performing substandard work within the past three years.

4. The firm should describe the methodology employed by the firm each year when assigning staff to this engagement. The description should clearly indicate the likelihood that the Tribe's audit team will remain unchanged for the term of the contract. The Tribe recognizes that some events are unforeseen and cannot be predicted. However, changes due to training rotation or annual staff re-assignments should be defined.

5. The firm should summarize its policy regarding the degree of participation of senior audit personnel that will be assigned to this engagement. The firm should also indicate the anticipated frequency of their contact with the Tribe's personnel.

6. The Tribe has an interest in using a firm that has the ability to periodically rotate the lead/coordinating and reviewing partners/principals. Report the policy of your firm regarding rotation of personnel assigned to engagements on a year to year basis.

## **SECTION II. AUDIT ORGANIZATION/LOCAL OFFICE TECHNICAL QUALIFICATIONS**

1. Provide a description of your firm. State whether your audit organization is national, regional, or local. Describe the organization, size, and structure of your firm. State the address of the local office which will be conducting the audit.

2. Indicate what you believe are the strengths of your firm concerning the requested services.

3. Affirm that your audit organization is properly licensed for public practice as a certified public accountant or a public accountant. Affirm that your organization meets the independence requirements of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, published by the U.S. GAO or any subsequent amendments or superseding revisions.

4. Indicate the total number of people by level within the local office that will handle the audit. Indicate the overall supervision to be exercised over the audit team by the firm's management.

5. Provide a list of the local office's current and prior tribal government audit clients indicating the type(s) of services performed and the number of years served for each. Indicate your experience in auditing entities, which are similar in size and complexity to the Tribe.

6. Describe the firm's knowledge and recent experience in auditing Federal, State, Local, and Tribal Government grants, including OMB Circular A-133.

7. Provide proof that your firm participates in an external quality control review (peer review) program by submitting a copy of your latest peer review report.

## **SECTION III. AUDIT APPROACH**

Describe your technical approach to the audit. Describe your understanding of the work to be performed and indicate time estimates for the audit.

## **SECTION IV. CLIENT REFERENCE**

List the names, addresses, and phone numbers of tribal government audit client references.

## **SECTION V. OTHER INFORMATION**

1. Include any other information, which may be helpful to the Selection Committee in evaluating your firm's qualifications, including peer reviews within the past three years and any disciplinary action received within the past three years. Also, describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
2. A performance bond of \$5,000,000 will be required with 10 days of contract signing.

## **SECTION VI. AUDIT FEE**

Indicate your fee for this engagement.

## **SECTION VII. EVALUATION CRITERIA**

The bid proposals will be evaluated on the basis of the following criteria:

- A. Mandatory Criteria - Bid proposals will not be considered for further evaluation unless they meet all of the following:
  - a. Must be an independent auditor, properly licensed for public practice.
  - b. Must meet any specific qualification requirements imposed by Tribal, State or Local laws, rules and/or regulations.
- B. Technical Criteria - Those Bidders who have met each of the mandatory criteria stated above will be further evaluated by the following:
  - a. Tribal audit experience (40%)
  - b. Single Audit experience (30%)
  - c. Non-Profit/ Government experience (10%)
  - d. For-Profit audit experience (10%)
- C. Cost Criteria - The total cost included in the bid proposal will be weighted in the selection of an auditor or firm. Each bid proposal received will be rated in comparison to all others based from low to high costs. (10%)