

REQUEST FOR PROPOSAL

**Accounting Software
Identification &
Implementation**



MARCH 19, 2024

The Minnesota Chippewa Tribe

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Request for Proposal - Accounting Software Identification & Implementation

I. Project Overview

The Minnesota Chippewa Tribe (the “MCT” or “Tribe”) is a federally recognized Indian Tribe located in Cass Lake, Minnesota. The MCT is seeking a qualified Certified Public Accounting/Consulting firm to identify and implement new accounting software. The MCT is seeking a firm with software selection experience, and preferably experience with selecting software that addresses the specific needs in Indian Country. The MCT is in search of a web-based software solution aimed at enhancing data quality, operational efficiency, transparency, reporting capabilities, and internal controls.

The purpose of this Request for Proposal (“RFP”) is to solicit a detailed proposal that includes the planned maintenance, setup and training, service plans, and conversion of the MCT’s existing software.

During the course of the project, all communications are subject to privilege and confidentiality and any and all reports are to be directed to the Executive Director and MCT President. A written report, either interim or final, will be required and that report will be issued to the Tribal Executive Committee of the Minnesota Chippewa Tribe.

The MCT expects to select and contract with one firm to provide all of the components described in this RFP. There is no express or implied obligation for the MCT to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The firms responding to this RFP should be prepared to cooperate fully with the MCT, its Executive Director, and Tribal Executive Committee throughout the entire project.

NI-MAH-MAH-WI-NO-MIN
We All Come Together

II. Scope of Services

The Tribe is seeking a qualified contractor to consult with the Tribe for the identification and implementation of a new accounting software system. The broad goal of the project is to utilize an accounting software to manage financial records and transactions, and compliance. This includes creating setup and training plans, evaluating different service plans, detailing software maintenance, and converting programs.

The selected firm will help identify the software needs for the MCT and make recommendations based on the needs of the MCT, and first based on recently completed and current analysis and/or assessment of the organizations' requirements, workflows, and challenges. The selected firm will assist with the selection of a software vendor and assist with the contract negotiations for the new software packages to ensure the MCT is able to obtain the best possible pricing packages. Additionally, the firm will assist MCT with data migration and conversion, implementation, customization and configuration, and training on the selected software package. The proposer will include ongoing support and/or post-implementation support, maintenance, and update options.

The contractor should be prepared to present the report in person to the Minnesota Chippewa Tribe's Tribal Executive Committee.

III. Qualifications

The proposal must identify and describe the licenses or other authorizations the vendor has received to perform this type of work. The proposal must describe how the vendor stays current with changing Local, State, and Federal laws and regulations related to these services and how the company ensures compliance. The proposal must also list all information databases that are available to the vendor.

The firm must have authorization to perform all specified services. The firm must have the necessary systems, software, support, and procedures to provide the services required. The firm must identify the specific technology and processes used and describe how that sets the vendor apart from others in this field. The MCT prefers that the services be provided through an on-line computing process with guaranteed security and confidentiality.

The results of any screening services requested by the MCT must be received by the MCT within a reasonable number of days after the official request is submitted to the vendor.

The firm shall certify that to the best of its knowledge its principals and employees:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by Federal, State, Local, or Tribal department or agency.

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- Have not within a five-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local, or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local, or Tribal).
 - Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local, or Tribal) terminated for cause or default.

IV. Proposal Requirements

Written proposals should address the requirements listed in this RFP and include, at a minimum, the following:

- Cover Letter, including the name, address, phone number and email of the firm.
- A list of at least two relevant references.
- The qualifications as listed in Section III of this RFP.
- A description of services to be provided with the identification of the individual(s) in the firm who will have primary responsibility for providing services to MCT.
- The plan should detail how the firm is uniquely qualified to assist MCT with creating a software program, summary of software packages the firm has experience in, and include past projects with Tribal Governments/Entities.
- The plan should also identify any support the MCT must provide in order for the firm to effectively and efficiently carry out the work described, and any other information needed to successfully complete the project of this RFP.
- Fee schedule and listed expenses with narrative for proposed plan.
- A proposed contract.¹

¹ The MCT, as a federally-recognized Indian tribe, exercises unique attributes of tribal sovereignty. The most relevant attribute relates to tribal sovereign immunity. The MCT is not interested in waiving its sovereign immunity beyond what is necessary to ensure performance under the Service Agreement. With this in mind, please fashion your proposed contracts accordingly.

V. Submittal Requirements

The following schedule of events shall be followed:

March 20, 2024	RFP Issued
April 5, 2024	Deadline for clarifying questions from vendors
April 12, 2024	Deadline for answers to vendor's questions
April 19, 2024	Receive proposals from vendor via email

* These dates are provisional and may be extended based on specific needs.

The MCT, at its sole discretion, may refuse to consider any responses received after the above deadline or any incomplete responses that do not address all questions contained in the RFP. An electronic response received by the time specified below will be considered meeting the deadline. The MCT reserves the right to accept or reject any proposal for any reason, without liability or obligation to the proposing parties. The MCT will not be held liable for any costs incurred by the proposing parties in preparing or submitting their proposals, regardless of whether the project moves forward.

Each responding vendor should submit one (1) electronic copy of its proposal via email no later than 5:00PM CT, April 19, 2024, to the below individual:

Beth Drost, Executive Director
Minnesota Chippewa Tribe
E-mail: bdrost@mnchippewatribe.org