



# CHARGING HORSE CASINO, BINGO & RESTAURANT

P.O. BOX 1259, ½ Mi. E. HIGHWAY 212  
LAME DEER, MT 59043-1259  
PHONE: 406-477-6677 FAX: 406-477-8177



## REQUEST FOR PROPOSAL FY2018 AUDIT SERVICES CHARGING HORSE CASINO, BINGO & RESTAURANT

The Charging Horse Casino, Bingo & Restaurant herein, “Casino”, is seeking a qualified Certified Public Accounting Firm or Individual to perform the FY2018 Financial Statements and Internal Control Audit on the Casino.

Knowledge in the following:

- Indian Gaming Regulatory Act
- National Indian Gaming Commission (NIGC)
- NIGC Compliance & Regulations
- Federal Gaming Regulations
- Northern Cheyenne Gaming Ordinance

All reports must be completed no later than December 14, 2018 at 5:00 p.m.

Information requested from the Offeror:

1. Title page including name, address, telephone number, and name of contact person.
2. Table of contents including a clear identification of the materials by section and by page number.
3. Letter of Transmittal limited to one or two pages which will:
  - (a) Briefly state your understanding of the work to be performed and make a positive commitment to perform within a definite time period.
  - (b) State the all-inclusive fee for which the work will be completed
  - (c) Identify the names for the persons authorized to make representations for the firm to include titles, addresses and telephone numbers.
4. Profile of the Individual or firm to include:
  - (a) Whether the firm is local, regional, national or international
  - (b) The location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
  - (c) Description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services
  - (d) Ability to interact electronically with client to exchange pertinent financial data.





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Information required from Offeror:

1. Affirmation that the individual or firm is a properly licensed certified public accountant or public accounting firm.
2. Summary of the individual or firms' qualifications
  - (a) A specific identification of staff that will provide the services
  - (b) Resume's highlighting relevant experience and continuing education for each person to be assigned to the service
  - (c) Description of all or any experience working with Indian Gaming, Tribal Governments; relevant to the type of services.
3. Approach to providing the accounting services described above and submission of a work plan, including timeline, to accomplish the scope described. The work plan should include time estimates for each significant segment of the work.
4. Compensation section shall state the total hours and hourly rates of all staff and the resulting all-inclusive maximum fee, including out-of-pocket travel costs which the requested work will be completed.

Contact Persons: Curtis G. Elkshouder, Jr, Gaming Manager for Charging Horse Casino and/or Johnson James, Compliance Officer for Charging Horse Casino.

**SELECTION PROCESS:** The information request, schedule coordination, and all logistical concerns on this project can be addressed to Charging Horse Casino's authorized Liaison on this project:

Curtis G. Elkshouder, Jr, Gaming Manager  
Charging Horse Casino, Bingo & Restaurant  
42412 HWY 212  
P.O. Box 1259  
Lame Deer, MT 59043-1259  
PHONE: 406-477-6677 ext. 107



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Please submit your bid, one proposal per contractor to the Charging Horse Casino Gaming Manager on or before **Tuesday, April 3, 2018 at 5:00 p.m.** All proposals must be in a sealed envelope; either hand delivered or mailed, marked FY2017-2018 Casino Audit Proposal. Please send two (2) copies of your proposal. Emailed or faxed proposals will not be allowed and late proposals will not be considered. All required documents must be in the bid prior to opening and received by the bid submission deadline. If you have any questions concerning the bid opening, please contact Alicia Cano, Administrative Assistant for Charging Horse Casino at 406-477-6677 ext. 100.

TERO: Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) prior to submitting a bid in accordance with the Northern Cheyenne TERO Ordinance. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application and information on TERO, please write to: Director, Tribal Employment Rights Office P.O. Box 128, Lame Deer, MT 59043 or call 406-477-6287.

Charging Horse Casino reserves the right to reject any and all bids and to re-advertise according to the best interest of the Casino. The Casino reserves the right to any irregularities or informalities in regards to the bids and the bid process.

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Curtis G. Elkshoulder, Jr, Gaming Manager  
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