

Kiowa Tribe
Request for Proposal
FY-2026 AUDIT SERVICES



RFP KT-26-006-EX

REQUEST

Kiowa Tribe of Oklahoma is requesting the use of an independent certified public accounting firm to perform a financial and compliance audit in accordance with 2 CFR part 200, the Single Audit Act, Governmental Auditing Standards, and applicable federal, state, or tribal laws and regulations. The audit will cover the tribe's year ending 6/30/2026, with a tribal option to extend the contract for up to two additional years.

Proposals must be submitted to the Deputy Chief Financial Officer via email at spalmer@kiowatribe.org and Procurement Director at jbelgarde@kiowatrib.org no later than June 19, 2026. The Tribe expects to make a decision by June 26, 2026.

BACKGROUND

Kiowa Tribe of Oklahoma is located in Carnegie, OK. The Tribal Council consists of 2 members, including a Tribal Chairperson and Vice Chairperson, and the Executive Branch consists of 8 members, including four (4) Executive Directors and Executive Assistants. The tribal government employs 230 employees on average and manages about 49 federal grants including (but not limited to) BIA Aid to Tribal Government, Indian Child Welfare Act (ICWA), Environmental Programs Office – General Assistance Program (GAP), Native American Employment and Training, Native American Self Determination Act, and Head Start. Further information can be found in the prior year audited financial statements available upon request or on the website: <http://www.kiowatribe.org/>

SCOPE OF WORK

The tribe desires one audit report; meeting the minimum requirements of the Single Audit Act for submission to the Single Audit Clearinghouse, which should include only the tribe's Governmental Department (consisting only of the General Fund and Special Revenue funds). We also request the firm to prepare financial statements in conjunction with the audit.

TERO Certification:

Indian preference will be given only to bidders who provide proof of current certification from the Kiowa Tribe Tero office located in Carnegie, Oklahoma telephone number (580) 919-8744. Proof of TERO certification must accompany and be included in bid submittal.

Tero Requirements: Kiowa Tribe TERO Office requirements apply to award of agreement; including a 3 percent fee on all jobs that are over \$1,000 in value. Successful bidder must complete required TERO paperwork and pay all applicable fees in accordance with the current Legislative Act for this project. Please contact Kiowa Tribe TERO at 580-919-8744 with any questions. The successful bidder must have fees and all paperwork submitted to TERO for agreement to be considered fully executed.

PROPOSAL PREPARATION

In order to expedite the review process, your proposal should include the following information:

1. Contact information (Name of proposer's firm, address, telephone and fax numbers, name of contact person, email, and date of submission)
2. Engagement letter (A summary stating the proposer's understanding of the work to be done and expected time commitment)
3. Firm background information (Location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. Describe the range of services provided by your firm, including extent of audit, tax, management consulting, IT, and other services. State whether the firm has been disciplined by the AICPA or any regulatory or licensing agency in the past five years, and detail the circumstances leading to the discipline and the sanctions imposed on the firm.
4. **Qualifications and Experience of Firm** (Describe company experience that is relevant to the proposed services, such as recent experience with other tribal governments, including a list of tribal governments served by your firm in the last three years and types of services rendered to each)
5. **References** (Include references for three tribal governments or enterprises served by the firm in the last three years. The information should include the name of the tribal government and the key contact at the tribe (CFO, chair, treasurer, etc.), contact information (e-mail and phone) for the key contact, the services performed by your firm, and the period of time the reference has been a client of the firm.)
6. **Project Organization and Management** (Expected timeline of audit services and number of staff expected to be assigned for the audit)
7. **Cost Proposal** (We are requesting fixed fee proposals including a list of the assumptions upon which the fee may be based, if any. That is, identify any conditions that would cause the firm to request a change in the proposed fee.)

EVALUATION CRITERIA

The proposals will be evaluated by tribal council based on the following criteria and point ranges:

Responsiveness of the proposal in understanding the work to be performed: 0-25

- Audit coverage and approach
- Reasonableness of overall time estimates

Qualifications and experience of firm: 0-50

- Recent experience of firm in auditing Indian tribes and related enterprises

- Reputation of the firm and satisfaction of the firm’s services as expressed by current clients and references

Cost of audit: **0-25**

TOTAL POINTS: **0-100**

QUESTIONS

For questions on this RFP, please contact Summer Palmer at 580-247-0958 or email spalmer@kiowatribe.org and Joanne Belgarde at 405-480-2009 or email jbelgarde@kiowatribe.org.