



UPPER COLUMBIA UNITED TRIBES
REQUEST FOR PROPOSAL 2026-03: ACCOUNTING SERVICES
ISSUED: JULY 15, 2026
RESPONSES DUE: SEPTEMBER 16, 2026, 5:00PM PST

I. INTRODUCTION

The Upper Columbia United Tribes is an intertribal coalition of five Sovereign nations—the Coeur d’Alene Tribe, the Confederated Tribes of the Colville Reservation, the Kalispel Tribe of Indians, the Kootenai Tribe of Idaho, and the Spokane Tribe of Indians. Collectively known as UCUT, the Upper Columbia United Tribes works for the protection, preservation, and enhancement of Treaty/Executive Order Rights, Sovereignty, Culture, Fish, Water, Wildlife, Habitat and other interests and issues of common concern in our respective territories through a structured process of cooperation and coordination for the benefit of all.

The UCUT organization supports and implements multiple projects on behalf of the Member Tribes. These projects are funded through several Federal, State, and philanthropic sources and involve over fifty large-scale and small-scale outgoing contracts. Overall, the UCUT organization manages a budget of approximately \$6 million per fiscal year.

II. RFP FOR ACCOUNTING SERVICES

UCUT is soliciting the services of a qualified accountant or Certified Public Accountant. The work will have a focus on general bookkeeping, invoicing, and financial reporting. Detailed information about services needed is in sections III and IV below.

Bidders are strongly encouraged to carefully read the entire request for proposal. There are no expressed or implied obligations for UCUT to reimburse bidders for any

expenses incurred in preparing bids in response to this request.

III. SPECIFICATIONS

UCUT seeks to enter into financial services agreement to provide accounting/bookkeeping services for the organization. The work will have a focus on general bookkeeping, invoicing, and financial reporting. UCUT will need the services of an accountant to provide process improvement guidance and general accounting support.

Your primary contact will be the Office Manager, and the individual is expected to interact with the Executive Director and other UCUT staff.

UCUT has various state and federal contracts, in addition to federal pass-through funding. Preference will be given to consultants who have experience delivering accounting/bookkeeping services to Tribal governments or small, federally- and state-funded nonprofit organizations.

IV. EXPECTED SERVICES TO BE PERFORMED, BUT NOT LIMITED TO

- Establish a framework for budget tracking and implement the use of software for budget tracking; UCUT currently uses SAGE 50 2026 for payment processing
- Process invoices and write checks
- Reconcile monthly bank statements, prepare monthly balance sheet, and maintain accurate chart of accounts
- Assist with preparation of the financial reports to the UCUT Commission and federal and state funders annually (up to 10) and biannually (as needed)
- Assist management with budget analysis to inform leadership of budget variances and issues
- Collaborate with the Office Manager to prepare the organization for government and grantor audits
- Collaborate with the Office Manager to negotiate UCUT's indirect cost rate (IDC)
- Help identify the gaps and larger need for UCUT accounting services (or Perform budget analysis and inform leadership team of any material budget variances and issues)
- Other accounting/bookkeeping duties as needed

V. ADDITIONAL QUESTIONS & INFORMATION

Additional information regarding UCUT is available at <https://ucut.org/>. Interested parties may also submit questions in writing prior to August 14, 2026. UCUT will review all timely submitted questions and provide written responses as appropriate. Please note that any additional information issued by UCUT shall be provided to all interested parties.

Requests for information and questions should be sent by email to Lori Rothrock, UCUT Office Manager, at lori@ucut-nsn.org.

VI. SUBMISSION

Proposals should be in PDF format and sent by email on or before the above closing date and time to Lori Rothrock, UCUT Office Manager, at lori@ucut-nsn.org. Proposals may only be electronically sent.

Any proposals received after the closing date and time or submitted to another department will be considered non-responsive.

When submitting a proposal please see Attachment A, fill out the attachment and include it within your proposal. Please provide information for the primary contact at your company regarding questions on your RFP.

UCUT 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 the bidding document.

UCUT "may" or "may not", elect to award this proposal from the best-qualified bidder for all specifications listed and according to this RFP. UCUT may waive any informalities or minor defects or reject any and all proposals. After proposals have been submitted, the bidder shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

UCUT reserves the right to reject proposals for reasons according to 48 CFR 14.404.

VII. SELECTION CRITERIA

Proposals from interested Consultants will be reviewed for completeness and qualifications. Final selection of a consultant for contract negotiations will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the consultant in providing similar services, including, but not limited to, the following:
 - a. The consultant's experience in providing similar services; and
 - b. The consultant's professional credentials in accounting and budget administration
2. Qualifications, expertise, and experience of the individuals assigned by the firm
3. Availability to provide the services
4. Cost
5. Responsiveness of the consultant to the RFP categories

UCUT actively encourages submission of proposals from underprivileged business enterprises and companies owned by Native Americans, minorities, women, immigrants, and veterans. UCUT does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award.

VIII. MINIMUM QUALIFICATIONS

Qualified bidders must possess the following knowledge, skills, and experience:

- Thorough understanding of accounting principles, procedures and practices including, but not limited to: GAAP, OMB Circulars A-110, A-122 and A-133, and all federally-negotiated reporting requirements.
- Demonstrated experience with Tribal and/or non-profit financial accounting, including, but not limited to: Government and foundation grants management, fund accounting, indirect expenses, cost allocations, match and reporting requirements, government procurement standards, recording program revenue, and lobbying restrictions.

IX. DESIRABLE QUALIFICATIONS

- Prior experience managing finances for a Tribe or Tribal organization.
- Special consideration will be given to bidders that have served grantees with federal funding.
- Demonstrated ability to perform the above scope of work in a timely, efficient, and competent manner to ensure the continuity of work and ensure reliable performance of contracted deliverables.
- Maintains a CPA License.

X. RELIABLE, RESPONSIVE, RESPONSIBLE BIDDERS

UCUT reserves the right to determine whether or not a bidder is responsive, responsible, reliable, qualified, and possesses the ability to complete the entire project. Those determinations will be based on:

- a. The skill and experience demonstrated by the bidder in performing agreements of a similar nature.
- b. The bidder's record for honesty and integrity.
- c. The bidder's capacity to perform in terms of facilities, personnel and financing.
- d. The bidder's past performance with UCUT.

XI. SUPPLIER DIVERSITY

Is your company at least 51% owned by a Native American, Minority or Woman? Minority group members are United States citizens who are African American, Asian Indian American, Asian-Pacific American or Hispanic American. Ownership means the business is at least 51% owned by such individuals and management and daily operations are controlled by them as well.

Can your firm be classified as a Native American Owned Business? YES___ NO ___
If yes % _____.

Can your firm be classified as a Minority Owned Business? YES___ NO ___ If yes
% _____.

Can your firm be classified as a Woman Owned Business? YES___ NO ___ If yes
% _____.

XII. PROPRIETARY INFORMATION

There should not be any restrictions on the use of data contained in any submitted proposal; any restrictions on the use of data contained in a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the request for proposal will not be accepted by UCUT and the submitted proposal will be considered non-responsive. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented by bidders. All data, documentation, and innovations become the property of UCUT.

UCUT reserves the right to use any ideas in the proposals regardless of whether that bid is selected. Submission of a proposal indicates acceptance by the bidder of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract with UCUT.

XIII. INFORMATION TO INTERESTED BIDDERS

Any proposal may be withdrawn prior to the above closing date and time. Any proposals received after the time and date specified shall not be considered. No bidder may withdraw a submitted proposal after the closing date and time listed above. No modification of submitted proposal will be permitted in any form after the closing date and time.

The bidder is also requested to list and describe any professional relationships involving UCUT or the UCUT Member Tribes for the past (3) years together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the requested services. In addition, the bidder shall advise UCUT of any professional relationships entered into during the period of this agreement. Bidders shall disclose information relating to conflicts or potential conflicts of interest.

Consultant shall at all times conduct itself in a manner consistent with the UCUT Code of Conduct.

If your response to the technical and functional requirements and associated product demonstration is dependent upon a product offered by another partner, please be advised that a single, joint response must be submitted for this RFP. Additional consultants, subcontractors and/or any assignee or transferee must be able to adhere to the same agreements (e.g., not transmitting Tribal data outside of the United States) required of your company.

XIV. COVENANTS AGAINST KICKBACKS

All conditions regarding covenants against kickbacks under 48CFR 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.

XV. RESERVATIONS

UCUT Reserves:

1. The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the Specifications, or if there is any attempt to willfully impose upon UCUT services which are, in the opinion of UCUT, of an unacceptable quality.
2. The right to accept or reject bids on each item separately or as a whole, to reject any or all bids without penalty, to waive any informalities or irregularities therein, and to contract as the best interest of UCUT may require in order to obtain the system which best meets the needs of UCUT, as expressed in this RFP.
3. The right to negotiate the modification of terms and conditions with the bidder offering the best value to UCUT, in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory contract.
4. The right, where it may serve UCUT's best interest, to request additional information or clarifications from bidders or allow corrections of errors or omissions.
5. The right to require the awarded consultant to obtain and/or have in place proper insurance in an amount no-less than the limits of UCUT coverage.

Consultant Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective consultant 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 bid 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 under a public transaction; 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 (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/bid 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 bid or termination of the award. In addition, under 13 USC Sec. 1601, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years or both.

Typed name & Title of Authorized Representative

Signature of Authorized Representative

Date

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