



SAN ILDEFONSO HOUSING AUTHORITY

02 Tunyo Po, Santa Fe, NM 87506 • 505-455-4162

Request for Proposals for Accountant Services

The San Ildefonso Housing Authority located at San Ildefonso Pueblo, NM is requesting quotes from qualified firms or individuals who are ***certified public accountant***. Proposals will be accepted until 12:00 p.m. March 8, 2024. Proposals received after the designated date and time will be considered non-responsive and returned to the sender.

The Scope of Work will include, but not necessarily be limited to, the following:

1. 1. On-site financial review with a written report including but not limited to:
 - a. Tenant ledgers
 - b. IHBG Accounting and Financial Reporting
2. Advise and provide technical assistance to the San Ildefonso Housing Authority.
3. Train and provide Technical Assistance to Staff regarding Quickbooks accounting (possibly new accounting software) or Housing Data Services (HDS).
4. Assist with annual audit preparation and review.
5. Preparation of audits and HUD Monitoring requirements.

Firms or individuals responding to this Request for Quotes shall have at least the following qualifications:

1. Be knowledgeable of the U.S. Housing Act of 1937 and the NAHASDA along with the Final Rule implementing the NAHASDA and the corresponding HUD Notices and Guidance.
2. Be familiar and have a good working knowledge of the management and reporting requirements of Indian Housing Block Grants (IHBG) in compliance with the NAHASDA and Final Rule implementing NAHASDA and the Indian Community Development Block Grant (ICDBG) requirements.
3. Have a bachelor's degree in accounting and is a certified public accountant.
4. Experience with annual audit preparation and support.
5. Five or more years' experience with Native American housing programs.
6. Experience with Quickbooks, or other housing management systems.
7. Experience presenting to Housing Commissioners and Tribal Councils.

Firms or individuals responding to this Request for Proposal must submit at least the following:

1. Statement of qualifications to perform the Scope of Work.
2. Statement of methodology for completion of described tasks.
3. Indicated hourly fee for services. Fees do not include reimbursable expenses that need to be addressed separately in the response. The number of hours required to complete the Scope of Work shall be negotiated.
4. List of representative current and past clients.
5. Resume of responsible principal and any other individuals to be assigned to complete any tasks described in the Scope of Work.
6. Statement of Indian Preference qualifications, if applicable. If claiming Indian Preference, please attach a certificate of Indian blood.

Evaluation Criteria

1. SIHA will determine the most responsive proposal based on the accumulation of the highest number of points from the following criteria:
2. Was a cover letter submitted with the proposal. 5 points.
3. Was a resume submitted for each individual who will be providing services. 5 points.
4. Experience within the Indian Housing industry. 20+ years = 25 points; 11-20 years = 15 points; 5-10 years = 5 points.
5. Experience in providing on-site technical assistance and training in compliance with NAHASDA Statutes and Regulations. Yes = 40 points.
6. Did the respondent provide a list of references. Yes = 10 points
Points for relevant costs will be based upon a ranking of the proposals received. Lowest cost = 10 points; Second lowest cost = 7 points; Third lowest cost = 5 points.
7. Did the respondent submit documentation supporting eligibility for Indian Preference. 10 points.

Responses shall be addressed to Lisa Manwell, Executive Director, San Ildefonso Housing Authority, 02 Tunyo Po, Santa Fe, NM 87506. Email: lisa@sanihousing.org or you may contact Ms. Manwell by calling: (505) 455-4161.