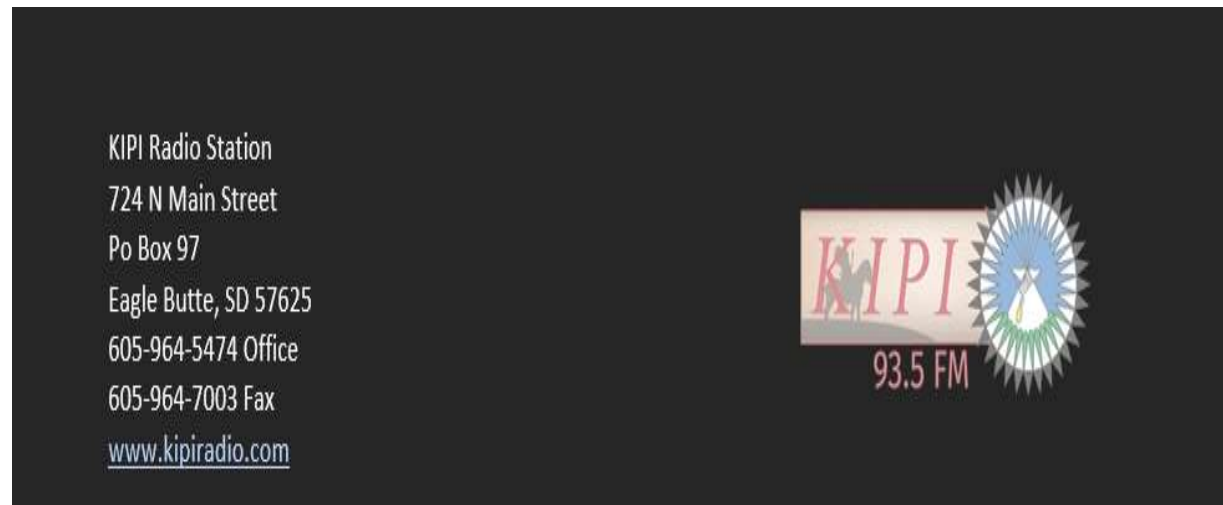


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## Summary:

This Request for Proposal (RFP) is issued by KIPi RADIO, a tribally owned nonprofit, operating in Eagle Butte, South Dakota since 2018.

The purpose of this RFP is to invite proposals to select a firm or individual who could provide a financial audit of KIPi Radio to fulfill grant requirements.

KIPi Radio is a tribally own commercial radio station located on the Cheyenne River Indian Reservation.

The grant budget is approximately \$5,000

Our main sources of revenue are support from the Cheyenne River Sioux Tribe, broadcasting radio ads, and paid programming over the air and online.

The KIPi Radio draft audit will first presented to the KIPi Radio Station Manager, and then submitted to the Cheyenne River Economic Development Corporation Board of Directors

KIPi radio contracts with accounting firm Anderson/Nils in Pierre, SD.

### 1. Terms and Conditions:

#### 1.1. Delivery of Proposal:

Please submit one (1) electronic copy in PDF format by email to: [info@kipiradio.com](mailto:info@kipiradio.com) by December 9, 2022, by noon.

#### 1.2. Proposal Time Limit:

Each bidding firm shall commit that the proposal is valid and accurate for 150 days from the closing date of, December 9 ,2022.

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### 1.3. Selection Process:

KIPI radio reserves the right to accept or reject any proposal. KIPi radio will review all applications; the award will be based on a review of the proposals against all evaluation criteria and will not necessarily be awarded to the lowest bidder. Each firm will be provided with fair access to information, as requested by email or in writing (attn.: Audit at info@kipiradio.com).

Additional written materials, to ascertain the qualifications of the applicant, may be requested.

### 1.4. Inquiries:

Respondents may email or call us at 605.964.5474 all questions to: (attn.: Audit: info@kipiradio.com) by December 09, 2022, by 5:00pm.

### 1.5. Liability Insurance

All firms are requested to warrant that the firm does not have any outstanding liability claims that may impact on the future health of the firm. Additionally, the firm must maintain sufficient liability relevant for a client of our size. The liability coverage must be confirmed.

### 1.6. Conflict of Interest

Applicants responding to this RFP may not have any personal or business interest that would present an actual, potential, perceived or apparent conflict of interest with the performance of the contract being awarded.

### 1.7. Distribution of the Invitation for Proposals:

This invitation has been released by notice to potential applicants identified by KIPi Radio.

### 1.8. KIPi Radio is not committed to Applicant's Expenses:

The application process will not necessarily result in a commitment to sign a contract with the applicant. KIPi Radio shall not be liable for any expenses incurred by any Applicant for the submission of this RFP.

### 1.9. Successful Applicant:

The successful applicant will be required to enter into a Service Agreement with KIPi Radio. Please be advised that successful applicant will be required to:

1.9.1. Provide the services for the duration of the audit;

1.9.2. Provide invoices to KIPi Radio on account of their services, accordingly;

### 1.10. External Factors:

KIPi RADIO reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty. KIPi RADIO programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

## 2. KEY DATES

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Issue Date: Monday, November 28, 2022

Bidder's questions deadline: Friday, December 9, 2022.

Deadline for submission of proposals: Friday, December 9, 2022.

KIPI RADIO will review the proposals within two weeks, and the firms will be notified soon after. Formal appointment of the Auditors will be in early January 2023.

3. SCOPE OF AUDIT, the proposal must address all the following audit items:

3.1. Audit of the Radio Expansion Grant and the preparation of Audit Reports and other reports:

Present the Audit plan to the Station Manager in person or via Zoom by February 28, 2023;

Audit the annual Financial Statements, and conduct the examination in accordance with general Auditing Standards and in compliance with the standards for Not-for-profit organizations;

Present draft audited financial statement to the KIPI Station Manager in person or via Zoom;

Make recommendations based on audit findings and/or issue a Management Letter, if required;

Advise KIPI Radio of all changes in accounting and reporting requirements.

3.2. Meeting attendance:

Meetings between the auditor partners and the KIPI staff will be arranged in Jan 2022, after the Audit firm is appointed.

3.3. Consultation from time to time:

The audit team is to serve as a resource and be available for consulting on accounting and related issues throughout the fiscal year.

3.4. Audit timing:

The end of the fiscal year at KIPI Radio is December 31<sup>st</sup>.

4. FORM OF PROPOSAL, all proposals must include:

4.1. An overview of the firm:

Describe your firm's experience in providing audit services to tribal non-profit and charitable organizations.

Provide evidence of the firm's qualifications to provide the services described in Section 3.

Scope of the Audit;

Indicate your firm's expertise in charitable law, accounting systems, and any other ancillary service that you feel would be beneficial to KIPI RADIO.

Provide references from at least 3 clients.

Provide the size and organizational structure of the Applicant's firm.

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#### 4.2. The Audit Team:

Provide names of the partner, audit manager, and field staff who will be assigned to our account and provide their biographies; and

#### 4.3. The Audit approach:

Describe the audit processes and techniques used by your firm;

Indicate your expectations of KIPi RADIO both before and during the audit; and

Propose a timeline for fieldwork and final reporting.

#### 4.4. Audit Fees:

The term of engagement is for the 2023 fiscal audit year (ending Dec 31st, 2023).

### 5. EVALUATION CRITERIA

KIPi criteria will be based upon, but not limited to, the following criteria:

Be current with respect to legislation relevant to the operations of non-profits;

Have experience in providing audit services for similar sized non-profits;

The background, education, qualifications and relevant experience of staff assigned to the engagement, and the professional standards of the firm;

Understanding of the scope of the proposed professional services;

Reference checks. Tribal preference.

#### How to Apply:

Respondents may email (please no phone calls) all questions to: (attn.: Audit: [info@kipiradio.com](mailto:info@kipiradio.com)) by Friday, December 09, 2022, by 5:00pm.

Please submit one (1) electronic copy in PDF format by email to: [info@kipiradio.com](mailto:info@kipiradio.com) by Friday December 9, 2022. All documents should be combined as one single document.