



Picayune Rancheria of the Chukchansi Indians

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Tribal Nation Flower Company

Request for Proposal (RFP)

**Bookkeeper with
Administrative Services**

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March 20, 2025

Request for Proposal

General Background

Tribal Nation Flower Company is a business entity under the Picayune Rancheria of the Chukchansi Indians (PRCI), a federally recognized sovereign Indian tribe, seeks a Virtual and on-site Bookkeeper with Administrative Services.

Project Scope

The scope of work is to be completed remotely, and on-site services required to plan, coordinate and maintain records and effectiveness of remote work for virtual and on-site service. Services may be scheduled up to 140 a hours a month at \$40.00 per hour as agreed upon by Tribal Nation Flower Company and the vendor. Services may include but are not limited to the following task (s);

- Review financial documents daily.
- Prepare audit material.
- Inspect account books for efficiency and accuracy.
- Process accounts payable.
- Billing and Accounts Receivable

- Record daily sales.
- Perform monthly bank reconciliations.
- Verify cash counts and information.
- Prepare financials in Sage Intact and QuickBooks.
- Ensure that Company expenditures are within budget.
- Prepare Financial reports for the Board, Council and auditors.
- Enter accounting-related information into business logs.
- Organize and update financial records.
- Preparing documentation for external auditors.
- All other assigned duties, not limited to the following

- Email Monitoring and Organization
- Calendar and Schedule Management
- Travel Arrangements
- Date Entry
- Customer Service
- File and Document Organization
- Form Development and Completion
- Non-disclosure agreement to maintain confidentiality between vendor the commission and the tribe.

Project Schedule

Proposals are due on or before Friday, March 28, 2025, at 5:00 pm. All proposals must be submitted electronically to dworks@chukchansi-nsn.gov.

Selection of the vendor will occur on or before March 29, 2025. Negotiation and execution of the contract is to be completed by April 1, 2025. Notice to Proceed will be issued by Tribal Nation Flower Company on March 29, 2025

Required RFP Response Information

All RFP responses must be signed by the responding bidder, and must include the following:

1. A description of any bankruptcies or legal claims against the responding bidder or any planned subcontractors.
2. A cost proposal that includes everything required to complete the Project and terms of engagement.
3. Summary of the bidder's experience working with Tribal Governments.
 - a. Preferred bidder will have 7-10 years working experience with Tribal Governments and or Tribal Government entities
 - i. Minimum of 5 years working experience with county, state, and federal municipalities
 - ii. Minimum of 5 years increased administrative assisting at executive level
 - iii. Minimum of 3 years bookkeeping, budget building and forecasting
 1. must be solution oriented

Tribal Nation Flower Company of Picayune Rancheria of the Chukchansi Indians exercises Tribal Preference and Native American Preference in contracting, and selection of vendor. Bidders are encouraged to include any information in the RFP response that would qualify the bidder for Tribal or Native American Preference.

Tribal and Native American Preference

PRCI exercises Tribal and Native American Preference as follows:

1. First preference is given to enrolled Tribal Members of the Picayune Rancheria of the Chukchansi Indians, and to responsive bids from firms in which an enrolled PRCI TribalMember is a sole or majority owner
2. Preference is next given to any responsive bids from firms in which an enrolled member of any federally recognized Indian tribe is a sole or majority owner.
3. Bidders claiming Tribal or Native American Preference must submit the following with the response to this RFP:
 - a. Evidence that the majority ownership of the firm consists of one or more persons who are enrolled members of PRCI or another federally recognized Tribe; and
 - b. Evidence that the persons claiming Tribal or Native American Preference are actively involved in the management and operation of the firm.

Vendor Selection:

The selected Virtual Administration Service provider will be expected to sign a contract that recognizes the sovereignty of Picayune Rancheria of the Chukchansi Indians along with recognizing the tax- exempt status of the Tribe. Please submit all questions, RFIs, and/or responses to the RFP electronically to: smcdonald@chukchansi-nsn.gov.

Project Award

The rating factors to be used in the award of this contract are as follows:

<i>Criteria</i>	<i>Points</i>
Relevant Experience:	
Demonstrated experience working with a tribal government providing similar support.	30 Points
Demonstrated experience with the proposed activities outlined above.	15 Points
Cost of Services	20 Points
Qualifications	15 Points
Proposed Schedule	10 Points
Indian Preference	10 Points
Total Possible:	100 Points

Reservation of Rights

The Chukchansi Health and Safety Commission of Picayune Rancheria of the Chukchansi Indians reserves the right to award or reject any bid, response, or proposal for any reason, to request additional information, to request a modification of any bid or proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP or to cancel the project, at any time for any reason, at the sole discretion of the commission.

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