REQUEST FOR PROPOSAL
AUDIT SERVICES FOR THE SQUAXIN ISLAND TRIBE
FOR FISCAL YEAR ENDING SEPTEMBER 30, 2026

The Squaxin Island Tribe (the "Tribe") hereby issues this Request for Proposals ("RFP") to obtain the services of an independent Certified Public Accounting firm to perform the Tribe's governmental financial statement audit, Federal compliance audit (Single Audit), and 401(k) Retirement Plan audit.

The initial governmental audit will cover the fiscal year ending September 30, 2026. The initial 401(k) Retirement Plan audit will cover the plan year ending December 31, 2026. The Tribe anticipates entering into an initial agreement for the 2026 governmental audit, with the option, at the Tribe's sole discretion, to renew the agreement for subsequent audit years, subject to satisfactory performance, mutual agreement, and availability of funding.

Proposers shall submit pricing for the initial governmental audit for the fiscal year ending September 30, 2026, the initial 401(k) Retirement Plan audit for the plan year ending December 31, 2026, and proposed pricing for optional subsequent governmental audits and 401(k) Retirement Plan audits for the corresponding years ending September 30, 2027 and 2028, and December 31, 2027 and 2028, respectively.

I. DESCRIPTION AND SPECIFICATIONS

A. PURPOSE

The purpose of this RFP is to obtain the services of an independent Certified Public Accounting firm to perform financial statement, compliance, and related audit services for the Squaxin Island Tribe.

The services shall be performed in accordance with applicable professional auditing standards, Government Auditing Standards, the Single Audit Act, the Uniform Guidance, applicable federal laws and regulations, and applicable Tribal laws, regulations, policies, and requirements specifically applicable to the services.

The Tribe intends to select a qualified independent auditing firm capable of performing the required services in a professional, timely, and cost-effective manner.

B. STATEMENT OF WORK

1. General Requirements

The Contractor shall furnish the qualified personnel, facilities, equipment, technology, and supplies necessary to conduct the required financial statement, compliance, and related audits of the Squaxin Island Tribe.

The Contractor shall perform the work in accordance with applicable professional standards, including, as applicable:

- Generally Accepted Auditing Standards;
- Government Auditing Standards issued by the Comptroller General of the United States;
- The Uniform Guidance, 2 C.F.R. Part 200, including Subpart F;
- Applicable requirements of the Single Audit Act;
- Applicable Governmental Accounting Standards Board pronouncements;
- Applicable requirements of the U.S. Department of Labor and Internal Revenue Service relating to the Tribe's 401(k) Retirement Plan; and

- Other applicable federal, state, or Tribal laws, regulations, and professional requirements.

2. Scope of Services

The Contractor shall:

a. Obtain an understanding of and assess the Tribe's financial reporting, accounting, internal control, and compliance activities;

b. Analyze information obtained and develop an audit plan and audit procedures sufficient to provide the audit coverage required by applicable professional standards and the Uniform Guidance;

c. Perform the governmental financial statement and compliance audit in accordance with the audit plan developed by the Contractor and applicable professional standards;

d. Perform the Federal compliance audit required under the Uniform Guidance, when applicable;

e. Review applicable pass-through entity and subrecipient monitoring activities and related audit information to the extent required by the Uniform Guidance and applicable federal award requirements;

f. Identify and communicate significant deficiencies, material weaknesses, instances of noncompliance, questioned costs, and other reportable matters as required by applicable professional standards and federal requirements;

g. Perform the audit of the Squaxin Island Tribe Employee 401(k) Retirement Plan as described in Section I.B.4; and

h. Perform other related services specifically identified in this RFP or mutually agreed upon in writing by the Tribe and the Contractor.

3. Applicable Auditing Standards

The governmental financial statement and compliance audit for the fiscal year ending September 30, 2026, shall be performed in accordance with applicable professional standards, including Generally Accepted Auditing Standards, Government Auditing Standards, the Uniform Guidance, and applicable Governmental Accounting Standards Board pronouncements.

The Contractor shall also comply with applicable professional standards and guidance issued by the American Institute of Certified Public Accountants.

4. 401(k) Retirement Plan Audit

The Contractor shall perform the audit of the Tribe's 401(k) Retirement Plan in accordance with applicable provisions of the Employee Retirement Income Security Act of 1974 ("ERISA"), U.S. Department of Labor requirements, applicable professional auditing standards, and other applicable federal requirements.

The initial plan-year audit shall cover the period from January 1, 2026, through December 31, 2026.

The Contractor shall provide the audit report and other information reasonably necessary to support completion of the applicable Form 5500 filing.

5. Excluded Enterprises

The Tribe has several enterprises that are audited separately. Those enterprises are not included in the scope of this RFP unless specifically identified and mutually agreed upon in writing.

C. DESCRIPTION OF ORGANIZATION AND RECORDS TO BE AUDITED

The Squaxin Island Tribe established its Tribal organization in accordance with Section 16 of the Indian Reorganization Act of June 18, 1934, on July 8, 1965. The Tribe is governed by an elected seven-member Tribal Council.

The Tribe's fiscal year 2026 governmental operating budget was approximately $150 million, subject to budget amendments. The average monthly transaction volume during fiscal year 2025 was approximately 1,300 accounts payable transactions and 640 payroll transactions. Nearly 100 percent of payroll payments are made by direct deposit.

The Tribe uses the following systems:

- MIP Fund Accounting Government Series;
- Microix for procurement; and
- Utility Management Solution ("UMS") for utility and housing receivable accounts.

The Tribe maintains the an Employee 401(k) Retirement Plan, established June 1, 1998, as a single-employer defined contribution plan.

Upon request, the Tribe may provide a list of its chart of accounts and/or a copy of the fiscal year 2025 audited financial statements.

The Tribe may provide additional information reasonably necessary for proposers to understand the scope and complexity of the engagement.

D. REQUIRED DELIVERABLES

The Contractor shall prepare and deliver all reports and communications required by applicable auditing standards, federal requirements, and this RFP.

At a minimum, the Contractor shall provide the following deliverables.

1. Governmental Financial Statement Audit

The Contractor shall issue an independent auditor's report expressing an opinion on the Tribe's basic financial statements prepared in accordance with Generally Accepted Accounting Principles applicable to governmental entities.

The financial statements shall include all required supplementary information and disclosures required by applicable professional standards and Governmental Accounting Standards Board pronouncements.

2. Reports on Internal Control and Compliance

The Contractor shall issue the reports required under Government Auditing Standards, including, as applicable:

- Report on Internal Control over Financial Reporting; and
- Report on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

The Contractor shall issue any additional reports required by applicable professional standards.

3. Single Audit Reports

If the Tribe is required to undergo a Single Audit under the Uniform Guidance, the Contractor shall prepare and issue all reports and schedules required under 2 C.F.R. Part 200, Subpart F, including, as applicable:

- Independent Auditor's Report on Compliance for Each Major Federal Program;

- Report on Internal Control over Compliance;
- Report on the Schedule of Expenditures of Federal Awards;
- Schedule of Findings and Questioned Costs;
- Summary Schedule of Prior Audit Findings, when applicable; and
- Other schedules, reports, and communications required by applicable federal requirements.

The Tribe shall be responsible for preparing its Corrective Action Plan. The Contractor may provide assistance or recommendations regarding the Corrective Action Plan if requested by the Tribe; however, the Tribe shall retain responsibility for the content and approval of the Corrective Action Plan.

4. 401(k) Retirement Plan Audit

The Contractor shall issue the independent auditor's report required for the Tribe's Employee 401(k) Retirement Plan and shall provide other information reasonably necessary to support completion of the applicable annual Form 5500 filing.

5. Federal Audit Clearinghouse Submission

Following acceptance of the final Single Audit reports by the Tribe, the Contractor shall prepare and submit the Data Collection Form and reporting package to the Federal Audit Clearinghouse on behalf of the Tribe, subject to the Tribe's review and approval.

The Contractor shall coordinate with the Tribe to ensure that required certifications, approvals, and other information are completed before submission.

6. Financial Statement Preparation Assistance

If requested by the Tribe, the Contractor may provide financial statement preparation assistance as a nonattest service.

The Contractor may prepare draft annual financial statements and accompanying note disclosures based upon information provided by the Tribe. The draft financial statements shall be prepared in accordance with Generally Accepted Accounting Principles applicable to governmental entities and applicable Governmental Accounting Standards Board pronouncements in effect for the fiscal year under audit.

The Contractor shall provide draft financial statements to the Tribe for review before issuance of the auditor's reports and shall incorporate agreed-upon revisions before issuing the final reports.

The Tribe acknowledges that financial statement preparation assistance constitutes a nonattest service. The Tribe shall designate an individual possessing suitable skill, knowledge, and experience to oversee the service, review and approve the draft financial statements, accept responsibility for the financial statements, and make all significant judgments related to their preparation.

The Tribe shall retain responsibility for its financial statements, including the selection and application of accounting principles, the maintenance of appropriate internal controls, and all significant management judgments and decisions.

The Contractor shall perform any nonattest services in accordance with applicable Government Auditing Standards and the AICPA Code of Professional Conduct.

E. WORKPAPERS

The Contractor shall maintain appropriate audit documentation and workpapers supporting the audit procedures performed, conclusions reached, findings identified, and recommendations made.

The Contractor shall summarize significant audit findings, observations, conclusions, and recommendations in appropriate audit communications.

The audit workpapers shall be available for review by designated Tribal personnel and authorized federal oversight agencies as permitted or required by applicable professional standards and federal requirements.

The Contractor shall retain audit workpapers and reports for the period required by applicable professional standards, federal requirements, and applicable law.

When required by applicable federal requirements, the Contractor shall make audit documentation available to authorized oversight agencies, the U.S. Government Accountability Office, or other authorized governmental entities upon request.

If an audit finding is being contested, the Contractor shall comply with applicable requirements concerning retention of audit documentation and shall seek appropriate guidance before destruction of relevant audit documentation.

F. ENTRANCE AND EXIT CONFERENCES

The Contractor shall conduct an entrance conference with Tribal management at the beginning of the audit engagement.

Upon completion of the audit, the Contractor shall conduct an exit conference with Tribal management and present the final audit results to the Tribal Council or a designated committee, if requested by the Tribe.

G. CONTRACT

1. Contract Award

The Tribe intends to award a Professional Services Agreement to the proposer whose proposal is determined to be most advantageous to the Tribe based on the Tribe's consideration of qualifications, experience, proposed approach, responsiveness, cost, value, and other factors the Tribe determines to be relevant.

The Tribe reserves the right to negotiate the scope of services, project schedule, staffing, and compensation with one or more proposers before execution of a final agreement.

2. Contract Term and Renewal Options

The initial contract term shall cover audit services for the fiscal year ending September 30, 2026 for the governmental financial statement audit, Federal compliance audit (Single Audit) and calendar year ending December 2026 for the 401(k) Retirement Plan audit.

Subject to satisfactory performance, mutual agreement, and availability of funding, the Tribe may, at its sole discretion, renew the agreement for governmental audit services for the fiscal years ending September 30, 2027, and September 30, 2028, and for 401(k) Retirement Plan audit services for the plan years ending December 31, 2027, and December 31, 2028.

The Tribe may also negotiate additional one-year renewal options.

Any renewal shall be documented in writing. Nothing in this RFP obligates the Tribe to renew the agreement or to purchase services beyond the initial contract term.

3. Contract Administration

The Tribe's Chief Financial Officer, or designee, is designated as the Tribe's authorized representative for administration of the contract.

The Chief Financial Officer, or designee, shall be responsible for guiding the technical aspects of the project and for general oversight of the work performed.

The Chief Financial Officer, or designee, may clarify or provide additional detail concerning the general description of work set forth in the contract, provided that such clarification does not materially change the scope of services, increase the contract amount, or extend the contract period without appropriate written authorization.

Any inquiries or comments concerning the conduct of work under the contract shall be directed to the Chief Financial Officer, or designee.

4. Fraud, Illegal Acts, and Other Reportable Matters

The Contractor shall promptly communicate to the Tribe any suspected fraud, illegal acts, or other matters requiring communication under applicable professional standards, Government Auditing Standards, the Uniform Guidance, or applicable law.

The Contractor shall also comply with any additional reporting requirements established by applicable law or the final Professional Services Agreement.

H. CONFIDENTIALITY AND SECURITY

The Contractor shall maintain the confidentiality of Tribal records, financial information, personally identifiable information, protected health information, and other confidential materials obtained during the engagement.

The Contractor shall not disclose confidential information without the prior written consent of the Tribe except as required by law, applicable professional standards, federal requirements, or authorized governmental oversight.

The Contractor shall maintain administrative, technical, and physical safeguards designed to protect Tribal information.

Electronic records exchanged between the Contractor and the Tribe shall be transmitted using secure methods, including encryption where appropriate.

The Contractor shall promptly notify the Tribe of any actual or suspected data breach affecting Tribal information and shall cooperate with the Tribe in any resulting investigation, notification, or remediation efforts.

II. PAYMENT AND SUBMISSION OF INVOICES

A. Contract Amount

Payment for work performed under the contract shall not exceed the agreed contract amount unless otherwise agreed upon in writing by both the Tribe and the Contractor.

B. Invoices and Progress Payments

The Tribe anticipates periodic invoicing based on the percentage of work completed, subject to the terms of the final Professional Services Agreement.

The Contractor shall submit with each invoice a progress report containing sufficient information to verify the progress of the audit and sufficient detail to distinguish charges, if applicable, between:

- Governmental financial statement and compliance audit services; and
- 401(k) Retirement Plan audit services.

Invoices shall be submitted to the Chief Financial Officer.

C. Retainage

The Tribe may withhold up to fifteen percent (15%) of the final invoice until the Contractor has delivered all required final reports and other final deliverables under the agreement.

III. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED

The proposer shall provide a fixed-fee proposal covering the services described in this RFP.

The proposer shall provide a separate fixed fee for each proposed audit year and shall identify any assumptions, exclusions, or conditions affecting the proposed fees.

To facilitate review and comparison, proposals should include the following information in the following order:

A. TECHNICAL PROPOSAL

1. Title Page

The title page shall identify:

- The proposal subject;
- The name of the proposer's firm;
- Address;
- Telephone number;
- Name and contact information of the primary contact person; and
- Date of submission.

2. Letter of Transmittal

Provide a one- or two-page summary stating the proposer's understanding of the work to be performed and making a positive commitment to perform the required work within the required time periods.

The letter shall identify any material exceptions, assumptions, or conditions included in the proposal.

3. Table of Contents

Include an identification of proposal sections and corresponding page numbers.

4. Profile of the Proposer

State:

- The location of the office from which the work will be performed;
- The number of partners, managers, supervisors, seniors, and other professional staff employed at that office;
- The range of services performed by the local office;
- The firm's capabilities relating to audits of computerized accounting systems;
- Any major subcontractors proposed for the engagement; and
- The role and responsibilities of each major subcontractor.

The proposer shall affirm that it is properly licensed as a Certified Public Accounting firm to perform the proposed services.

5. Technical Approach

Provide a clear description of the proposed approach and methodology for performing the required services.

a. Organization and Management

Identify the proposed project team and describe the functions and responsibilities of key personnel and any major subcontractors.

b. Project Schedule

Provide proposed dates for each major project task, including:

- Planning;
- Entrance conference;
- Interim work, if applicable;
- Fieldwork;
- Preparation of draft financial statements and reports;
- Management review;
- Exit conference;
- Final reports; and
- Federal Audit Clearinghouse submission, if applicable.

6. Qualifications and Experience of Staff

Provide a list of personnel proposed for the engagement and describe their qualifications, education, experience, accomplishments, and other pertinent information.

The proposer shall identify key personnel who will perform direct work on the engagement, including personnel employed by any subcontractors.

The proposer shall include the following statement in its proposal:

> "The proposer shall make reasonable efforts to maintain the key personnel identified in its proposal throughout the engagement. The proposer shall obtain the Tribe's prior approval before making any material change to key personnel, except when circumstances beyond the proposer's reasonable control require a change. Any replacement personnel shall possess qualifications comparable to those of the replaced personnel."

7. Qualifications and Experience of the Firm

Describe the firm's recent experience in performing audits of:

- Tribal governments;
- Tribal entities;
- Federal programs subject to the Uniform Guidance;
- State and local governmental units; and
- 401(k) or other employee benefit plans, as applicable.

The proposer should identify experience performing audits for Tribal governments in Washington State or other states.

8. References

Provide at least three professional references for comparable audit engagements. At least one reference should preferably involve a Tribal government, governmental entity, or organization with a comparable audit scope.

For each reference, provide:

- Organization name;
- Contact name and title;
- Telephone number and/or email address;
- Description of services performed; and
- Dates of service.

9. Peer Review and Professional Standing

Provide information concerning the firm's most recent peer review, including the date and result of the review.

The proposer shall disclose any significant professional disciplinary actions, license restrictions, suspension or debarment, or other matters that could materially affect the firm's ability to perform the services.

10. Conflicts of Interest and Independence

The proposer shall disclose any actual, potential, or perceived conflicts of interest that could affect the firm's independence or ability to perform the engagement.

The proposer shall affirm its independence in accordance with applicable professional standards and Government Auditing Standards.

B. COST PROPOSAL

The proposer shall provide a fixed fee for each audit service and audit year. The proposer shall identify whether the fixed fee includes all anticipated travel, administrative, technology, and other expenses. Any expenses or services excluded from the fixed fee shall be clearly identified. The fixed fee shall constitute the maximum amount payable for the included services unless otherwise agreed in writing.

The proposer shall clearly state whether financial statement preparation assistance described in Section I.D.6 is included in the proposed fixed fee. If not included, the proposer shall provide the proposed fee or pricing methodology for such services.

C. ADDITIONAL INFORMATION

Any additional information considered essential to the proposal may be included in this section.

If there is no additional information to present, state:

> "There is no additional information we wish to present."

IV. AWARD EVALUATION AND SELECTION

The Tribe will evaluate proposals based on the overall responsiveness, qualifications, experience, proposed approach, and value offered by each proposer.

The evaluation criteria identified in this RFP are intended to provide general guidance regarding the factors that may be considered in evaluating proposals and are not necessarily listed in order of importance.

The Tribe reserves the right to consider any information it deems relevant to the selection of the most qualified and advantageous proposal.

The Tribe is not required to use a formal numerical scoring system or assign predetermined weights to the evaluation criteria. The Tribe may evaluate proposals through its internal review process.

The Tribe may request clarification, additional information, interviews, presentations, demonstrations, or negotiations with one or more proposers as it deems appropriate.

The Tribe reserves the right to:

- Reject any or all proposals;
- Waive minor irregularities or informalities;
- Request clarification or additional information;
- Modify or cancel this RFP;
- Amend the RFP by written addendum;
- Negotiate with one or more proposers before making a final award decision; and
- Select the proposal that, in the Tribe's judgment, best meets its needs and provides the best overall value.

The Tribe is not obligated to select the lowest-cost proposal.

V. SUBMISSION OF PROPOSALS AND AWARD OF CONTRACT

Proposals shall be submitted to:

Darren Bennett, Chief Financial Officer
Squaxin Island Tribe
10 SE Squaxin Lane
Shelton, WA 98584

or by email to:

dbennett@squaxin.us

Proposals must be received no later than:

4:00 p.m., September 8, 2026

If submitted by mail, the proposal shall be submitted in a sealed envelope clearly marked:

Proposal — Squaxin Island Tribe 2026 Audit

The Tribe reserves the right to reject any or all proposals and to request additional information from any proposer.

Proposals shall remain valid for at least ninety (90) days following the submission deadline unless otherwise stated by the proposer.

The Tribe anticipates providing written notice of the award decision by September 24, 2026. The anticipated award date is subject to change.

The final contract award shall be subject to execution of a written Professional Services Agreement acceptable to the Tribe.

VI. QUESTIONS ABOUT THE RFP

Questions concerning this RFP or the Tribe's financial records may be directed to:

Darren Bennett, Chief Financial Officer
Squaxin Island Tribe
Telephone: (360) 432-3904
Email: dbennett@squaxin.us

Questions should be submitted sufficiently in advance of the proposal deadline to allow the Tribe reasonable time to respond.

The Tribe may issue written responses or addenda to clarify or amend this RFP. Proposers are responsible for ensuring that they have received and considered all applicable addenda before submitting a proposal.