

EMPLOYMENT

Full Time

**CHIPPEWA CREE ENERGY CORPORATION
REQUEST FOR PROPOSAL
ACCOUNTING SERVICES**

The Chippewa Cree Energy Company (CCEC) is seeking proposals from financial consultants to provide accounting services for the CCEC beginning in December 2022 through December 2023. The contract will be for a one-year period with the option to extend for an additional year.

To be considered, one original proposal, plus two copies, must be received on or before Friday, December 16, 2022 at 4:30 pm at the following address:

Attn: Robert Belcourt, CEO
96 Clinic Road
Box Elder, MT 59521
406-301-3922
belcourt_4256@outlook.com

Questions related to this request for proposal should be directed to the CCEC CEO at the email or phone number listed above.

1. INTRODUCTION

The Chippewa Cree Energy Corporation ("CCEC") is wholly-owned by the Chippewa Cree Tribe (Tribe) and operates separately from the Tribe pursuant to a Federal Charter issued under Section 17 of the Indian Reorganization Act (25 USC 477). As such, the CCEC was created to provide for all energy and energy related business activities for the Tribe. The Chippewa Cree Energy Corporation is managed exclusively by its Board of Directors and charged with the duty to conduct and do business either within or outside the exterior boundaries of the Rocky Boy's Indian Reservation.

2. SCOPE OF WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The firm selected will be responsible for providing the following services for a one-year period with an option to extend the contract for an additional one-year contract. Services that may be required from the contractor include:

1. Accounting Services.

- On a monthly basis review posted transactions for accurate coding by fund, natural object, department, project and funding source. Reconcile fund cash and interest. Ensure accounts balance by fund. Prepare account ledgers for preparation of monthly Board Report.
- Reconcile bank account statements with CCEC accounting system and general ledger on a monthly basis and provide copies of records and reports to the CEO.
- Assist and advise CCEC staff in maintenance of the CCEC's chart of accounts, including addition and depreciation of specific ledger accounts for segregation of income, expenses, assets, liability and net position by fund, department, project, funding source and natural object.
- Assist CEO in preparing the annual budget, mid-year budget review and periodic budget updates.
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2. Reporting

- Prepare periodic Reports for the CEO, including: Balance Sheet, Profit and Loss Statements, and Year-To-Date Actual Expenditures vs. Budget in formats specified by CEO.
- Prepare annual required State Controller's Office reports, including the Annual Streets Report and the Annual Financial Transactions Report.
- Prepare annually the depreciation of assets as per adopted CCEC policy and procedures.
- Prepare annual required State Controller's Office reports, including the Annual Streets Report and the Annual Financial Transactions Report.

4. Audit.

- Close fiscal year books annually and prepare all essential reports and information for the annual audit, including: bank reconciliations, trial balance, and management financial statements. Compile all other financial materials and information requested by the auditor for the annual audit. Facilitate the conduct of the annual audit by being available to the auditors during their field work

to retrieve information, answer questions, and explain financial transactions.

- Review for accuracy and appropriateness the Draft Financial Statements from the auditor, prepare the draft management response, and recommend action to the CEO.
- Provide audit process support.
- Reporting Requirements.

- Prepare reports as required, including but not limited to Controller's reports; quarterly and annual payroll reports; and grant reimbursements. All computers, printers, software and associated supplies necessary to carry out the requirements of this contract will be provided by the consultant.

4. PROPOSAL REQUIREMENTS

The following must be received by the proposal due date or the firm will not be considered:

- Qualifications and Related Experience - Sufficient information should be provided regarding qualifications of the firm to provide the requested scope of work.
- Provide a listing of current clients in the area similar to the CCEC for which your firm is providing bookkeeping/accounting services.

8. Personnel Qualifications.

- Provide information and related experience with accounting services, such as current resume.
- Applicants are encouraged to provide any additional information not otherwise requested that may aid the CCEC in awarding this professional service contract.
- Hourly Rates. Provide hourly rate to be charged for accounting services rendered. Please describe how you will bill for questions on technical matters that may arise throughout the engagement.

10. BILLING AND PAYMENT

The consultant shall present an invoice to the CCEC on a monthly basis for services rendered. Any adjustments expenditure or other service shall be preapproved.

14. EVALUATION CRITERIA

- The below factors will be used when evaluating proposals. The factors are not listed in order of importance.
- Responsiveness to Request for Proposal specifications
- Project cost
- Qualifications
- Qualifications and experience
- References
- Demonstrated capability to perform the type of work requested

During the evaluation process, the CCEC reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. Proposals will be evaluated by a panel and the most qualified consultants may be requested to make oral presentations. There is no expressed or implied obligation for the CCEC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

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The Havre Daily News is seeking a part-time

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Beats would be mainly area high school sports, some MSU-Northern sports and other sports such as hockey, baseball and rodeo.

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The Havre Daily News is seeking a full-time **Graphic Designer/Classifieds**

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Competitive hourly wage with benefits. To apply, send resume to George Ferguson at publisher@havredailynews.com or call (406) 265-6795.

Apply to Publisher George Ferguson, publisher@havredailynews.com, telephone 406-265-6795 ext. 32.

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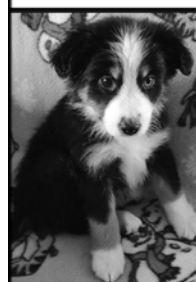
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A Great Gift for Christmas!*



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* * * * *
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Real Estate

**House for Sale
1214 4th St.
\$195,000**

This 2+ 2 bed, 1 bath home has everything you need all on one level! This old-style home has tons of original character, but has had many updates! Mostly new windows, new furnace, central air, detached garage and main floor laundry. The bathroom has been completely updated with stunning tile work. All new vinyl plank flooring on main floor, major kitchen updates as well. Cozy wood burning fireplace in the living room. Wood deck off the back of the home, and a tiered backyard perfect with privacy fence for family gatherings. Call Holly Young to see this home today!

Drop us an email at classifieds@havredailynews.com **265-6795**

NOTICES

Legals

REQUEST FOR ENVIRONMENTAL PROFESSIONAL SERVICES

The United States Environmental Protection Agency awarded Bear Paw Development Corporation a Brownfields Revolving Loan Fund Grant in the amount of \$2.15 million to finance the cleanup and reuse of brownfield properties. Bear Paw is soliciting responses for providing oversight services during cleanup and reuse of brownfield properties. The cleanup and reuse will be conducted in Liberty, Hill, Blaine, Phillips, and Chouteau Counties. Copies of the detailed request for proposal (RFP), including a description of the services to be provided by respondents, the minimum content of the responses, and the factors to be used to evaluate the responses, can be obtained by contacting Sara Strissel, Director of Community Planning & Brownfields, Bear Paw Development, P.O. Box 170, Havre Montana 59501, (406) 265-9226. All responses to the detailed RFP must be received by 5:00 P.M. on January 25, 2023. Published in The Havre Daily News December 7, 14, 2022 MNAXLP

RENTALS

Apartments

OAKWOOD VILLAGE

**1915 1st St. NE
Havre, MT**

Two & Three Bdrms
Section 8 Multi-family Complex.
A/C, Heat, Water &
Garbage Included in Rent, EHO
Call 265-2576
TTY 711

Houses

"Modern Homes" For Rent

Moving to town for your occupation or other?
2 professional homes have opened close to town, one has horse pasture. \$850.00 and \$1250.00 per month. (plus utilities) Call 406-945-2027

BULLETIN BOARD

Personals

Rental Damages?

More landlords are filing vandalism charges. Please beware jail time is associated!!

HAVRE DAILY NEWS Classifieds DEADLINE

11am the Day Before



Season's Greetings

