

Request For Proposals
Independent Audit, Single Audit & Tax Services
Northern California Indian Development Council, Inc.
Fiscal Years 2026-2030

Introduction

Northern California Indian Development Council, Inc. (NCIDC) invites proposals from qualified independent Certified Public Accounting firms to provide annual financial statement audits, Single Audit services, and related tax filing services for fiscal years 2026 through 2030.

Organization Profile

NCIDC is a California nonprofit organization administering federal, state, local and private grants including CSBG, LIHEAP, WIOA Native American Programs and related community service programs. The most recent audit reflected approximately \$8.6 million in assets, \$5.1 million in annual revenue, and more than \$3 million in federal expenditures. In addition, the NCIDC owns and operates the American Indian Art & Gift Shop which serves as a retail training ground to clients and a retail outlet for self-employed local Indian artists. The NCIDC also manages the Carson Block Building in Eureka, California which does generate unrelated business income.

Procurement Authority

This procurement is conducted in accordance with Uniform Guidance auditor procurement requirements under 2 CFR 200.509 and applicable procurement standards under 2 CFR 200.317-200.327. Selection will be based on best value, qualifications, experience, technical capability, peer review results and price.

Scope of Services

Perform annual GAAS financial statement audits; perform Single Audits when federal expenditure thresholds are met; evaluate internal controls; test compliance for major programs; review and validate SEFA preparation; prepare IRS Form 990/990T and California filings; provide management letter comments; assist with Federal Audit Clearinghouse submissions.

CSD and CSBG Requirements

Auditor shall demonstrate substantial experience auditing CSBG recipients. Auditor shall verify pass-through information, subrecipient reporting, federal expenditures, SEFA

completeness, and compliance with applicable California Department of Community Services and Development requirements.

Required Deliverables

Audited financial statements; Independent Auditor Report; SEFA; Report on Internal Control; Report on Compliance for Major Programs; Schedule of Findings and Questioned Costs; management letter; governance communications; tax returns; FAC and Data Collection Form support.

Timeline

Interim planning by June 2027. Draft audit package delivered no later than August 31, 2027. Final audit package presented to Board of Directors and accepted no later than September 30, 2027. Auditor shall provide all support necessary for FAC submission no later than September 30, 2027. Meeting this deadline is a material contract requirement.

Minimum Qualifications

Current CPA license; Government Auditing Standards experience; nonprofit and Single Audit expertise; recent external peer review; no conflicts of interest; adequate staffing to meet deadlines.

Proposal Requirements

Provide firm background, audit approach, staffing plan, resumes, peer review report, references from at least three comparable nonprofit clients, fee proposal, timeline, and description of CSBG/LIHEAP audit experience.

Evaluation Criteria

NCIDC will evaluate proposals to determine which firm is best qualified to perform the required services and provides the greatest overall value to the organization. The following criteria will be considered.

Criteria	Weight
Experience auditing nonprofit organizations and federally funded programs	30%
Experience with Uniform Guidance (2 CFR Part 200), Single Audits, and CSBG-funded agencies	25%
Technical approach, staffing, and ability to meet deadlines	20%
Cost proposal	15%
References and past performance	10%
Total	100%

Selection Process

NCIDC will evaluate all proposals using the criteria identified in this RFP. Evaluation scores are intended to provide a consistent framework for reviewing proposals and facilitating management's assessment of the relative strengths and considerations associated with each proposal. While the scoring rubric helps quantify the evaluation criteria, it is not the sole basis for selection and does not obligate NCIDC to award a contract to the highest-scoring firm.

The contract will be awarded to the proposer determined by NCIDC to be best qualified to perform the required services, considering qualifications, experience, proposed approach, past performance, and cost.

Contract Term

Initial engagement covers fiscal years 2026-2030 subject to annual Board approval, funding availability, performance, and successful completion of required services.

Submission Process and Timeline

Proposals must be received by NCIDC no later than 5:00 p.m. Pacific Time on November 15, 2026. Proposals received after the deadline may not be considered. Proposals shall be submitted electronically in PDF format to the contact identified in this RFP. NCIDC reserves the right to request additional information, seek clarification of proposal content, conduct interviews, and negotiate with one or more proposers as part of the evaluation process.

The anticipated procurement schedule is as follows:

- RFP Issued - October 19, 2026;
- Deadline for Questions - November 1, 2026;
- Proposal Submission Deadline - November 15, 2026;
- Proposal Evaluation - November 16 through December 14, 2026;
- Notification of Selected Firm - on or before December 15, 2026;
- Contract Execution - January 2027.

NCIDC reserves the right to reject any or all proposals, waive minor irregularities, request additional information, and modify the procurement schedule as determined to be in the best interest of the organization. All costs associated with the preparation and submission of a proposal shall be the responsibility of the proposer.

Contact email: info@ncidc.org

RFP Contact, Proposal Validity, and Award Conditions

Questions regarding this RFP shall be directed to Chris Byfield, Chief Administrative Officer, Northern California Indian Development Council, Inc., at the contact information provided in this RFP.

Proposals shall remain valid for a period of ninety (90) days following the proposal submission deadline.

Each proposal should include, at a minimum, the firm's qualifications, relevant experience, proposed staffing and approach, references, most recent peer review report, evidence of required licensing, and a cost proposal.

Notification of the selected firm does not constitute a binding agreement. Any award is contingent upon successful contract negotiations and execution of a written agreement approved by NCIDC.