

# **PUBLIC ANNOUNCEMENT**

## **Request for Proposals – Housing Program Bookkeeper/Accountant Services**

**Ute Mountain Ute Housing Division – Towaoc, Colorado**

The Ute Mountain Ute Housing Division is now accepting Request for Proposals (RFPs) from qualified individuals or firms to provide Bookkeeper/Accountant services in support of federally funded and tribally funded housing programs.

This contract will support financial management, grant compliance, reporting, internal controls, and the financial transition of the Ute Mountain Housing Division.

**RFP Number: UMUHD2026BK001**

**Issue Date:** October 19, 2026

**Proposal Deadline:** November 19, 2026

### **Summary of Services Needed**

The selected contractor will assist with:

- Financial recordkeeping, general ledger review, and accounting adjustments
- Accounts payable/receivable review and monthly reconciliations
- Grant and fund accounting, including restricted/unrestricted tracking
- LOCCS drawdowns, monitoring documentation, and Single Audit preparation
- Financial reporting for housing programs and construction projects
- Internal controls, SOP compliance, and workflow improvements
- Coordination with Housing staff, Tribal Finance, and auditors
- Supporting the financial transition of the Housing Division into the Tribe

Full Scope of Work is included in the official RFP document.

### **Minimum Qualifications**

- Degree in Accounting, Finance, or related field
- Minimum 3 years bookkeeping/accounting experience
- Experience with federal grants management and 2 CFR 200
- Tribal housing or TDHE experience preferred

### **Submission Instructions**

Proposals may be submitted electronically or in sealed hard copy to:

Ute Mountain Ute Housing Division

Attn: Procurement – Bookkeeper/Accountant RFP

P.O. Box EE Towaoc, CO 81334

Email submissions may be sent to: Archie House Jr., Director – [ahousejr@utemountain.org](mailto:ahousejr@utemountain.org)

Late submissions will not be accepted.

## **Indian Preference**

Indian-owned firms and qualified tribal members are strongly encouraged to apply. TERO preferences will be observed.

## **Contact for Questions**

All questions must be submitted in writing to:

Ronald Scott, CFO – Ute Mountain Ute Tribe or Archie House Jr., Director – Ute Mountain Ute Housing Division