



REQUEST FOR PROPOSALS

FOR

(PROJECT ID#) ASTHA 2026-01

FOR

**THE ABSENTEE SHAWNEE TRIBAL HEALTH AUTHORITY, INC.
AND
ITS AFFILIATES AND SUBSIDIARIES**

RESPONSE SUBMISSION DEADLINE:

April 3rd, 2026

Absentee Shawnee Tribal Health Authority, Inc.
15951 Little Axe Dr.
Norman, OK 73026



NOTICE is hereby given that THE ABSENTEE SHAWNEE TRIBAL HEALTH, AUTHORITY, INC. is seeking responses from qualified firms to perform services for the following:

PROJECT ID #: ASTHA -2026-01

DESCRIPTION: Interim Financial Management & Oversight Services, specifically providing financial operations oversight, funding and compliance, financial planning and projections, monthly reports and financial statements, reporting and governance support, organization and systems assessment and internal controls and transition planning.

ADDRESSES: 15951 Little Axe Drive, Norman, OK 73026

You are invited to submit a proposal for the project specified above. Submissions in response to this request must be received no later than 5:00 P.M. on April 3, 2026. Submissions may be emailed to cedwards@astribe.com.



REQUEST FOR PROPOSAL (RFP)

Interim Financial Management & Oversight Services

Absentee Shawnee Tribal Health Authority (ASTHA)

1. Introduction

The Absentee Shawnee Tribal Health Authority (ASTHA) is soliciting proposals from qualified firms or individuals to provide Interim Financial Management and Oversight Services.

The selected contractor will ensure continuity of financial operations, regulatory compliance, financial integrity, and strategic planning support while ASTHA recruits and fills vacant financial positions. In addition, the contractor will evaluate the operational and financial requirements necessary to establish a fully functional and independent health department finance operation.

2. Background

ASTHA operates two (2) Tribal Health Clinics under the Indian Self-Determination and Education Assistance Act (ISDEAA) through a Title V Compact. The Clinics are currently experiencing vacancies within the financial department and relying partially on the Tribal finance team for critical financial functions.

ASTHA seeks interim external financial expertise to:

- Maintain uninterrupted financial operations
- Ensure compliance with federal and Tribal requirements
- Support informed governance decision-making
- Evaluate transition considerations for financial independence

3. Scope of Services

The selected consultant shall provide services including, but not limited to, the following:

3.1 Financial Operations Oversight

- Provide day-to-day oversight of clinic financial operations
- Supervise and support existing finance staff, as applicable
- Perform or oversee:
 - General ledger maintenance and reconciliations
 - Month-end and year-end closing processes



- Preparation of financial reports for management, Tribal leadership, and the Health Board

3.2 Funding & Compliance

- Be onsite a minimum of one (1) day per week
- Oversee accounting and reporting for:
 - IHS 638 Compact funds
 - Medicaid and Medicare revenues
 - Federal grants and third-party funding
 - 105(l) lease funds
- Ensure compliance with:
 - ISDEAA requirements
 - 2 CFR Part 200 (Uniform Guidance)
 - Applicable Tribal financial policies and procedures

3.3 Financial Planning & Projections

- Develop and maintain long-term financial projections
- Analyze budget-to-actual performance and identify material variances and trends
- Provide financial analysis to support operational planning and sustainability

3.4 Reporting & Governance Support

- Prepare comprehensive monthly financial packets delivered prior to the 3rd Tuesday of each month
- Attend and present at monthly Health Board meetings (3rd Tuesday)
- Participate in quarterly financial review meetings
- Provide periodic written and verbal updates to the Tribe's Controller and the Health Board

3.5 Organizational & Systems Assessment

- Evaluate existing financial staffing capacity
- Identify staffing required to establish a fully functional independent finance department
- Assess current accounting software and systems and recommend enhancements or replacements
- Analyze financial, operational, compliance, staffing, and system impacts of separating health finance from Tribal finance

3.6 Internal Controls & Transition Planning



- Review and strengthen internal controls and procedures
- Address prior audit or monitoring findings
- Develop transition documentation and knowledge transfer materials

Authority Limitation

The selected contractor shall serve strictly in an advisory and oversight capacity and shall not be deemed a Tribal employee or authorized to bind the Tribe or Health System unless expressly authorized in writing.

4. Out of Scope

The engagement does not include:

- Financial statement audits
- Single Audit services
- Tax preparation
- Legal opinions
- Fraud investigations

Unless amended in writing by ASTHA.

5. Deliverables

At minimum, the contractor shall provide:

- Ongoing interim financial oversight and management
- Monthly financial packets
- Long-term financial projections
- Quarterly financial presentations
- Written evaluation of:
 - Financial staffing needs
 - Accounting software and system requirements
 - Impacts of separation from Tribal finance
- Transition memo and documentation for permanent hires
- Required grant reports

6. Term of Engagement

- Start Date: Upon contract execution
- End Date: Upon hiring of key permanent financial positions
- The agreement may be extended or terminated by the Health Board with written notice in accordance with Tribal policy

7. Roles & Responsibilities



Consultant Responsibilities

- Provide qualified personnel
- Maintain confidentiality and HIPAA compliance
- Respect Tribal sovereignty
- Perform services in a culturally appropriate manner

Health & Tribal Responsibilities

- Retain all decision-making authority
- Provide access to financial systems and records
- Approve budgets and policies
- Designate Tribal and Health points of contact

8. Confidentiality & Data Security

All financial and patient information remains the property of the Tribe. The selected contractor must safeguard all data and securely return or destroy records upon completion of services.

9. Tribal Sovereignty

Nothing in this RFP or subsequent contract shall be construed as a waiver of Tribal sovereign immunity. The agreement shall be governed by AST Tribal laws, policies, and codes.

10. Proposal Requirements

Proposals must include:

1. Firm/Consultant Qualifications and Relevant Experience
2. Experience with Tribal governments and 638 health programs
3. Proposed Approach and Work Plan
4. Staffing Plan and Resumes
5. Proposed Fee Structure (Fixed Monthly, Hourly, or Hybrid)
6. References (minimum of three)
7. Timeline for Implementation

11. Evaluation Criteria

Proposals will be evaluated based on:

- Experience with Tribal health finance and ISDEAA funding
- Knowledge of 2 CFR Part 200 compliance
- Demonstrated financial management expertise
- Proposed methodology and responsiveness
- Cost and overall value



12. Fee Structure

Respondents must clearly indicate proposed compensation structure:

- Fixed Monthly
- Hourly
- Hybrid (Fixed + Hourly)

All changes in scope or compensation must receive prior written Health Board approval.

13. Submission Information

Proposals must be submitted by:

April 3, 2026

E-mailed to cedwards@astribe.com

Late submissions may not be considered.