

**May 14<sup>th</sup>, 2026**  
**Sisseton Wahpeton Oyate – Finance Department**  
**Request for Proposals**  
**FY2025 Audit Preparation**

**Purpose Statement**

The Sisseton-Wahpeton Oyate is requesting proposals to assist in the audit preparation for the periods of October 1, 2024 to September 30, 2025. In order to facilitate comparison of proposals received, the proposal should include:

1. A letter stating your understanding of the necessary audit procedures.
2. Profile of your firm and audit team that will be assigned to the audit preparation.
3. Employee and staff qualifications.
4. A statement that your firm meets the mandatory criteria as to independence and license to practice.
5. A summary of your firm's experience in preparing tribal audits.
6. A breakdown of the all-inclusive fee.
7. Additional services to be provided as part of the audit preparation.
8. Copy of SWO Business License, if proposal is approved.

**Scope of Work**

The audit prep team will be expected to draft the tribe's financial statements, schedules and other required financial statement footnotes, based on the tribe's trial balance, SEFA and other Tribal Government records. Audit preparation scope of work will include the following.

1. Perform a trial balance assessment for the period of October 1, 2024 through September 30, 2025, by obtaining the general ledger trial balance from the Department's accounting system and comparing the amounts at year-end to account reconciliations to determine significant balance sheet general ledger accounts that have been reconciled and which require reconciliation and adjustment.
2. Assist in compiling the Data Collection Form (DCF) required for submission to the Federal Audit Clearinghouse in accordance with the Uniform Guidance requirements
3. Summarize and communicate significant balance sheet general ledger accounts that have not been reconciled at year-end with the Department's Management. Then Management will determine which significant balance sheet accounts are high priority and need to be reconciled for audit. The accounts that will likely need to be reconciled and adjusted include, but are not limited to, the following:
  - a. Cash to the related bank balances, including the recording of revenue and expenditures based on the bank transaction activity
  - b. Receivables and allowances for doubtful account general ledger account balances
  - c. Capital asset subsidiary ledgers to the related account balances, including the agreement of capital outlay expenditures account balances to the fiscal year 2023 capital asset purchases
  - d. Leases (GASB 87), which includes reviewing the Department's lease and rent agreements and general ledger activity to determine if any material unrecorded balance sheet activity exist and needs to be adjusted at year-end

- e. Fund balance and net position account balances to the corresponding amounts reported in the fiscal year 2022 audited financial statements, which includes identifying audit adjustments that have not been posted by the Department and preparing the entries for posting in the Tribe's Accounting System
  - f. The Department's Schedule of Expenditures of Federal Awards (SEFA) roll-forward schedule that supports the grants receivables and unearned revenues account balances, including the revenue equals expenditures adjustment for programs that the Department did not record adjustments for at year-end
  - g. Reconciliation and adjustment of inter-fund payable and receivable general ledger balances for the Governmental Services Department to other entities of the Tribe
  - h. Subscription-Based Information Technology Arrangement (GASB 96), which includes reviewing subscription-based information technology agreements with the Department's Technology Department to determine if any material unrecorded balance sheet activity exist and needs to be adjusted at year-end
  - i. Assistance the Department with account reconciliations and comparing the corresponding trial balance amounts. If there are any differences, discuss them with the Department and recommend adjustments, if necessary.
4. Collaborate with the tribe's external auditors to provide them with the adjusted trial balances, general ledgers, supporting general ledger account reconciliations and related documents that they will need to perform the tribe's 2025 Single Audit.
  5. Assist the SWO finance department with any inquiries or requests made by the external auditors throughout the audit.

In addition to the formal statements above, the Audit prep team will be expected to review the auditor's Combining Balance Sheets and Statements of Revenue and Expenditures for the General and Governmental Funds of the Sisseton-Wahpeton Oyate.

An exit conference with the Tribal Executive Committee, the Chief Financial Officer, and/or others designated by the Tribe will be conducted by the audit prep lead. At the exit conference findings and recommendations regarding compliance and internal control shall be discussed.

Per 2 CFR Chapter I, Chapter II, Part 200.514 Scope of Audit: (a) General. The audit must be conducted in accordance with GAGAS. The audit must cover the entire operations of the auditee, or, at the option of the auditee, such audit must include a series of audits that cover departments, agencies, and other organizational units that expended or otherwise administered Federal awards during such audit period, provided that each such audit must encompass the financial statements and schedule of expenditures of Federal awards for each such department, agency, and other organizational unit, which must be considered to be a non-Federal entity. The financial statements and schedule of expenditures of Federal awards must be for the same audit period. (b) Financial statements. The auditor must determine whether the financial statements of the auditee are presented fairly in all material respects in accordance with generally accepted accounting principles. The auditor must also determine whether the schedule of expenditures of Federal awards is stated fairly in all material respects in relation to the auditee's financial statements as a whole. (c) Internal control. (1) The compliance supplement provides guidance on internal controls over Federal programs based upon the guidance in Standards for Internal Control in the Federal Government issued by the Comptroller General of the United States and the Internal Control— Integrated Framework, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). (2) In addition to the requirements of GAGAS, the auditor must perform procedures to obtain

an understanding of internal control over Federal programs sufficient to plan the audit to support a low assessed level of control risk of noncompliance for major programs. (3) Except as provided in paragraph (c)(4) of this section, the auditor must: (i) Plan the testing of internal control over compliance for major programs to support a low assessed level of control risk for the assertions relevant to the compliance requirements for each major program; and (ii) Perform testing of internal control as planned in paragraph (c)(3)(i) of this section. (4) When internal control over some nor all of the compliance requirements for a major program are likely to be ineffective in preventing or detecting noncompliance, the planning and performing of testing described in paragraph (c)(3) of this section are not required for those compliance requirements. However, the auditor must report a significant deficiency or material weakness in accordance with § 200.516 Audit findings, assess the related control risk at the maximum, and consider whether additional compliance tests are required because of ineffective internal control. (d) Compliance. (1) In addition to the requirements of GAGAS, the auditor must determine whether the auditee has complied with Federal statutes, regulations, and the terms and conditions of Federal awards that may have a direct and material effect on each of its major programs. (2) The principal compliance requirements applicable to most Federal programs and t compliance requirements of the largest Federal programs are included in the compliance supplement. (3) For the compliance requirements related to Federal programs contained in the compliance supplement, an audit of these compliance requirements will meet the requirements of this part. Where there have been changes to the compliance requirements and the changes are not reflected in the compliance supplement, the auditor must determine the current compliance requirements and modify the audit procedures accordingly. For those Federal programs not covered in the compliance supplement, the auditor should follow the compliance supplement's guidance for programs not included in the supplement. (4) The compliance testing must include tests of transactions and such other auditing procedures necessary to provide the auditor sufficient appropriate audit evidence to support an opinion on compliance. (e) Audit follow-up. The auditor must follow-up on prior audit findings, perform procedures to assess the reasonableness of the summary schedule of prior audit findings prepared by the auditee in accordance with § 200.511 Audit findings follow-up paragraph (b), and report, as a current year audit finding, when the auditor concludes that the summary schedule of prior audit findings materially misrepresents the status of any prior audit finding. The auditor must perform audit follow-up procedures regardless of whether a prior audit finding relates to a major program in the current year. (f) Data Collection Form. As required in § 200.512 Report submission paragraph (b)(3), the auditor must complete and sign specified sections of the data collection form.

Proposals should be sent to:  
SWO Procurement Office  
Attn: Vern Vallie, Procurement Officer  
P.O. Box 509  
Agency Village, SD 57262  
vvalle@swo-nsn.gov

**Proposals must be received by 4:30 pm on 31 May 2026.**

Evaluation process will be conducted using the following criteria:

- 1 – Price (30 pts)
- 2 – Qualifications and Experience (30 pts)

3 – Capacity to perform (30 pts)

4 – Indian Preference (10 pts)

We reserve the right to reject any and all proposals. Factors to be considered in evaluating each proposal for audit services include the responsiveness to the request for proposal, relevant experience, availability of staff with professional qualifications and technical abilities, the results of peer and external quality control reviews, and price. Engagement letters will be signed for one year at a time with the option for up to three years of engagements. Please note that if your proposal is accepted your firm will be required to purchase an annual tribal business license.

Questions and/or requests for additional information related to this proposal should be directed to Sisseton-Wahpeton Oyate Chief Financial Officer, at (605) 698-8289. Questions or requests may also be submitted via e-mail to Jamie Renville at [jamier@swo-nsn.gov](mailto:jamier@swo-nsn.gov).

Thank you for taking time to prepare a proposal and respond to this request. All proposals received by the due date will be reviewed thoroughly and genuinely considered.

**The Sisseton-Wahpeton Oyate of the Lake Traverse Reservation, is a sovereign and federally recognized Indian Tribe. All proposals must include recognition that all agreements relating to this project shall be governed by and construed in accordance with the laws of the Sisseton-Wahpeton Oyate. Irrespective of any language to the contrary in the Agreement or elsewhere, there is no right to arbitration of any controversy or claim arising out of or related to the Agreement and shall be subject to the exclusive jurisdiction of the Sisseton-Wahpeton Tribal Court.**