

Vision

"Sustaining the heritage of Tamaya's future through building quality, safe, and affordable housing."



Tamaya Housing Inc.

Mission

"To unify and educate the community, in order to improve the quality of life by establishing housing solutions through fair and equitable housing policies."

REQUEST FOR PROPOSALS (RFP) FOR ACCOUNTING SERVICES

I. INTRODUCTION

The Tamaya Housing Inc. (THI) administers Indian Housing Block Grant (IHBG) funds, and other funds from time to time, and manages 26 housing units. It is in the process of developing 39 other homes that will be managed by THI. It collects payments and accounts for receipts utilizing an accounting software system. It has a staff of between two and three.

II. NATURE OF SERVICES REQUIRED

A. General

The THI is soliciting the services of a qualified Certified Public Accountant to perform accounting services. The accounting services are to be performed in accordance with the provisions contained in this RFP.

B. Scope of Work To Be Performed

The work shall include:

1. Accounts Receivable and Payable
2. Payroll
3. Preparation of annual budgets
4. Backup of accounting data
5. Preparation of monthly, quarterly, and annual financial statements
6. Prepare books for auditing
7. Assist with preparing federal funding reports, including, but not limited to, the Indian Housing Plan and Annual Performance Report.

C. Accounting Standards to Be Followed

The accounting services shall be performed in accordance with generally accepted accounting standards as set forth by the American Institute of Certified Public Accountants.

D. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the Contractor's expense, for a period of three (3) years.

III. **PROPOSAL REQUIREMENTS**

A. General Requirements

1. Inquiries concerning this RFP shall be made in writing via email to:

Marlon B. Stevens, Executive Director
marlon.stevens@santaana-nsn.gov

THI will provide written responses to all inquiries to all persons/firms who request the RFP.

2. Submissions of Proposals

Proposals must be received by September 29, 2025, by 4:30 p.m., MST. Proposals must be e-mailed to:

THI Executive Director
marlon.stevens@santaana-nsn.gov

The e-mail subject must state: "Proposal for Accounting Services **"DO NOT OPEN."**

B. Proposal Requirements must include:

1. Cover Letter: A signed letter showing the firm's name; the name, address and telephone number of the contact person; a commitment to perform the work within the time period; a statement of its qualifications to perform the engagement; and name of person who is legally authorized to commit the firm to a contract.
2. An affirmative statement that the firm and all assigned key professional staff are properly licensed to practice in New Mexico. Evidence of licensure must be included.
3. Firm Qualifications and Experience: Nature of the professional staff and their qualifications to be employed in this engagement. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
4. Partner, Supervisor and Staff Qualifications: Identify the persons who will be assigned to the engagement. Provide information on tenant accounting experience for the past three (3) years.
5. Similar engagements: A list of the most significant engagements performed in the last five (5) years that are similar to the engagement described in this RFP.

6. If the firm intends to qualify for Indian preference, evidence of Indian ownership.
7. All fees and costs for the proposed work. The proposal must include a cost breakdown of the work to be performed, including the hourly rates of personnel that will perform the work.

IV. EVALUATION OF PROPOSALS

A. Evaluation Criteria

Proposals will be evaluated and scored using the below criteria. Only firms that meet the Mandatory Requirements, as stated below, will be further evaluated.

1. Mandatory Requirements: Weight = 0
 - a. The accounting firm is licensed to practice in New Mexico.
 - b. The firm adheres to the instruction in this RFP in preparing and submitting the proposal.
2. Technical Quality: Weight = 0 - 50
 - a. Expertise and Experience
 - i. The firm's experience and performance on comparable engagements. (0 – 25)
 - ii. The quality and experience of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation. (0 – 25)
3. Cost: Weight = 0 - 30
4. Tribal and Indian Preference: Weight = 0 - 10

The work to be performed is subject to Indian preference. This RFP is not restricted to Indian owned persons or firms; however, preference will be given [to](#) Indian persons or firms
5. Indian Preference in Carrying Out the Work: Weight = 0 - 10).

Firm's statement describing how the firm will provide Indian, preference in subcontracts, training, and employment, if any, in carrying out the work under its proposal.

V. RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the THI and the selected firm.

The THI reserves the right to reject any or all proposals and to waive any formalities whenever such rejection or waiver is in the best interest of the THI.

During the evaluation process, the THI reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

Employment and Training Statement

This Employment and Training Statement establishes the minimum acceptable standard of the THI regarding employment and training opportunities for Indians and providing preference to Indians in the implementation of the contract and any related subcontracts. This also addresses the requirements at 24 CFR 1000.48, .50 and .52 of the Native American Housing Assistance and Self Determination Act (NAHASDA).

1. Does your firm presently provide employment and training opportunities to Indians?

Yes ☐ On a separate sheet state what employment and training opportunities your firm provides to Indians.

No ☐ On a separate sheet, provide a statement explaining:
(a.) Why your firm currently does not offer employment and training opportunities to Indians; and
(b.) What will your firm do to provide employment and training opportunities to Indians in implementing the contract?

2. Check applicable box (you must check at least one box):

☐ My firm will provide preference to Indians in the award of any subcontracts.

☐ My firm will not subcontract any portion of the contract.

☐ I anticipate to award subcontracts; however it is infeasible to provide for Indian preference in the award of subcontracts. Provide a statement stating why it is infeasible for your firm to provide Indian preference in the award of subcontracts.

3. State the number or percentage of Indians anticipated to be employed and/or trained under this contract.

_____ Check here if unsure or none and explain why on a separate sheet.

I hereby certify that the above statements are correct and true.

Authorized Agent

Date