

Ute Mountain Housing Division

P.O. Box EE

Towaoc CO. 81334

REQUEST FOR PROPOSALS (RFP)

Housing Program Bookkeeper / Accountant Services Ute Mountain Ute Housing Division – Towaoc, Colorado

RFP Number: UMUHD2026BK001 **Issue Date:** October 19, 2026 **Proposal Due Date:** November 19, 2026

1. INTRODUCTION

The Ute Mountain Ute Housing Division (UMUHD) is soliciting proposals from qualified individuals or firms to provide Bookkeeper/Accountant services in support of housing programs administered under federal regulations. The selected contractor will support financial management, compliance, reporting, and documentation for federal or tribal housing funds.

UMUHD seeks a detail-oriented, reliable financial professional with demonstrated experience in tribal housing, federal grants management, and 2 CFR 200 compliance.

2. SCOPE OF WORK

The Bookkeeper/Accountant will perform the following duties:

A. Financial Management

- Maintain accurate financial records for all housing programs
- Process accounts payable and accounts receivable
- Prepare monthly bank reconciliations
- Track expenditures by funding source, project, and budget category
- Maintain general ledger entries and chart of accounts
- Assist with payroll coding and benefit allocations for housing staff
- Review the Housing Department's general ledger and financial records for accuracy and completeness
- Assist with coding and classification of revenues and expenditures
- Assist with journal entries, correcting entries, and other necessary accounting adjustments
- Review accounts payable and accounts receivable transactions as necessary
- Assist with maintaining appropriate fund and grant accounting
- Assist with tracking restricted and unrestricted funding sources
- Review cash balances and activity by fund, grant, project, and program

B. Grant Compliance

- Prepare documentation required for monitoring visits
- Maintain supporting documentation for all drawdowns
- Assist with LOCCS drawdown preparation and submission
- Ensure compliance with 2 CFR 200 and UMUHD procurement policies
- Maintain audit-ready files for all financial transactions
- Support annual Single Audit preparation
- Audit preparation for all prior and upcoming audits

C. Reporting

- Prepare monthly, quarterly, and annual financial reports
- Assist with APR (Annual Performance Report) financial sections
- Provide expenditure tracking for construction, modernization, and rehab projects
- Support budget development for housing programs

D. Internal Controls & Procedures

- Maintain segregation of duties and internal control standards
- Follow UMUHD SOPs for financial documentation, approvals, and retention
- Recommend improvements to financial workflows and compliance processes

E. Coordination & Communication

- Work closely with the Executive Director, Assistant Director, and Housing staff
- Communicate with vendors and auditors as needed
- Attend scheduled meetings related to financial operations
- Assist Finance staff with accounting questions involving Housing Department transactions
- Assist in the financial transition of the Ute Mountain Housing Department into the Ute Mountain Ute Tribe as a Housing Division.

3. MINIMUM QUALIFICATIONS

- Associate's or Bachelor's degree in Accounting, Finance, or related field
- Minimum 3 years bookkeeping/accounting experience
- Experience with federal grants management
- Knowledge of 2 CFR 200 and tribal housing operations
- Proficiency in accounting software (QuickBooks, MIP, or similar)
- Ability to maintain confidentiality and handle sensitive financial data
- Strong organizational and documentation skills

Preferred:

- Experience working with tribal governments or TDHEs
- Experience preparing drawdowns, APRs, or monitoring documentation

4. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

- Cover Letter
- Resume or Firm Qualifications
- Description of Relevant Experience
- Proposed Work Plan and Approach
- Hourly Rate or Flat Fee Structure
- Three Professional References
- Proof of Insurance (if applicable)

5. CONTRACT TERM

UMUHD anticipates awarding a one-year contract, with the option to renew annually based on performance, funding availability, and program needs.

6. EVALUATION CRITERIA

Proposals will be evaluated using the following weighted criteria:

- Experience with Housing Programs – 20%
- Technical Accounting Skills & Certifications – 25%
- Work Plan & Understanding of Scope – 20%
- Cost Proposal – 15%
- References & Past Performance – 10%
- Indian Preference – 10%

UMUHD reserves the right to conduct interviews, request additional information, or negotiate terms.

7. SUBMISSION INSTRUCTIONS

Submit proposals 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

Late submissions will not be considered.

8. TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO)

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

9. RIGHTS RESERVED

UMUHD reserves the right to:

- Reject any or all proposals
- Waive informalities
- Cancel this RFP at any time
- Negotiate with any qualified proposer
- Award without further discussion

10. CONTACT FOR QUESTIONS

All questions must be submitted in writing to:

Ronald Scott Ute Mountain Ute Tribe CFO

or

Archie House Jr. Ute Mountain Ute Housing Division Director