



January 3, 2024

Request for Proposal for a
Financial Management System for:

Bois Forte Band of Chippewa

Responses Due: February 16, 2024

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Project Overview

Introduction

Bois Forte Band of Chippewa (the Band) is in the process of evaluating and selecting the optimal financial management solution. The Band prides itself as a progressive organization that strives to apply cutting edge business and technology solutions that improve performance and deliver services in a way that maximizes resources to further its mission.

Project Facilitation

The evaluation and selection process is being facilitated by the Band’s selection team and the consulting resources within CliftonLarsonAllen LLP (CLA).

Project Organization

The Band has organized this project in a manner that solicited input from all levels within the organization. The evaluation, selection, and implementation of a financial management system that allows for the proper recoding of transactions and user capability across the organization is supported by the Band’s management team (Project Team) that has specific functional expertise and were accountable for approving the requirements outlined in this Request for Proposal (RFP).

Project Objective

The Band desires a fully integrated financial management and HRIS solution for the requirements defined in the attached requirements document. The Band currently uses IBM AS/400 with a series of non-integrated applications for its financial management and reporting needs. The current system is not meeting the increased demand for information sharing among multiple users and increased functional requirements.

Some of the specific issues that are motivating the Band to search for alternatives to the current information management system include but are not limited to the following:

- Objective 1 – Desire for seamless integration of financial system with all ancillary systems
- Objective 2 – Desire for substantive workflow automation across all financial and ancillary processes
- Objective 3 – Desire for human resources workflow automation and integration

Functional Requirements

Specific requirements were documented for key functional areas of the Band’s organization. These requirements will be used as a basis of the evaluation and include the following:

Functional Areas to be Evaluated	
AP & Expense Management	AR (Non-Grant)
Budgeting	Fixed Assets & Inventory
Grant & Program Management	HR & Payroll
Reporting & Compliance	Treasury & Month-End



Anticipated Project Dates and Schedule

Anticipated Schedule	
Vendor RFP Written Questions Due	January 19, 2024
Response to Vendor Questions	February 2, 2024
RFP Responses Due	February 16, 2024
Demo Scripts Issued	March 1, 2024
Demonstrations Completed	March 18 – March 22, 2024
Vendor Selection	April 5, 2024
Contracts Finalized	April 12, 2024
Begin Implementation	TBD

Client Profile

Overview

The Bois Forte Band of Chippewa (the Band) is a federally recognized tribe situated in northern Minnesota. The organization's governing body is comprised of a five-member Council and delivers government services to over 3,600 enrolled members who are located on-reservation, across the United States, and abroad. The Band also has offices in Duluth, Minneapolis, and Virginia, MN, providing services to Band Members in those areas. The organization recently restored 28,000 acres of land within the reservation boundaries to tribal ownership and is currently working on enrolling the land in a Carbon Credit program.

Presently, the Band has over 400 grants/programs on its accounting software to support the operations of the Band. The Band has Self Governance Agreements with the Bureau of Indian Affairs and Indian Health Services. The organization provides government services through a variety of departments, including two Health Clinics, Human Services, Community Health, Indian Child Welfare, Police Department, Department of Natural Resources, Tribal Court System, Realty, Housing, Enrollment, Public Works, IT services, non-profit radios station, Transit Program, Accounting, Education, HeadStart, Boys and Girls Club, Heritage Center & Museum, Language and Cultural Program, Workforce Development, and Human Resources. As the owner and operator of Fortune Bay Resort Casino, the Y-Store, and the Nett Lake C-Store, the Band is one of the largest employers within its region.

The Band has grown substantially in the past five years with funding from the various sources (i.e., CARES Act, ARPA, Bipartisan Infrastructure Funds, and the State of Minnesota surplus funds). During this growth and prior to the pandemic, the organization had numerous retirements of long-term Accounting Department employees. Recruiting employees in rural Minnesota has been challenging. The job market coupled with the limited housing market and rural location has made offering remote work options essential to retaining and attracting potential employees. Further, the legacy ERP, an IBM AS/400, is outdated, requires various manual processes and "work arounds" to complete required daily operations, and offers limited remote capabilities. These factors all contribute to the tribe's decision to issue an RFP for a new ERP.

Proposal Instructions

Purpose of this RFP

The purpose of this Request for Proposal (RFP) is to formalize the selection and acquisition process for the Band to acquire and implement application software to satisfy the organization's information management requirements.

The vendor selected must be able to provide a solution that encompasses the implementation and training of the proposed alternative in addition to interfacing or replacing existing software applications that satisfy the information management requirements of the various entities. The vendor must also be able to provide a high level of service and support for all proposed components.

This RFP contains the functional requirements, technical specifications, and expectations for implementation, maintenance, and support. Instructions are provided to enable qualified vendors to prepare and submit proposals and supporting material in a format that will facilitate the evaluation process in a fair and consistent method.

Proprietary Information, Non-Disclosure

This document in its entirety remains the property of the Band. The information contained herein is proprietary to the Band. The Band documents may not be duplicated or disseminated outside of the vendor's organization without written authorization from the Band.

In addition, any information provided by vendor to the Band, or its representatives will be used only for analysis purposes to evaluate and select an information management system. Information provided by vendor will not be duplicated or disseminated outside of the Band without written authorization from the vendor.

Representations Made by Vendor

By submitting a proposal, a vendor represents that:

- Vendor has read and understands this RFP, including Appendix A, and Vendor's response is made in agreement and compliance with the RFP.
- Vendor possesses the capabilities, equipment, personnel, and financial wherewithal to provide an efficient and successful implementation of solution, and to ensure continued maintenance and technical support services of the proposed system.
- The RFP response, pricing, and demonstrations must be based upon current release and product version. If a new release is issued during the acquisition process, the vendor must submit a revised RFP response and pricing if the new version is to be considered by the Band.

Vendor Response

Vendors proposals will not be returned.

- Written questions regarding the RFP should be submitted to shannon.larsen@CLAconnect.com no later than 5:00 p.m. CT on January 19, 2024.
- RFP responses should be delivered electronically to shannon.larsen@CLAconnect.com by February 16, 2024, at 5:00 p.m. CST. The Band reserves the right to not consider proposals received after this date and time.



- **PROPOSAL WORKBOOK:** The Proposal Workbook is a Microsoft Excel workbook that contains tabs for proposal responses, as well as specific functional requirements identified by the Band. Please complete all tabs in the Proposal Workbook and submit a completed Workbook as a required part of your proposal. Tabs include:
 - Vendor Profile
 - General Requirements
 - Client Functional Requirements
 - Cost Summary
- Feel free to include any additional information you would like considered.

Evaluation Criteria

The Band has established criteria that will be used to evaluate each vendor's proposal. At a high-level the following evaluation categories have been defined:

- Software Features and Functionality as aligned with the requirements of the Band
- Implementation and Training Methodology
- Integrations
- Total Cost of Ownership
- Native Preference (see Appendix A)

Cost Summary

Overview

Each vendor must submit complete pricing for all items related to the proposed system in a format that is easily interpreted and understood.

User Counts (Minimum):

Full Users: 20

Limited Users (Inquiry/Reporting/Dashboards): 10

Budget Users: 15

Budget Contributors: 40

Initial Costs

In the Proposal Workbook, please provide an initial estimate of costs in Year 1.

Cost Summary

In the Proposal Workbook, please provide total costs for a five-year period. In addition, identify how costs are calculated (i.e., concurrent users, named users, etc.) Also, if discounts are available please describe how they are determined and applied.

Appendix A

Native Preference

This RFP is not restricted to companies owned by Native persons. However, preference will be given to Native and Alaska Native consultants/contractors (“Native Consultant/Contractor”) that submit responses that are substantially equal to responses submitted by a non-Native consultant/contractor. Native Consultant/Contractor or “Indian-Owned Economic Enterprise” means any Indian-owned commercial, industrial, or business concern established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51 percent of the enterprise, and that ownership shall encompass active operation and control of the enterprise on a continuing basis for the duration of the project. A consultant/contractor claiming Native Preference must submit evidence demonstrating qualification for that preference as part of the proposal.

Certifications

As part of its proposal, a responding vendor shall certify, to the best of its knowledge and belief, that it and its principals/employees:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by and Federal, State, Local or Tribal department or agency.
2. Have not within a five-year period preceding this proposal 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.
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal).
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal State, Local or Tribal) terminated for cause or default.

General Terms, Limitations, Reservation of Rights

The following terms, limitations, and reservation of rights apply to this RFP:

1. Interviews with top ranked contractors may be held to clarify and review proposal and qualifications only.
2. The Band reserves the right to review any proposal in full or in part and to accept or reject any or all proposals.
3. The Band reserves the right to select the successful contractor on the basis of proposals received, without seeking further information for clarification from the contractor.
4. Any award granted pursuant to this RFP shall be subject to the terms and conditions of a written contract between the Band and the contractor selected.
5. The Band reserves the right to:
 - a. Modify or otherwise alter any or all requirements herein. If the Band modifies, the responding contractor will be given an equal opportunity to modify their proposals as identified in writing by the Band.



- b. Reject any proposals received for whatever reason.
 - c. Terminate this RFP at any time, without cause or reason.
- 6. The Band shall not be responsible for any expenses incurred by the applicant to prepare or deliver a response to this RFP, or to attend a virtual pre-award conference with the Band.
- 7. The Band's determination on whether to make this award will be based solely on the Band's best interests as understood by the Band.
- 8. Prior to any award and upon the Band's request, the apparent successful proposer must provide the information required of any contractor who does business with the Band, including the contractor's legal name, address, federal tax identification number, and evidence of insurance policies that meet minimum insurance specifications for the award.
- 9. The contractor must disclose to the Band the use and identity of all subcontractors it uses in carrying out the requirements herein. The Band reserves the right to approve all subcontractors chosen (in its sole discretion) or to prohibit use of subcontractors. The contractor shall be solely responsible for the satisfactory performance of and compensation to all subcontractors approved.
- 10. The laws and procedures of the Band shall govern all rights and duties under any contract that may result from the RFP.
- 11. In the event of bankruptcy or receivership of any consultant/contractor, the applicable contract is null and void, and is terminated without further notice.
- 12. This RFP shall not be construed as a waiver of the Band's sovereign immunity.

