



Request for Proposal (RFP)

Project Name/Description: Federal Indirect Cost Rate

Company: Native American Fish and Wildlife Society

Address: 10465 Melody Dr. Ste 307

Northglenn, CO 80234

Contact Person: Jennifer Bills

Telephone number: 303-726-1933

Email: jenniferb@mpartners.com

1. Background/Introduction

The Native American Fish and Wildlife Society (NAFWS), established in 1983, is a non-profit organization with a mission to assist Native American and Alaska Native Tribes with conservation, protection and enhancement of their fish and wildlife resources. We serve 227 Native American and Alaska Native support member Tribes. We are a national organization, based in the Denver, CO area.

2. Project Goals and Scope of Services

The NAFWS is seeking the services of a qualified Auditing/CPA firm to complete the indirect cost rate negotiations with Federal Government

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

- Request for RFP: January 5, 2023
- Deadline for Bidders to Submit Questions: January 19, 2023
- NAFWS Responds to Bidder Questions: January 26, 2023
- Proposals must be received no later than: February 15 2023
- Selection of Consultant/Notification to Unsuccessful Consultant: February 28 2023
- Contract Award: March 6 2023

4. Time and Place of Submission of Proposals

The RFP will be posted on our website, www.nafws.org, and can be downloaded from there directly as of 12:00 pm, MDT on January 5 2023.

Respondents to this RFP must submit one original proposal. Proposals should be clearly marked "Indirect Cost Rate Proposal" and emailed to the contact person listed above.

5. Timeline

NAFWS needs the project submitted to the Federal Agency by June 1 2023.

6. Elements of Proposal

A submission must include, at a minimum, include the following elements:

- Description of the firm that includes:
 - General overview of your firm
 - Primary and secondary points of contacts within your firm; name(s), email address, phone numbers and credential(s)
 - Number of full-time employees you have and how many will be assigned to this project with their level of Indirect Cost Rate expertise. Please include any use of sub-contractors.
- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they relate to Indirect Cost Rate Proposals and experience working with Native American clients.
- How will your firm work with and communicate with the appropriate Federal Agencies?
- Please provide a detailed work plan, project schedule, deliverables and timeline.
- Please provide (3-5) references where project work your firm has performed and completed that was similar to our project needs, goals and objectives.

7. Evaluation Criteria

The successful respondent will:

- Have the infrastructure to complete all aspects of the Indirect Cost Rate Proposal in a timely manner.
- The education, experience (a minimum of 5 years organizational experience), knowledge, skills and qualification of the auditors who will be available to provide these services.
- The expertise working with Native American and/or Alaska Native Tribes.
- The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

8. Pricing and Performance:

Based on the project specifications, goals and scope of work, please submit a detailed cost proposal to include all aspects, costs, fees and expenses of providing the scope of work associated with this Request for Proposal.