



**REQUEST FOR PROPOSAL
AUDITING SERVICES
March 21, 2026**

Wind River Development Fund (“WRDF”) invites all interested firm to submit a proposal for the preparation of its yearly audited financial statements for a four-year period beginning with the 2025 fiscal year ending December 31. WRDF has an affiliate called Wind River Sage Fund (“WRSF”) and will require a consolidated audit including both organizations. Both WRDF and WRSF are 501c3 organizations and will require a combined federal single audit. The audit of WRDF’s and WRSF’s financial statements must be performed in accordance with generally accepted auditing standards.

WRDF is a private, nonprofit organization operating since 2003 whose mission is to provide financial opportunities to stimulate economic development on and near the Wind River Indian Reservation, to promote self-sufficiency, self-determination, and an enhanced quality of life for the reservation community (wrdf.org). WRDF is a certified by the U.S. Department of Treasury as a Native Community Development Financial Institution. In addition to small business lending, WRDF provides training and one-on-one assistance to emerging and growing businesses on or near the Wind River Indian Reservation in central Wyoming.

WRDF currently has 11 employees. There are 34 small business loans outstanding totaling \$3.3 million. In 2025 revenues exceeded \$4 million with funding from loan interest and fee income, rent, grants, contracts, and fees. WRDF owns the 15,000-sq-ft Frank Wise building in Fort Washakie, Wyoming, where its main office is located. A portion of the building is also leased to other tenants including the University of Wyoming, Central Wyoming College, and others.

WRSF was established by WRDF in late 2024 to manage regional economic development projects (wrsagefund.org). WRSF currently manages several multi-year federal grants exceeding \$35 million. The two organizations have separate boards of directors and share a management team to ensure accountability and strong governance while synthesizing programming and strategies related to maximize impact. WRSF does not have any employees. It has revenue and expenses of just over \$1.1 million in 2025, all of which were related to federal grants. Revenue for both WRDF and WRSF are projected to increase significantly between 2026 and 2029 as more than \$40 million in total grants are implemented.

WRDF requires the following services:

1. Annual financial statement audit for both WRDF and WRSF, which can be consolidated into one report;
2. Federal Single Audit for both WRDF and WRSF;
3. Management letters for both organizations.

Management ideally would like the above to be completed within 210 days of the end of each fiscal year in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, WRDF requires an annual meeting of the auditors and WRDF and WRSF board to review the final annual audit.

All proposals must include:

- 1) Evidence of the firm's qualifications to provide the above services;
- 2) A proposed timeline for fieldwork and final reporting;
 - a) Proposed fee structure for each of the four years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
 - b) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
 - c) Names of the partner and audit manager who will be assigned to our audit and provide biographies.

Your proposal must be received by 5:00 PM (MT), March 31, 2026. Proposals can be emailed to me at lisa@wrdf.org.

For a copy of WRDF's 2024 audit please email me. If you have any questions or would like further clarification of any aspect of this request for bid, please contact me via email.

Sincerely,



Lisa Wagner
Chief Financial Officer