

Spokane Tribal Enterprises

A Wholly Owned Enterprise of the Spokane Tribe of Indians

REQUEST FOR PROPOSAL

FOR

OUTSOURCED CHIEF FINANCIAL OFFICER (CFO) AND ACCOUNTING SERVICES

PROPOSAL Number: RFP27-1001

BY:

SPOKANE TRIBAL ENTERPRISES
OFFICE OF THE CHIEF EXECUTIVE OFFICER
6195 Ford Wellpinit Rd
WELLPINIT, WA 99040

KEY INFORMATION

Contact	Jacob Marcellay, Chief Executive Officer
Phone	(509) 458-6514
Email	Jacob@spokoenterprises.com
Opening Date	October 5, 2026
Questions Due	October 15, 2026
Closing Date / Time	November 4, 4:00 p.m. Pacific
Return Location	Office of the CEO, Spokane Tribal Enterprises
Delivery Address	6195 Ford Wellpinit Rd Wellpinit, WA 99040

I INTRODUCTION

SPOKANE TRIBAL ENTERPRISES ("STE" or "the Enterprise"), a multi-division enterprise wholly owned by the Spokane Tribe of Indians, is requesting proposals from reliable, responsive, responsible, and qualified firms to provide **outsourced Chief Financial Officer (CFO) and accounting services** for STE and each of its operating divisions (see Section III). Services include executive-level financial leadership, month-end and year-end accounting, financial reporting to the STE Chief Executive Officer and the Enterprise Board of Directors (EBOD), budgeting and forecasting, internal controls, tax and regulatory reporting, and support of the annual independent audit.

Vendors are strongly encouraged to carefully read the entire request for proposal. The Spokane Tribe of Indians is a federally recognized Indian Tribe, and STE is an instrumentality of the Tribe. There are no expressed or implied obligations for SPOKANE TRIBAL ENTERPRISES to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Your proposal and proposal amount shall remain valid for a period of ninety (90) days from the closing date.

QUESTIONS & SUBMISSION

To be considered responsive, responsible, reliable, and qualified, proposals must be received by Jacob Marcellay, Chief Executive Officer, Spokane Tribal Enterprises, 6195 Ford Wellpinit Rd, Wellpinit, WA 99040 on or before the closing date and time listed on the cover page. Proposals may be delivered by postal service, hand delivered or sent electronically to Jacob@spokoenterprises.com. All pricing **must** be guaranteed for ninety (90) days.

Any proposals received after the closing date and time, or submitted to another department or office, will be considered non-responsive. The award will be made to the responsive, responsible, and qualified proposer whose proposal offers the best overall value to STE based on the evaluation criteria in Section VI. Cost will be considered but will not be the sole or primary factor.

When submitting a proposal, please complete Appendix A (Fee Schedules) and Appendix B (Proposer Information Form) and include them within your proposal.

STE may elect to award this proposal to the best-qualified proposer, may award portions of the scope separately, or may elect not to award at all. STE may waive any informalities or minor defects or reject all proposals. After proposals have been submitted, the proposer shall not assert that there was a misunderstanding concerning the nature or volume of the work to be done.

STE assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of a signed contract, unless such understanding or representations are expressly stated in this RFP.

Please provide information for the primary contact at your firm regarding questions on this RFP. All questions must be submitted in writing by email to the contact person below no later than the Questions Due date on the cover page. Answers will be provided in writing to the questioning firm and forwarded to all other firms that have received this RFP.

CONTACT PERSON:

Jacob Marcellay, Chief Executive Officer, Spokane Tribal Enterprises — Jacob@spokoenterprises.com

Term of Engagement

A two-year contract, with an optional renewal, is contemplated, subject to annual performance review. Contract continuance depends on the satisfactory negotiation of terms (including a price acceptable to both STE and the selected firm) and the concurrence of the STE Enterprise Board of Directors. The anticipated start date is November 16, 2026, and the contract will include a transition period as described in Section II.

II NATURE OF SERVICES REQUIRED**General**

SPOKANE TRIBAL ENTERPRISES is soliciting the services of a qualified firm to serve as STE's outsourced finance function. The selected firm will provide a designated CFO-level professional who reports to the STE Chief Executive Officer and presents to the EBOD, together with the accounting staff necessary to maintain complete, accurate, and timely books and records for STE Central Office and every operating division. Services may be performed on-site in Wellpinit, remotely, or a combination of both, provided the on-site presence requirements below are met.

A. Scope of Work — CFO / Executive Financial Leadership

The firm shall provide a designated CFO (or equivalent senior finance professional) who will:

1. Serve as the chief financial advisor to the STE CEO and attend EBOD meetings as requested to present financial results, answer questions, and advise on financial matters.
2. Prepare a monthly board financial package including consolidated and division-level income statements, balance sheets, cash position, budget-to-actual variance analysis, and key performance indicators by division.
3. Lead the annual operating and capital budget process in coordination with the CEO and division managers, including support for STE's Annual Plan and budget narratives submitted to the EBOD.
4. Maintain a rolling 13-week cash flow forecast and a twelve-month financial forecast; advise on cash management, reserves, and distributions to the Tribe.
5. Provide financial analysis for capital projects, acquisitions, new business lines, and major contracts (e.g., pro formas, return-on-investment, and sensitivity analysis).
6. Design, document, and monitor internal controls, segregation of duties, cash handling procedures, and approval authorities appropriate to each division.
7. Develop and maintain written financial policies and procedures (e.g., procurement, travel, credit card, cash handling, fixed assets, and month-end close).

8. Serve as STE's primary liaison with the Spokane Tribe's independent auditor and the Tribe's finance department, including preparation of audit schedules and responses to management letter findings.
9. Advise on insurance claims, loss recovery, and grant or reimbursement documentation as needed.
10. Support the financial and compliance requirements of Spokane Tribal Services LLC's federal contracting activity, including cost accounting, indirect rate development, and contract financial reporting consistent with applicable federal requirements.
11. Support the financial and compliance requirements of Spokane Tribal Cannabis retail, including cost accounting, indirect rate development, and contract financial reporting consistent with applicable federal, state, and tribal requirements.

B. Scope of Work — Accounting Services

The firm shall provide, or supervise STE staff in providing, the following accounting services for STE Central Office and all divisions:

1. General ledger maintenance, journal entries, and chart of accounts management, including division and department coding.
2. Monthly close completed and reviewed within **thirty (30) business days** after month end.
3. Payroll processing or payroll review, payroll tax deposits, and quarterly and annual payroll filings (Forms 941, 940, W-2, and applicable Washington State filings-other states may apply).
4. Inventory accounting for fuel, retail, and food service operations, including reconciliation of fuel inventories and physical counts.
5. Fixed asset and depreciation schedules.
6. Preparation and filing of required tax and regulatory reports, including fuel tax reports, excise and sales tax reports as applicable, and Forms 1099.
7. Intercompany and due-to/due-from accounting between STE divisions, STE Central Office, and the Spokane Tribe.
8. Year-end close and preparation of year-end financial statements and all schedules requested by the independent auditor.

C. Transition and Onboarding

The firm shall submit, as part of its proposal, a transition plan covering the first ninety (90) days of the engagement. At a minimum, the transition plan should address:

1. Assessment of the current state of STE's books, reconciliations, and open items, with a written findings report to the CEO within forty-five (45) days.
2. Clean-up or catch-up of any unreconciled accounts identified in the assessment.

3. Review of the accounting system, chart of accounts, and reporting structure, with recommendations for improvement.
4. Establishment of the month-end close calendar and the monthly board financial package format.

D. Capacity Building and Staff Development

STE is committed to developing the financial capacity of its own workforce, including Spokane Tribal members. The firm shall describe how it will train, mentor, and develop STE accounting and division staff over the term of the contract, and how it will document processes so that knowledge remains with STE at the end of the engagement.

E. On-Site Presence and Availability

The designated CFO shall be available to the CEO during normal business hours and shall be available to be physically present in Wellpinit when requested by STE on one week's notice. The designated CFO may attend all meetings, including EBOD meetings, virtually. The firm shall identify a backup professional who can act on the CFO's behalf during absences.

F. Deliverables and Due Dates

Deliverable	Due
Transition findings report	Within 45 days of contract start
Monthly close and reconciliations	35 business days after month end
Monthly board financial package	5 business days before each regular EBOD meeting
13-week cash flow forecast	Updated weekly or bi-weekly as directed
Annual operating and capital budget	Before October 1st each year, or per STE Annual Plan calendar
Year-end close and audit schedules	Per the independent auditor's schedule
Payroll, fuel tax, and other regulatory filings	By statutory or regulatory due dates

Independence from the Independent Auditor

Because the selected firm will prepare STE's books and financial statements, the selected firm may not also serve as the independent auditor of STE or the Spokane Tribe of Indians during the term of this contract. Proposers that currently audit, or intend to propose on the audit of, STE or the Spokane Tribe must disclose this in their proposal.

Records Ownership and Retention

All books, records, working files, reports, and data produced under this contract are the property of STE and the Spokane Tribe of Indians. The firm shall retain all working files for a minimum of five (5) years after the end of the contract, unless notified otherwise in writing by STE, and shall make them available upon request to STE, the Tribe, the Tribe's independent auditor, and any federal agency with oversight

authority. At the conclusion of the engagement, the firm shall cooperate fully with any successor firm or in-house CFO in an orderly transition of records and knowledge.

III DESCRIPTION OF SPOKANE TRIBAL ENTERPRISES

Contact Person and Organization

The firm's principal contact with STE will be Jacob Marcellay, Chief Executive Officer, or a designated representative. The CEO reports to the STE Enterprise Board of Directors, which operates within the governance structure established by the Spokane Tribe's Tribal Business Council.

Background Information

STE operates a diversified portfolio of businesses on and near the Spokane Indian Reservation, spanning fuel retail, hospitality and recreation, food service, timber, lending, environmental laboratory services, and federal contracting. STE's current operating divisions include:

- STE Central Office (administration)
- Spoko Fuel — Wellpinit, Chewelah, West Plains/Airway Heights, and Two Rivers
- Two Rivers Marina
- Two Rivers RV Park
- Arby's
- Wellpinit Trading Post
- Spokane Tribal Credit (lending)
- Tshimakain Creek Laboratories
- STE Timber
- Spokane Tribal Services LLC (federal/DoD contracting)

The following information is provided to help proposers estimate the level of effort:

Item	Approximate Figure
Fiscal year end	September 30
Number of employees (all divisions)	150
Number of bank accounts	17
Average monthly AP transactions	650-850
Payroll frequency	Bi-weekly
Current accounting system	Sage Intacct & Paycom (Payroll)
Point-of-sale / fuel systems	Service Station Computer System, BRdata, Molo, New Book
Current in-house finance staff	8

IV ASSISTANCE TO BE PROVIDED TO THE FIRM

Staff Assistance

STE's CEO, division managers, and existing accounting and administrative staff will be available to the firm to provide information, documentation, and explanations, and to assist with data entry and daily transaction processing as agreed in the transition plan.

Systems Access

STE will provide the firm with user access to its accounting, payroll, and point-of-sale, subject to STE's security policies and approval authorities. Firm personnel will not be given authority to independently approve or release payments; STE will retain signature and payment release authority.

Work Space

STE will provide reasonable work space, a desk, internet access, and access to a printer and copier when firm personnel are on site in Wellpinit.

V PROPOSAL REQUIREMENTS

General Requirements

Inquiries concerning this request for proposals must be made in writing to: Jacob Marcellay, Chief Executive Officer, Spokane Tribal Enterprises, 6195 Ford Wellpinit Rd, Wellpinit, WA 99040, Jacob@spokoenterprises.com, (509)458-6514.

Licensing and Credentials

The proposal should include an affirmative statement that the firm is legally authorized to do business in Washington State, and identify the professional credentials (e.g., CPA, CMA, CGMA) of the designated CFO and each key staff member. The designated CFO should hold an active CPA license or equivalent credential and have a minimum of ten (10) years of progressive financial leadership experience.

Specific Approach and Work Plan

The proposal should set forth a work plan explaining how the firm will perform each element of the scope of work in Section II, including the division of responsibilities between the designated CFO, firm staff, and STE staff; the proposed monthly close process; the format and content of the monthly board financial package (a sample is encouraged); and the firm's approach to internal controls in multi-location retail, fuel, and hospitality operations.

Identification of Anticipated Challenges

The proposal should identify and describe any anticipated challenges in providing these services to a multi-division tribal enterprise, the firm's approach to resolving them, and any special assistance that will be requested from STE.

Technical Proposal

THERE SHOULD BE NO DOLLAR AMOUNTS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL.

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the firm to serve as STE's outsourced finance function. The substance of the proposal will carry more weight than its form. The proposal should be prepared simply and economically and should address all points outlined in this RFP, excluding cost information, which should be included only in the separate cost proposal. The following items must be included in the technical proposal:

1. **Title Page** showing the RFP subject and number; the firm's name; the name, address, email, and telephone number of a contact person; and the date of the proposal.
2. **Table of Contents.**
3. **Signed Letter of Transmittal** briefly stating the firm's understanding of the work to be done, its commitment to perform the work within the required time periods, why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for ninety (90) days.
4. **Work Plan and Transition Plan** as described in Section II.
5. **Firm and Staff Qualifications**, including resumes of the designated CFO, backup, and key staff.
6. **References** (minimum of three), preferably tribal governments or tribal enterprises.
7. **Signed Specifications page** (Section VI) and **Debarment Certification**.

Subcontracting

If subcontractors are to be used, that fact and the name of each proposed subcontractor must be clearly identified in the proposal, along with a description of their role. Each subcontractor must also complete the Debarment Certification. Following award, no additional subcontracting will be allowed without the express prior written consent of STE. All subcontractors, assignees, or transferees must adhere to the same data and confidentiality requirements required of the firm, including not transmitting or storing tribal data outside of the United States.

Confidentiality and Data Security

The firm will have access to confidential financial, payroll, and personnel information of STE, its employees, and the Spokane Tribe. The proposal should describe the firm's data security practices, including access controls, encryption, secure file transfer, and incident response. The selected firm will be required to sign a confidentiality agreement and must not disclose any STE or Tribal information to third parties without written consent.

Cost Proposal

The proposer shall submit one original cost proposal in a separate sealed envelope (or a separate, clearly labeled electronic file) marked: ****SEALED COST PROPOSAL — SPOKANE TRIBAL ENTERPRISES — OUTSOURCED CFO AND ACCOUNTING SERVICES — November 4, 2026.**

The cost proposal should contain all pricing information related to performing the engagement as described in this RFP, prepared using the formats in Appendix A. STE prefers a fixed monthly fee for recurring services, with hourly rates for additional services. All costs above or beyond the submitted proposal must be approved in advance in writing and included in the contract by amendment. STE will not be responsible for expenses incurred in preparing and submitting the technical or cost proposal.

The cost proposal should include the following:

1. Name of firm.
2. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with STE.
3. A one-time fee for the transition and onboarding period described in Section II.C (Appendix A, Part 2).
4. A fixed monthly fee for recurring CFO and accounting services, broken out by service component (Appendix A, Part 2).
5. Hourly rates by staff level for additional services (Appendix A, Part 1).
6. Out-of-pocket expenses and reimbursement rates. Travel, lodging, and meals for firm personnel will be reimbursed at no more than the rates established by the federal travel regulations, and the cost proposal must include a statement that the firm accepts these rates.
7. Any technology, software, or licensing fees.
8. Proposed annual rate adjustments for renewal years, if any.

Additional Services

If it becomes necessary for STE to request the firm to render additional services, such work shall be performed only if set forth in a written amendment to the contract, and shall be performed at the rates set forth in the firm's cost proposal.

Manner of Payment

Monthly fees will be invoiced in arrears on a monthly basis. Hourly services and out-of-pocket expenses will be billed monthly with supporting detail. Invoices must clearly identify the services performed and, where STE requests, allocate charges by division.

Independence and Conflicts of Interest

The firm should list and describe its (and any proposed subcontractor's) professional relationships involving STE, the Spokane Tribe of Indians, or any of its entities for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest. The firm shall give STE written notice of any professional relationships entered into during the period of this agreement that may create a conflict of interest.

Firm Qualifications and Experience

The proposal should state the size of the firm, the size of its staff, the location of the office from which the work for STE will be performed, and the number and nature of the professional staff to be assigned to this engagement on a full-time and part-time basis. If the proposer is a joint venture or consortium, the qualifications of each firm should be separately identified and the principal firm noted.

Designated CFO and Staff Qualifications

The firm should identify the designated CFO, backup, and all other key personnel who will be assigned to the engagement, including their credentials, years of experience, and experience with tribal enterprises. Assurances must be made to STE that the staff listed will be the actual staff performing the services. Any staff changes must be requested in writing and approved by STE.

Proprietary Information

There should not be any restrictions on the use of data contained in any submitted proposal; any restrictions must be clearly stated in the proposal itself. All data, documentation, and work products developed as a result of these contractual services become the property of STE and cannot be copyrighted or patented by the firm. STE reserves the right to use any ideas in the proposals regardless of whether that proposal is selected.

Insurance Requirements

The awarded firm will be required to provide certificates of insurance for the following, naming Spokane Tribal Enterprises and the Spokane Tribe of Indians as additional insureds where applicable:

- a) Commercial General Liability insurance (contractual liability included) with limits of not less than \$1,000,000 each occurrence and \$1,000,000 personal and advertising injury.
- b) Professional Liability (Errors and Omissions) insurance of not less than \$1,000,000, covering errors and omissions caused by the firm's negligence in the performance of its duties. If written on a claims-made form, coverage shall continue for three (3) years following termination of the agreement.
- c) Cyber Liability / Network Security and Privacy insurance of not less than \$1,000,000.

The coverage and limits above shall not in any way limit the liability of the firm. Certificates of insurance must be furnished prior to commencing work.

Proposal Modifications or Withdrawal

No modification of submitted proposals will be permitted in any form after the closing date and time. Any proposal may be withdrawn prior to the closing date and time.

Prior Engagements with STE or the Spokane Tribe

The firm should list all engagements within the last five (5) years for STE, the Spokane Tribe of Indians, or any of its entities, by type of engagement (e.g., accounting, advisory, audit, tax). For each, indicate the scope of work, dates, lead professional, and client contact.

Similar Engagements with Tribal Governments or Tribal Enterprises

List the most significant engagements (maximum of five) performed in the last five (5) years that are similar to the engagement described in this RFP, with preference for outsourced CFO or accounting engagements for tribal enterprises, multi-location retail or fuel operations, or hospitality businesses. Indicate the scope of work, dates, lead professional, and the name and telephone number of the principal client contact.

VI EVALUATION PROCEDURES

Review of Proposals

Proposals will be reviewed and evaluated by an evaluation committee designated by the CEO on the criteria described below. Proposals that do not meet the mandatory elements will be eliminated from further consideration. STE reserves the right to retain all proposals submitted.

Evaluation Criteria

Proposals meeting the mandatory elements will be scored on the following criteria, for a maximum of 100 points:

Criterion	Maximum Points
Compliance with the requirements and specifications of this RFP	10
Qualifications and experience of the designated CFO and assigned team	20
Experience with tribal governments and tribal enterprises (fuel, retail, hospitality, lending, timber, federal contracting)	25
Work plan, transition plan, and capacity-building approach	15
Cost proposal	15
References (minimum of three)	5
Years the firm has been in existence and providing similar services	5
Native American, Minority, or Woman Owned Business (see below)	5
Total	100

Native/Minority/Woman Owned points will be awarded as follows: 5 points to Native American owned businesses (documentation of Indian ownership required); 4 points to Minority or Woman owned businesses; 0 points to any other business. Indian preference will be applied in accordance with the Spokane Tribe's Tribal Employment Rights Ordinance (TERO) and applicable tribal law.

Reliable, Responsive, Responsible Proposers

The STE Chief Executive Officer reserve the right to determine whether a proposer is reliable, responsive, responsible, qualified, and possesses the ability to perform the entire engagement. Those determinations will be based on:

- The skill and experience demonstrated by the proposer in performing agreements of a similar nature.
- The proposer's capacity to perform in terms of personnel, availability, and timeliness.
- The proposer's past performance with STE or the Spokane Tribe of Indians, if any.

Information to Interested Firms

The firm shall always conduct itself in a manner consistent with the Spokane Tribe's and STE's codes of conduct, and shall disclose any information relating to conflicts or potential conflicts of interest. If the firm's response involves another firm, a single joint response should be submitted.

SPECIFICATIONS

Each specification listed below **must** have the initials of the submitter next to it to verify the specification is being met. Any proposal received without initials next to each mandatory element will be considered non-responsive.

Mandatory Elements

1. The firm is authorized to do business in Washington State, and the designated CFO holds an active CPA license or equivalent credential. (initial) _____
2. The firm is not, and will not become during the contract term, the independent auditor of STE or the Spokane Tribe of Indians. (initial) _____
3. The firm has no conflict of interest regarding any other work performed by the firm for STE or the Spokane Tribe of Indians. (initial) _____
4. The firm will maintain all STE and Tribal data within the United States and will sign STE's confidentiality agreement. (initial) _____
5. The firm will provide the insurance coverage required in Section V. (initial) _____
6. The firm will meet the on-site presence and deliverable due dates described in Section II. (initial) _____

Expertise and Experience (scored)

1. The firm's experience and performance on comparable engagements with tribal governments and tribal enterprises.
2. The quality and experience of the designated CFO and professional staff to be assigned to the engagement.
3. Experience with multi-location fuel, retail, food service, and hospitality accounting, including inventory and point-of-sale reconciliation.
4. Experience with tribal tax matters, fuel tax reporting, and tribal-state agreements.
5. Experience with federal contract cost accounting, indirect rates, and related compliance.

Approach (scored)

1. Adequacy of the proposed staffing plan and on-site availability.
2. Quality of the transition plan and monthly close process.
3. Quality of the proposed board reporting package and internal control approach.
4. Commitment to training and developing STE staff, including tribal members.

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF A FIRM

Oral Presentations

During the evaluation process, STE may, at its discretion, request any one or all firms to make oral presentations or interviews, including an interview with the proposed designated CFO. Not all firms may be asked to make such presentations.

Final Selection

The CEO will make final selection. Following notification of the firm selected, it is expected that a contract will be executed by November 30, 2026.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and SPECIFICALLY noted in the proposal and confirmed in the contract between STE and the firm selected. STE reserves the right, without prejudice, to reject any or all proposals.

VII COVENANTS AGAINST KICKBACKS

All conditions regarding covenants against kickbacks under 48 CFR 52.203-7 shall apply. Failure to abide by the provisions of this section may, without further notice, result in the immediate termination of any contract awarded.

VIII RESERVATIONS

Spokane Tribal Enterprises reserves:

- The right to cancel any agreement if, in its opinion, there is a failure at any time to perform adequately the stipulations of this RFP, or if there is any attempt to willfully impose upon STE services which are, in the opinion of STE, of an unacceptable quality.
- The right to accept or reject proposals in whole or in part, to reject any or all proposals without penalty, to waive any informalities or irregularities therein, and to contract as the best interest of STE may require.
- The right to negotiate the modification of terms and conditions with the proposer offering the best value to STE, prior to the execution of a contract.
- The right, where it may serve STE's best interest, to request additional information or clarifications from proposers or to allow corrections of errors or omissions.

- The right to require the awarded firm to obtain and maintain insurance in amounts not less than those required in this RFP.
- Nothing in this RFP or any resulting contract shall be construed as a waiver of the sovereign immunity of the Spokane Tribe of Indians or Spokane Tribal Enterprises.

**Contractor Certification Regarding
Debarment, Suspension, and Other Responsibility Matters**

The prospective contractor certifies to the best of its knowledge and belief that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State, Local, or Tribal department or agency;
- b) Have not within a five-year period preceding this proposal been convicted of or had a civil judgment 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; 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;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local, or Tribal) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d) Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, Local, or Tribal) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award, and may be subject to penalties under applicable law, including 18 U.S.C. § 1001.

Name & Title of Authorized Representative

Signature of Authorized Representative

Date

☐ I am unable to certify to the above statements. My explanation is attached.

APPENDIX A Part 1
SCHEDULE OF HOURLY RATES BY STAFF LEVEL

Staff Level	Standard Hourly Rate	Quoted Hourly Rate	Est. Hours / Month
Designated CFO / Principal	\$	\$	
Controller / Manager	\$	\$	
Senior Accountant	\$	\$	
Staff Accountant	\$	\$	
Bookkeeper / Accounting Clerk	\$	\$	
Payroll Specialist	\$	\$	
Other (specify): _____	\$	\$	

Note: The quoted rate should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total price.

APPENDIX A Part 2
SCHEDULE OF FEES — TRANSITION AND RECURRING SERVICES

Service Component	One-Time Fee	Monthly Fee
Transition, assessment, and onboarding (Section II.C)	\$	N/A
CFO / Executive Financial Leadership (Section II.A)	N/A	\$
General ledger, reconciliations, and monthly close (Section II.B)	N/A	\$
Accounts payable and accounts receivable	N/A	\$
Payroll processing and payroll tax filings	N/A	\$
Fuel tax, excise, and other regulatory filings	N/A	\$
Year-end close and audit support (annual fee ÷ 12)	N/A	\$
Spokane Tribal Services LLC federal contract accounting	N/A	\$
Out-of-pocket expenses (travel, lodging, meals — estimated)	\$	\$
Technology / software fees (specify)	\$	\$
Total	\$	\$

Total Year 1 all-inclusive price (one-time fees + 12 × monthly fees): \$ _____

Proposed annual adjustment for renewal years (if any): _____ %

APPENDIX A Part 3
OPTIONAL / ADDITIONAL SERVICES

List any additional services the firm proposes to offer (for example: acquisition due diligence, system implementation, indirect cost rate proposals, grant accounting, or interim staffing), with the pricing basis for each.

Service	Pricing Basis (hourly / fixed)	Estimated Price
		\$
		\$
		\$
		\$

APPENDIX B
PROPOSER INFORMATION FORM

Firm Name	
Address	
Primary Contact (Name & Title)	
Phone	
Email	
Federal Tax ID (EIN)	
Designated CFO (Name & Credentials)	
Office Performing the Work	
Years in Business	
Native / Minority / Woman Owned (specify & attach documentation)	
Proposed Subcontractors (if any)	

Signature of Authorized Representative

Date