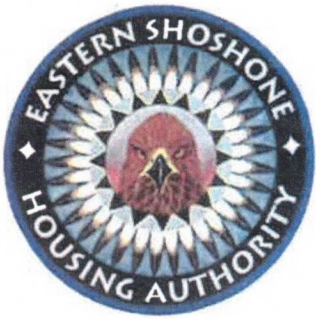




**EASTERN SHOSHONE HOUSING
AUTHORITY**
P.O. BOX 1250
FT. WASHAKIE, WYOMING 82514
307-332-5832

**Request for Proposals
For Fee Accountant**

The Eastern Shoshone Housing Authority (ESHA), a Tribally Designated Housing Entity (TDHE) in Fort Washakie, Wyoming, is seeking proposals from qualified fee accountants to provide professional services. ESHA receives funding from the U.S. Department of Housing and Urban Development (HUD) to provide housing to low-income families in designated service areas within Wyoming.

Scope of Work

The scope of services is subject to the Native American Housing & Self-Determination Act of 1996 (NAHASDA). While this RFP is not restricted to Indian firms, preference will be given to Indian-owned enterprises. To be considered responsive, proposals must include a statement describing how the firm will provide Indian Preference (IP) in subcontracts, training, and employment.

Key responsibilities include, but are not limited to:

- Guiding the preparation of the previous Fiscal Year Financial Audit according to OMB 2 CFR 200 subpart F compliance
- Reviewing general ledger and trial balances for HUD and GAAP compliance
- Assisting in closing the prior fiscal year, including year-end entries and audit schedules
- Providing support for unaudited financial statements and throughout the audit period
- Reviewing internal control systems and training finance staff
- Overseeing tax credit (LIHTC) and ICDBG projects
- Assisting with departmental and HUD IHBG compliance budgeting

Confidentiality of RFP and Financial Data

The pitching accountant agrees to treat all data, documents, and financial information received from ESHA as strictly confidential. The information must only be used to prepare a bid for the fee accounting services. The bidder shall not share information with any third party without prior written consent. If the bidder is not awarded the contract, or upon request, all provided materials must be returned or securely destroyed.

Submittal Format

Proposals should include:

1. Cover Letter
2. Names of Owner, Partner, or Officer
3. Description of Experience (NAHASDA, Tenants accounts receivable, LIHTC, MIP/Kanso software, federal grant compliance, and certifications)
4. Minimum of three (3) references
5. Cost Proposal (per hour and fixed-price annual contract)

Evaluation Criteria

Each proposal will be rated using a point system as follows:

• Past experience with Indian Housing Authorities	25 pts
• Knowledge and working experience with NAHASDA	25 pts
• Fee structure and auditing experience	20 pts
• References	15 pts
• Indian Preferences (with proof of 51% ownership)	15 pts
Total points	100 pts

Submittal Schedule

All proposals must be received by 4:45 PM on August 31, 2026. Any proposals received after the time and date listed will be rejected. ESHA reserves the right to reject any or all proposals and waive any deficiencies. Please clearly mark submissions as "Proposal for Fee Accountant." Electronic submittals should be emailed to lynette.o'neal@es-ha.com.

For any questions, please contact the Procurement Specialist or Lynette O'Neal, Deputy Executive Director, at 307-332-5832. Please address proposal as:

Eastern Shoshone Housing Authority
Attention: Ashlee Enos, Procurement Specialist
37 N. Fork Road
Fort Washakie, WY 82514
Phone: 307-332-5832 or Fax: 307-332-1486