

**REQUEST FOR PROPOSALS (RFP)**

**AUDITING SERVICES**

**RFP SUBMISSION DATE: Friday July 19, 2024  
BY 11:59 P.M. AKDT**

The Alaska Native Health Board, Inc. (ANHB) announces its Request for Proposals (RFP) for the preparation of its annual audited financial statements and related filings for a three-year period beginning with the 2024 fiscal year and ending with the 2026 fiscal year. ANHB does not require a federal single audit. The audit of ANHB’s financial statements must be performed in accordance with generally accepted auditing standards.

**PROPOSAL CONTACT:**

Louise Chikigak  
Chief Financial Officer  
Alaska Native Health Board  
4000 Ambassador Drive (ANHB Office)  
Anchorage, AK 99508

Phone: (907) 729-7501  
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**REQUEST FOR PROPOSAL  
ACCOUNTING SERVICES  
June 3, 2024**

1. TENTATIVE SCHEDULE: KEY RFP AND PROJECT MILESTONES

- **ANHB 2024 Fiscal Year End** – September 30, 2024
- **RFP release** – Monday, June 3, 2024
- **Submitting RFP Questions Deadline** – Friday, July 12, 2024, 3:00 p.m.
- **RFP Submission Date** – Friday, July 19, 2024, 11:59 p.m. AKDT.
- **Evaluation, Interview and Selection Period** – July 22, 2024 – August 2, 2024
- **Tentative Award Date** – Tuesday, August 6, 2024
- **Tentative Audit Office/Virtual Site Visit** – Week of December 2, 2024
- **ANHB 2024 Annual Financials Completed** – January 27, 2025

The Alaska Native Health Board (ANHB) shall have the right to waive or modify any of these deadlines prior to the opening of the submitted proposals by duly noticed addendum. ANHB may seek supplementary information from any bidder at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information requested in the original proposal.

2. ANHB GENERAL INFORMATION

ANHB was established in 1968 and incorporated as a nonprofit 501(c)(3) organization under Alaska State Law in 1976. ANHB's objectives are to enlighten and give the public a better understanding of the matter and problems of health affecting Alaska Natives. The mission of ANHB is to promote the spiritual, physical, mental, social, cultural well-being, and pride of Alaska Native people. The primary funding sources for the organization are membership dues, special events, and private grants and contracts.

ANHB's financial statements are presented on the accrual basis of accounting in accordance with accounting principles generally accepted in the United State of America.

The financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in its Accounting Standards Codification (ASC) 958, *Financial Statements of Not-for-Profit Organizations*. Under ASC 958, ANHB is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

ANHB serves as the statewide voice on Alaska Native health issues. ANHB is a 28-member representing tribes and tribal organizations carrying out health services on behalf of the 229

federally recognized Tribes in Alaska, and works on behalf of over 177,000 Alaska Native People; additionally, as a critical component of the Alaska Public Health System, the Alaska Tribal Health System serves thousands of Non-Alaska Native People. As the statewide tribal health advocacy organization, ANHB assists tribal partners, state and federal agencies with achieving effective communication and consultation with tribes and their tribal health programs.

### 3. INSTRUCTIONS AND CONDITIONS

- A. Electronic submissions will be accepted via email at [ichikigak@anhb.org](mailto:ichikigak@anhb.org) by 11:59 P.M. AKDT on the filing deadline or by hardcopy via mail postmarked by the filing deadline.

Electronic and hardcopy format: Proposal should be 8 ½ x 11 inches, printed two-sided on paper with removable bindings, bound in a single document. Binding can be as simple as a staple.

Each bid proposal, consisting of the original and copies as directed above, must be submitted in a sealed envelope addressed to Louise Chikigak, Chief Financial Officer, Alaska Native Health Board, 4000 Ambassador Drive (ANHB Office), Anchorage, AK 99508, and delivered according to the time and date specified in this document. Please mark the submission envelop or include in subject line in the submittal email as follows:

**Bid: Auditing Services**

**Filing Deadline: Friday, July 19, 2024, 11:59 p.m. AKDT.**

- B. Attention of bidders is especially directed to the specifications which, in addition to the bid proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful bidder. Any deviations from the specifications in this notice shall be proper reason for rejection of all or any part of the bid proposal.
- C. ANHB reserves the right to reject or accept any or all bids or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.
- D. ANHB reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation.
- E. ANHB reserves the right to modify this RFP at any time. Documents, amendments, addenda, etc. will be posted to ANHB's website at [www.anhb.org](http://www.anhb.org) on the Homepage, the Bid Announcement and Results page.

ANHB will not be responsible for verbal responses made by any parties including the designated contact and/or her designee.

**Questions and suggestions concerning the RFP must be submitted in writing no later than Friday, July 12, 2024, 3:00 p.m. AKDT.** Written inquiries should be emailed, mailed or faxed to:

Louise Chikigak  
Chief Financial Officer  
Alaska Native Health Board  
4000 Ambassador Drive (ANHB Office)  
Anchorage, AK 99508

FAX: (907) 7506  
Email: [lchikigak@anhb.org](mailto:lchikigak@anhb.org)

- F. Proposals will be evaluated by the ANHB Finance and Audit Committee and final selection made by the ANHB Board of Directors. If a bid proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, ANHB may find it beneficial to request additional information. ANHB may request an interview with the top-rated companies. A reference check may also be conducted.
- G. Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the bidder or his/her duly authorized representative, for the withdrawal of such proposal is filed with Purchasing-Central Supply. The withdrawal of a proposal shall not prejudice the right of a bidder to file a new proposal prior to the time and date set for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.
- H. ANHB reserves the right to seek supplementary information from any bidder at any time after official proposal opening and before the award. Such information will be limited to clarification or amplification of information asked in the original proposal.
- I. Issuance of the RFP and receipt of proposals does not commit ANHB to award an agreement. ANHB reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected company should negotiations with the selected company be terminated, or to cancel any section of this RFP.
- J. An award under this RFP will not be based solely on the lowest price. If an award is made, it will go to the bidder(s) with the best overall proposal. The successful proposal will be competitively priced and provide for adequate service to meet the ANHB's needs.

K. An award will be made by Tuesday, August 6, 2024, tentative.

#### 4. SCOPE OF WORK

ANHB requires the following services:

- a) Annual financial statement audit.
- b) Preparation of IRS form 990
- c) Preparation of Charitable Organization Annual Report for the Alaska Attorney General
- d) Management letter

All of the above must be completed as proposed in the TENTATIVE SCHEDULE: KEY RFP AND PROJECT MILESTONES section or otherwise agreed upon, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, ANHB requires that a meeting of the auditors and the ANHB Finance Committee and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors during the February ANHB Board Meeting.

#### 5. PROPOSAL CONTENT INSTRUCTIONS

Please keep your proposal as concise as possible. The successful bidder will be asked to negotiate a contract. The proposal must contain the information below. To easily rate your proposal; please format your response to coordinate with the numbering system outlined below. For example, section #1, would be the firm's Cover Letter, section #2 would contain the general information about the firm, etc.

All proposals must include:

- a) Cover letter with the firm's address, telephone number, e-mail address. The cover letter should be signed by a legally authorized representative of the company.
- b) Summary of their proposed management plan covering specifications and qualifications. Evidence of the firm's qualifications to provide the above services;
- c) Background and experience in auditing nonprofit clients;
- d) The size and organizational structure of the auditor's firm;
- e) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting (particularly if deviating from the Tentative Schedule presented in this RFP);
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- h) Describe your billing rates and procedures for technical questions that may come up

during the year, or whether these occasional services are covered in the proposed fee structure;

- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- j) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- k) References and contact information from three (3) comparable nonprofit clients.

## 6. EVALUATION PROCESS

Proposals may be reviewed, evaluated, and ranked by the ANHB Finance and Audit Committee and presented to the full ANHB Board of Directors.

Starting with the highest composite ranked firm and progressing in descending order, a list of respondents will be generated by the ANHB Finance and Audit Committee. The number of respondents placed on the list shall be limited to the number deemed appropriate to meet ANHB's requirements and thus, may not include all respondents ranked in the evaluation process.

The evaluation criteria may include but not be limited to the following considerations:

- Professional standing
- Professional excellence
- Demonstrated competence in the service area
- Specialized experience of the bidder and principal staff
- Education and experience of the bidder and assigned staff
- Familiarity with the required services and projects
- Bidder's ability to respond to short lead time schedules and staff to support the project sufficiently
- Bidder's past performance and ability to coordinate multiple projects
- Bidder's quality assurance/quality control methodology
- Resources available to successfully assist ANHB in providing auditing and related services
- Bidder's price for services

## 7. NEGOTIATION

ANHB shall reserve the right to negotiate any terms and conditions of the RFPs received, with the final candidate prior to acceptance/rejection of said proposals. Upon determination of the highest ranked Bidder, staff will commence negotiations with the firm that received the highest ranking. The negotiations will be conducted in accordance with ANHB's policies and procedures. When negotiations are successfully concluded, the ANHB Finance and Audit Committee will present its recommendation to the ANHB Board of Directors.