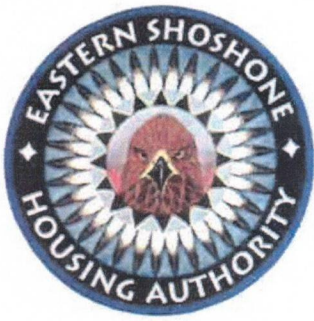




EASTERN SHOSHONE HOUSING AUTHORITY

**P.O. BOX 1250
FT. WASHAKIE, WYOMING 82514
307-332-5832**

Request for Proposals For Financial Annual Audit Services

The Eastern Shoshone Housing Authority (ESHA), a Tribally Designated Housing Entity (TDHE) of the Eastern Shoshone Tribe of Fort Washakie, Wyoming, is seeking proposals from qualified Native American and Non-Native American owned accounting firms to provide Financial Annual Audit Services for the 2024, 2025, and 2026 fiscal years.

Scope of Work

The successful candidate must be a registered CPA in the state of Wyoming and possess working knowledge of governmental accounting and the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA). Audits must be conducted in accordance with GAAP, GAS, OMB 2 CFR 200 Subpart F, and the Single Audit Act. The report package must include Financial Statements, Schedule of Expenditures of Federal awards, Summary Schedule of Prior Audit Findings, Auditor's Opinion on the financial statements and required supplementary schedules, Report on Internal Control related to the financial statements and major programs, compliance reports as outlined in the federal guidelines, noncompliance that could have a material effect on the financial statements, Schedule of Findings and Questioned Costs, Corrective Action Plan and the Data Collection Form.

Submission Requirements

Proposals must include:

- A description of services and firm resume
- Identification of the primary lead(s) for the engagement
- Three client references
- The hourly fee rate and a breakdown of expected expenses
- A conflict-of-interest disclosure and a certification of truthfulness
- Proof of 51% or more Indian ownership (if seeking Indian Preference)

General Conditions

The resulting contract will be governed by the laws of the Eastern Shoshone Tribe. The selected consultant is responsible for obtaining a Tribal Business License and complying with all Tribal Employment Rights Office (TERO) taxes and fees. ESHA reserves the right to reject any or all submittals and to waive any and all deficiencies.

Confidentiality and Non-Disclosure Clause

1. Definition of Confidential Information – All information disclosed by ESHA to the Proposer during this RFP process shall be deemed “Confidential Information.” This includes, but is not limited to, financial statements, general ledgers, tax returns, employee data, internal control workflows, and proprietary business processes.
2. Use of Confidential Information – The Proposer agrees to use the Confidential Information solely for the purpose of preparing and submitting a proposal to provide financial audit services. It shall not be used for any other commercial or personal purpose.
3. Protection and Safeguarding – The proposer must maintain the confidentiality of the disclosed data with at least the same degree of care it uses to protect its own highly sensitive information. Access to information must be restricted to employees, partners, or affiliates who directly need it to prepare the audit proposal.
4. Permitted Disclosure – The Proposer may only disclose Confidential Information if required to do so by applicable law, professional accounting standards, or a valid court order. In such an event, the Proposer must provide ESHA with immediate written notice prior to disclosure.
5. Return or Destruction of Data – If the Proposer is not selected, or upon the written request of ESHA, the Proposer must promptly destroy or return one copy of the information if required to comply with professional archival standards or legal retention obligations.
6. Term and Survival – The obligations under this clause shall survive the conclusion of the RFP process and remain in effect for a period of five (5) years from the date of disclosure, regardless of whether the Proposer is awarded the audit contract.

Evaluation Criteria

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

• Past working 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 Preference (with proof of 51% ownership)	15 pts
Total Points: 100 pts	

Submittal Process

All proposals must be received by 4:45 PM on August 31, 2026. Please clearly mark your submission "Proposal for Financial Annual Audit Services." Any proposals received after the time and date listed will be rejected. Electronic submittals should be sent 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