



Native Village of Afognak To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

REQUEST FOR PROPOSAL

High-Level Accounting Services and Intermittent Staff Coverage

Issued by:

Native Village of Afognak

115 Mill Bay Road, Kodiak, AK 99615

Phone: (907) 621-4444

RFP Issue Date:	May 15, 2026
Proposal Due Date:	June 12, 2026 at 5:00 PM AKST
Submit To:	nvaadmin@afognak.org
Questions Deadline:	May 29, 2026

1. Introduction

The Native Village of Afognak ("NVA" or "the Tribe") is issuing this Request for Proposal (RFP) to solicit proposals from qualified independent contractors or accounting firms to provide high-level accounting services and intermittent staff coverage. The successful respondent will deliver professional accounting services to support NVA's financial operations; provide coverage during staff absences, peak periods, and special projects; and provide guidance as the Tribe continues to grow and evolve in its development of enterprises.

NVA is a federally recognized Tribal government. This engagement requires demonstrated understanding of and respect for Tribal sovereignty, federal Indian law, and the unique regulatory and compliance environment governing Alaska Native Tribal governments, including the Indian Self-Determination and Education Assistance Act (ISDEAA), Uniform Guidance (2 CFR Part 200), and applicable BIA and federal grant requirements.

2. Organization Background

NVA is one of ten Tribes of the Alutiiq Nation located within the Kodiak Archipelago. The Tribe traces its origins to the ancient village of Ag'waneq on Afognak Island, with a cultural history extending back more than 8,000 years. NVA's mission is to embrace, protect, develop, and enhance Alutiiq culture; protect traditional use areas; and encourage unity among the Alutiiq of the Kodiak Archipelago.

NVA is headquartered at 115 Mill Bay Road, Kodiak, Alaska, with a satellite staff presence in Port Lions, AK. The Tribe operates under the governance of a seven-member elected Tribal Council and employs approximately 10 full-time staff, supplemented by 12–15 seasonal employees during summer programming. NVA manages a diverse portfolio of programs and enterprises:

- Tribal governance and administrative operations funded through a BIA 638 Consolidated Tribal Government contract
- Environmental stewardship program funded through the EPA Indian General Assistance Program (IGAP)
- Cultural programs including the Dig Afognak Camp, the Nadia Mullan Alutiiq Heritage Library, and Alutiiq language revitalization initiatives
- Kodiak Farms LLC (doing business as BrightBox Farm) — 100% NVA-owned agricultural operation
- Rental property operations leased to enterprise entities
- Small merchandise operation selling branded items and processing program registration.
- Old Afognak LLC — operates CostSavers grocery store (NVA holds 55% ownership; Sun’aq Tribe of Kodiak holds 45%)
- Back Bay LLC — operates the Liquor Cabinet, a local liquor store (100% NVA-owned)

NVA's FY2025 annual operating budget is approximately \$2.4 million, with total income through Q3 2025 of approximately \$1.93 million (168% of budgeted annual income). Federal grant income constitutes a significant funding stream, with FY2025 federal grant receipts through Q3 2025 totaling approximately \$1.01 million. Additional funding sources include foundation and corporate grants and donations, gaming revenue, rent revenue, farm sales, camp revenue, and interest income.

NVA recently transitioned its accounting to QuickBooks Online. Integrated point-of-sale and payment platforms include Square (BrightBox Farm), Clover (merchandise store and Dig Afognak registration), and PayPal (donations). The current internal accounting team consists of one full-time Finance Specialist supported by an independent accounting consultant who is anticipated to phase out in FY2026 upon contract award under this RFP and conclusion of the 2024 single audit.

Major recurring financial reporting requirements include:

- Bi-monthly reports to the Tribal Council which include a narrative, balance sheet and budget-to-actuals
- Quarterly budget-to-actuals reports by grant/department for grant review meetings
- Federal grant financial reporting and drawdowns through the Payment Management System (PMS) and Automated Standard Application for Payments (ASAP)
- Indirect cost rate proposal development and reconciliation

- Annual single audit preparation (A-133 / Uniform Guidance)
- Grant closeout documentation
- Monthly close, bank reconciliation, and credit card reconciliation
- Quarterly and annual gaming revenue reports
- Charity golf tournament financial reconciliation (August–December)

3. Scope of Services

NVA seeks comprehensive accounting services including, but not limited to, the following:

3.1 High-Level Accounting Services

- General ledger maintenance and reconciliation in QuickBooks Online
- Accounts payable and accounts receivable management
- Month-end and year-end close processes
- Financial statement preparation and analysis
- Budget preparation and variance analysis
- Cash flow forecasting and management
- Fixed asset tracking and depreciation schedules
- Financial reporting to Tribal Council and management
- Indirect cost proposal development, submission, and reconciliation
- Federal grant financial reporting and drawdown management through PMS/ASAP
- Single audit preparation and liaison with external auditors
- Grant closeout financial documentation
- Enterprise accounting integration (QuickBooks, Square, Clover, PayPal)
- Compliance with Uniform Guidance (2 CFR Part 200), ISDEAA, BIA 638 requirements, and applicable Tribal financial policies

3.2 Intermittent Staff Coverage

- Coverage during staff vacations, sick leave, or other absences
- Support during peak periods including month-end/year-end close and audit preparation
- Assistance with special projects and system implementations
- Training and knowledge transfer to internal staff
- Process improvement recommendations and implementation

3.3 Advisory Services

- Strategic financial planning and analysis
- Internal controls assessment and improvement
- Accounting policy updates and documentation
- Governance ends policy budget alignment and tracking support
- Enterprise investment strategy and integration guidance
- Technology and system recommendations

4. Service Delivery Requirements

Respondents must address the following service delivery requirements in their proposal:

- Availability and response time expectations during normal business hours (Alaska Standard/Daylight Time)
- On-site versus remote work arrangements, including capacity for periodic on-site presence in Kodiak
- Coverage hours and availability during peak periods (May through September) and month/year-end close
- Communication protocols and reporting structure with the Finance Specialist and Tribal Administrator
- Minimum notice period required for scheduled coverage
- Backup coverage arrangements in the event of contractor unavailability
- Data security and confidentiality measures, particularly regarding federal grant data and Tribal financial records

5. Respondent Qualifications

Respondents must provide detailed information on the following:

5.1 Organizational Information

- Legal business name, address, and contact information
- Business structure (sole proprietorship, partnership, corporation, LLC)
- Years in business and ownership history
- Number of employees and organizational structure
- Service areas and geographic coverage

5.2 Professional Credentials

- Professional certifications (CPA, CMA, CIA, etc.)
- Educational background of key personnel
- Professional licenses and registration numbers
- Professional memberships and affiliations
- Continuing professional education commitments

5.3 Experience and Expertise

- Years of experience in accounting services
- Experience with Alaska Native Tribal governments, federally recognized Tribes, tribally owned enterprises or Indigenous nonprofit organizations — strongly preferred
- Demonstrated knowledge of federal Indian financial management requirements including ISDEAA/638 contracts, Uniform Guidance (2 CFR Part 200), and federal grant financial reporting
- Experience with similar-sized organizations (annual budgets of \$1M–\$5M)
- Technical expertise with QuickBooks Online and integrated payment platforms (Square, Clover, PayPal)
- Experience providing intermittent staffing solutions and coverage continuity
- Specialized expertise in indirect cost rate proposal development

5.4 References

Provide at least three (3) professional references from clients for whom you have provided similar services within the past three years. For each reference, include:

- Client organization name and type (Tribal government, nonprofit, etc.)
- Contact name, title, phone, and email
- Services provided and duration of engagement
- Brief description of the engagement and outcomes

5.5 Insurance and Bonding

- Professional liability (Errors & Omissions) insurance — coverage and limits
- General liability insurance — coverage and limits
- Cyber liability insurance — coverage and limits
- Fidelity bond or employee dishonesty coverage
- Certificates of insurance provided upon request

6. Proposal Requirements

All proposals must include the following components:

6.1 Executive Summary

A concise overview (1–2 pages) of your firm, your understanding of NVA's needs, and why you are the best fit for this engagement. Proposals that demonstrate specific knowledge of Alaska Native Tribal government financial management will be given favorable consideration.

6.2 Service Approach and Methodology

Detailed description of how you will deliver the services outlined in Section 3, including:

- Service delivery model and workflow
- Approach to federal grant compliance and single audit preparation
- Approach to indirect cost rate proposal development
- Quality assurance processes
- Technology and tools utilized
- Communication and reporting protocols
- Transition and onboarding plan

6.3 Staffing Plan

Information about personnel who will be assigned to NVA's account, including:

- Resumes and qualifications of key personnel
- Roles and responsibilities of each team member
- Estimated time allocation by role
- Continuity and succession planning
- Backup personnel arrangements
- Tribal affiliation, if applicable

6.4 Pricing Structure

A comprehensive fee structure including:

- Hourly rates by personnel level/classification
- Monthly retainer options (if applicable)
- Project-based pricing for defined deliverables (if applicable)
- Minimum billing increments
- Additional fees (travel, expenses, rush services, etc.)
- Payment terms and conditions
- Price adjustment provisions
- Discounts for volume or long-term commitments

6.5 Service Level Agreement (SLA)

Proposed service levels and performance metrics, including:

- Response time commitments
- Deliverable completion timeframes
- Availability guarantees
- Quality standards
- Performance reporting and review processes

6.6 Contract Terms

Proposed contract structure, including:

- Preferred contract length and renewal terms
- Termination provisions and notice periods
- Confidentiality and non-disclosure terms
- Intellectual property rights
- Liability limitations and indemnification
- Dispute resolution procedures

7. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Evaluation Criteria	Weight
Qualifications and Experience	25%
Service Approach and Methodology	20%

Staffing and Resources	15%
Cost and Value	20%
References and Track Record	10%
Responsiveness and Flexibility	10%

NVA reserves the right to request clarifications, conduct interviews, or request presentations from shortlisted respondents. NVA also reserves the right to reject any or all proposals and to waive minor irregularities in the RFP process. Preference will be given to respondents with demonstrated experience serving Alaska Native Tribal governments or Indigenous organizations.

8. RFP Timeline

The following timeline applies to this RFP process. NVA reserves the right to modify this timeline; all registered respondents will be notified of any changes.

Milestone	Date
RFP Issued	May 15, 2026
Deadline for Questions	May 29, 2026
Responses to Questions Posted	June 1, 2026
Proposals Due	June 12, 2026
Proposal Evaluation Period	June 15 – July 10, 2026
Finalist Interviews (if applicable)	June 22 – July 10, 2026
Selection Decision	July 28, 2026

Contract Negotiation	July 29, 2026 - August 15, 2026
Expected Start Date	August 17, 2026

9. Submission Instructions

9.1 Proposal Format

- Submit proposals in PDF format
- Use standard 8.5" x 11" page size with 1-inch margins
- Use a readable font, minimum 11-point
- Include page numbers and a table of contents
- Maximum length: 25 pages (excluding resumes and supporting documents)

9.2 Submission Method

Submit proposals electronically to:

Email: nvaadmin@afognak.org

Subject Line: "RFP Response – Accounting Services – [Your Firm Name]"

Deadline: June 12, 2026 at 5:00 PM AKST

9.3 Questions and Clarifications

All questions regarding this RFP must be submitted in writing to nvaadmin@afognak.org by May 29, 2026. Responses to all questions will be distributed to all registered prospective respondents by June 1, 2026. No oral communications regarding this RFP will be binding on NVA.

10. Terms and Conditions

10.1 Right to Reject

NVA reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or all items proposed if deemed in the best interest of NVA.

10.2 Costs of Proposal Preparation

NVA will not be liable for any costs incurred by respondents in preparing and submitting proposals or for participating in the RFP process.

10.3 Ownership of Proposals

All proposals and supporting materials submitted become the property of NVA and will not be returned. NVA reserves the right to use any ideas presented in any proposal regardless of whether that proposal is selected.

10.4 Confidentiality

Respondents must maintain confidentiality of all information obtained during the RFP process. The selected contractor will be required to execute a comprehensive confidentiality and non-disclosure agreement prior to commencement of services. All Tribal financial data, grant records, and organizational information shared during this engagement are confidential and may not be disclosed without express written authorization from NVA.

10.5 Conflict of Interest

Respondents must disclose any actual or potential conflicts of interest with NVA, its management, or its Tribal Council. NVA reserves the right to disqualify any respondent with an undisclosed or unresolvable conflict of interest.

10.6 Independent Contractor Status

The selected respondent will serve as an independent contractor and will be responsible for all applicable taxes, insurance, and regulatory compliance. No employment relationship is created by this engagement.

10.7 Tribal Sovereignty

This RFP is issued by NVA as a federally recognized Tribal government exercising its inherent sovereign authority. Nothing in this RFP or resulting contract shall be construed to waive NVA's sovereign immunity. The selected contractor will be expected to operate in accordance with NVA's Tribal policies and applicable federal Indian law.

11. Contact Information

All inquiries and correspondence regarding this RFP should be directed to:

Candace Branson, Tribal Administrator

Native Village of Afognak

115 Mill Bay Road

Kodiak, AK 99615

Phone: (907) 621-4444

Email: nvaadmin@afognak.org

The Native Village of Afognak looks forward to receiving your proposal and appreciates your interest in supporting our Tribal government's financial operations.

Quyanaa — Thank you.