

Nueta Hidatsa Sahnish College



Business Office
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Request for Proposal (Annual Federal Fiscal Audit)

Nueta Hidatsa Sahnish College (NHSC) is soliciting proposals from firms to provide OMB A-133 (Single Audit) services. This Request for Proposal contains background information on NHSC and specific information that must be included in the proposals submitted. **The proposals must be submitted by no later than 5:00 PM, April 18, 2022**, directly to our office at the following address or via email:

Nueta Hidatsa Sahnish College
PO Box 490
Attn: Jeremy Lewis, Comptroller
New Town, ND 58763
jlewis@nhsc.edu

NHSC is a 501(c) (3) and the Tribal College for the Mandan, Hidatsa, Arikara Nation. It is located in New Town, North Dakota. The mission of the College is to “provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.” The general fund budget is in the \$4-5 million range with an additional \$5-6 million in annual grant revenues. The college has about 70 full-time and 10 part-time employees. The Business Office consists of Accounts Payable, Student Accounts/Accounts Receivable, Payroll, and a 3rd party Accounting Consultant.

Scope of Audit (AICPA, Government Auditing Standards, and OMB Circular A-133)

- Financial Statements of governmental activities
- Major funds
- Aggregate remaining fund
- Required supplementary information (RSI) required to have limited review
 - Management’s Discussion and Analysis
 - Statement of Revenues, Expenditures, and Changes in Fund Balance
- Schedules of expenditures of federal awards
- Combining balance sheets
 - Non-major governmental funds
 - Special revenue
 - Permanent funds
- Combining schedules of revenues, expenses and changes in fund balance sheets
 - Non-major governmental funds
 - Special revenue and permanent funds

Proposal Requirements

Please provide the following information as part of your proposal:

- Experience of your firm, size, location, and areas of expertise
- Engagement team that would be assigned, including resumes
- Transition expertise (if applicable)
- Approach

Please explain your overall audit philosophy and how it can benefit our organization. For example, what are your philosophies on communicating with a client throughout the year, scheduling of engagements, and continuity of audit staff? What areas will your audit cover? What specific areas will you focus on?

- Timing of services

Please provide a detailed timetable by phase, including when we can expect delivery of financial statements.

- Nature of services

What services does your organization typically provide for this type of audit?

- Fees

Please list an estimated cost for the audit. Include a breakdown by service and staff hours.

- Recent client listing

Please direct any questions to Jeremy Lewis, Comptroller, at 701-627-8033 or jlewis@nhsc.edu.