



Request for Proposals For Independent Financial Audit and Tax Services

Native Ways Federation, Inc. is requesting proposals from CPAs or CPA Firms with Minnesota licensure and nonprofit audit experience for the preparation of its yearly audited financial statements and related filings for the 2021 fiscal year (January 1 to December 31, 2021).

About Us:

Native Ways Federation is a Native-led 501(c)3 nonprofit organization established in 2006 by seven national Native-led nonprofit organizations to activate and expand informed giving to nonprofits in Indian Country through donor education and advocacy. In March of 2020, the Board of Directors hired its first Executive Director. Our founding members are: [American Indian College Fund](#), [American Indian Science and Engineering Society \(AISES\)](#), [Association on American Indian Affairs](#), [First Nations Development Institute](#), [National Indian Child Welfare Association](#), [Native American Rights Fund](#), and [Running Strong for American Indian Youth](#). Learn more at nativeways.org.

Annual Revenue: Activity statement and balance sheet report for 2020 and year-to-date 2021 attached.

- Prior to 2020: below auditing and 990 requirements.
- 2020: \$188,000.
- 2021 Budget: \$406,000 with year-to-date foundation awards of \$1,100,000.

Employees: 2-4.

CPA Relationships: Native Ways Federation is currently engaging a CPA for its FY2020 financial reporting requirements on a short-term contract.

Location: Native Ways Federation receives donated office space in St. Paul, MN, however employees and the accounting consultant are currently fully remote in the Twin Cities Region and New York.

Timeline:

Thursday, September 16, 2021	RFP Distributed. Available on nativeways.org
Friday, October 8, 2021	Questions due from potential vendors.
Friday, October 15, 2021	Responses due by 10PM EST.
Monday, October 18 to selection date	Proposals under review. Follow-up interviews and contract discussions, as necessary.
Friday, November 19, 2021 or earlier	Partner selected. Vendors are sent notification of decision.
<i>The following dates are based on current grant deliverable dates; however, we anticipate the ability to be flexible if necessary. To be discussed with vendors during review period.</i>	
January 2022 to December 2024	Contract Term
Approx. Tuesday, March 1, 2022	Deadline for Draft Deliverables for Treasurer Review
Approx. Tuesday, March 15, 2022	Deadline for Deliverables for Board Review
Approx. Thursday, March 31, 2022	Board approved deliverables are submitted

Services Requested for FY2021 Financials:

1. Annual financial statement audit.
2. Preparation of IRS Form 990.
3. Preparation of MN Charitable Organization Annual Report.
4. Management letter.

Top Candidates will meet the following criteria:

- Must be licensed in Minnesota.
- Has experience working with Native Tribes and/or Native-led nonprofits.
- Has experience auditing nonprofit clients, preparing IRS Form 990, and preparing Minnesota Charitable Organization annual report.
- Has experience with virtual field work.
- Can complete the requested services within our timeline (page 1).
- Has clear fee estimate.

Proposals should include responses to the following questions:

1. Contact Information
 - a. Firm Name, if applicable
 - b. Contact Person Name
 - c. Contact Person Email
 - d. Contact Person Phone Number
2. Tell us about your firm and its work.
3. Are you licensed in Minnesota? *Must be licensed in Minnesota.*
4. Are you any of the following? *Blank response does not disqualify from equal review and consideration.*
 - a. A Native-controlled and/or owned firm.
 - b. A Native CPA.
 - c. Have Native CPAs at your firm who could complete the requested services.
5. Tell us about your firm's experience in auditing nonprofit clients, preparing IRS Form 990, and preparing MN charitable annual report. Include number of overall clients and nonprofit clients, and approximate years completing this work, working with nonprofits, and working with Native Tribes and/or Native-led nonprofits, if applicable.
6. Have you completed field work virtually?
7. What is your estimate of fees for the services to be provided?
8. Are you able to complete the requested work according to our timeline? See RFP page 1 for details. If not, please provide an estimated timeline.
9. Additional information you'd like to share or questions you have for us.

Email responses to admin@nativeways.org by Friday, October 15 at 10pm ET. Email any questions to admin@nativeways.org by Friday, October 8, 2021.

Native Ways Federation Inc.

Activity Statement January 2020 - August 2021

	JAN - DEC 2020	JAN - AUG, 2021	TOTAL
Income			
4000 Contribution & fundraising revenue			\$0.00
4010 Contributions - individual		6,355.00	\$6,355.00
4040 Contributions - foundation	153,000.00	647,029.88	\$800,029.88
4050 Contributions - members	35,000.00	35,000.00	\$70,000.00
Total 4000 Contribution & fundraising revenue	188,000.00	688,384.88	\$876,384.88
4100 Earned revenue			\$0.00
4115 Education & training revenue		4,500.00	\$4,500.00
Total 4100 Earned revenue		4,500.00	\$4,500.00
Total Income	\$188,000.00	\$692,884.88	\$880,884.88
GROSS PROFIT	\$188,000.00	\$692,884.88	\$880,884.88
Expenses			
7000 Personnel expense			\$0.00
7010 Salaries & wages		87,653.00	\$87,653.00
7020 Payroll taxes		6,841.26	\$6,841.26
7030 Benefits			\$0.00
7031 Health insurance		5,959.83	\$5,959.83
7033 SEP contributions		4,382.65	\$4,382.65
7034 HRA contributions		2,916.61	\$2,916.61
Total 7030 Benefits		13,259.09	\$13,259.09
7070 Workers comp		449.19	\$449.19
7080 Professional development		1,100.00	\$1,100.00
Total 7000 Personnel expense		109,302.54	\$109,302.54
7100 Professional services			\$0.00
7110 Accounting fees		4,737.51	\$4,737.51
7130 Consultants		7,440.00	\$7,440.00
7140 Legal		475.00	\$475.00
7150 Payroll & benefit processing		954.91	\$954.91
7170 Technical support		1,560.01	\$1,560.01
Total 7100 Professional services		15,167.43	\$15,167.43
8000 Occupancy expense			\$0.00
8010 Rent		82.50	\$82.50
Total 8000 Occupancy expense		82.50	\$82.50
8100 Office expenses			\$0.00
8105 Advertising		429.52	\$429.52
8110 Bank/processing fees	74.00	264.70	\$338.70
8120 Insurance			\$0.00
8122 Insurance - property & liability		100.94	\$100.94
Total 8120 Insurance		100.94	\$100.94
8135 Office supplies	145.80	538.83	\$684.63

Native Ways Federation Inc.

Activity Statement January 2020 - August 2021

	JAN - DEC 2020	JAN - AUG, 2021	TOTAL
8140 Postage & delivery		23.55	\$23.55
8150 Professional dues & subscriptions	61.90	465.22	\$527.12
8151 Outside data processing	587.00		\$587.00
Total 8150 Professional dues & subscriptions	648.90	465.22	\$1,114.12
8155 Telephone & internet service		140.00	\$140.00
Total 8100 Office expenses	868.70	1,962.76	\$2,831.46
Total Expenses	\$868.70	\$126,515.23	\$127,383.93
NET OPERATING INCOME	\$187,131.30	\$566,369.65	\$753,500.95
NET INCOME	\$187,131.30	\$566,369.65	\$753,500.95



Native Ways Federation Inc.

Balance Sheet As of August 31, 2021

	JAN - DEC 2020	JAN - AUG, 2021
ASSETS		
Current Assets		
Bank Accounts		
1010 Cash NAB (deleted)	0.00	0.00
1020 NAB Checking	213,170.52	766,600.17
Total Bank Accounts	\$213,170.52	\$766,600.17
Accounts Receivable		
1210 Accounts receivable	0.00	24,000.00
Total Accounts Receivable	\$0.00	\$24,000.00
Other Current Assets		
1320 Prepaid expenses	0.00	487.50
1321 Prepaid insurance		1,110.31
Total 1320 Prepaid expenses	0.00	1,597.81
Total Other Current Assets	\$0.00	\$1,597.81
Total Current Assets	\$213,170.52	\$792,197.98
TOTAL ASSETS	\$213,170.52	\$792,197.98
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 Accounts payable	0.00	2,120.00
Total Accounts Payable	\$0.00	\$2,120.00
Credit Cards		
2090 Visa	0.00	57.95
Total Credit Cards	\$0.00	\$57.95
Other Current Liabilities		
2220 Payroll liabilities		0.00
2222 Accrued benefits		583.32
2223 Accrued Retirement		4,382.65
Total 2220 Payroll liabilities		4,965.97
2240 FSA		3,180.60
2250 HRA		2,333.29
Total Other Current Liabilities	\$0.00	\$10,479.86
Total Current Liabilities	\$0.00	\$12,657.81
Total Liabilities	\$0.00	\$12,657.81
Equity		
3100 Net assets without donor restriction	26,039.22	213,170.52
3200 Net assets with donor restriction	0.00	0.00
3310 Retained earnings - QB acct	0.00	0.00
Net Income	187,131.30	566,369.65
Total Equity	\$213,170.52	\$779,540.17



Native Ways Federation Inc.

Balance Sheet As of August 31, 2021

	JAN - DEC 2020	JAN - AUG, 2021
TOTAL LIABILITIES AND EQUITY	\$213,170.52	\$792,197.98