



# Santa Clara Pueblo Housing Authority

201 Road Runner Road, Espanola NM 87532-1313

Phone: (505)-753-6170 Fax: (505) 257-3715

[info@scphousing.org](mailto:info@scphousing.org) – [www.scphousing.org](http://www.scphousing.org)

## REQUEST FOR PROPOSAL FOR ANNUAL AUDITING SERVICES

***For a complete package and details of the RFP call SCPHA at 505-753-6170 or write a request to [fsimbana@scphousing.org](mailto:fsimbana@scphousing.org).***

Santa Clara Pueblo Housing Authority (“SCPHA”) is The Designated Housing Entity (TDHE) and is requesting a proposal for a complete Financial Statement Single Audit of SCPHA for its fiscal year ending December 31, 2025, with a possible three (3) additional years of renewal, upon negotiation, work to be performed on-site or remotely. SCPHA is subject to the Single Audit Act under the compliance with the Office of Management and Budget’s OMB 2 CFR part 200 guidance for the United States Department of Housing and Urban Development’s (“HUD”) Notice PIH 2002-17 (TDHE’s) Financial Audit Requirements, and HUD’s Office of Native American Programs (“ONAP”) Program Guidance.

The Single Audit will be performed following the OMB 2 CFR part 200 guidance and under Generally Accepted Auditing Standards (“GAAS”) as promulgated by the American Institute of Certified Public Accountants (“AICPA”). SCPHA will provide complete access to all necessary records on electronic media or otherwise.

The work to be performed under the proposal is on a project subject to section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)) and section 3 of the Housing and Urban Development Act of 1968. Section 7(b) requires that to the greatest extent feasible (1) preference and opportunities for training and employment shall be given to Indians, and (2) preferences in the award of contracts and subcontracts shall be given to Indian organizations and Indian –owned Economic Enterprises. All firms submitting proposals and claiming Indian Preference must include documentation satisfactory to show that they are Indian owned. Section 3 requires that to the great extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns that are in or owned in substantial part by persons residing in the areas of the project.

In addition to the §§ 7(b) and 3 compliance requirements, the successful proposer must comply with the Copeland Act Requirements (29 C.F.R. Part 3); 24 C.F.R. part 85 Certifications, including but not limited to mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163), and HUS requirements related to reporting, patent rights, and/or copyrights and other rights to data: HUD procurement regulations; the SCPHA Procurement Policy; and all other applicable laws, rules, and regulations.



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The selection of a qualified auditing firm will be based on the following evaluation criteria with established point rating for each category:

The Auditing scope of work includes, but not limited to:

- The financial statements (auditee's responsibility to provide all documentation).
- A schedule of expenditures of federal awards (auditee's responsibility to provide all documentation).
- Auditor's opinions on the fair presentation of the financial statements and schedule of expenditures on federal awards.
- Auditor's report on internal control and opinion on compliance pertaining to financial reporting.
- Auditor's report on internal control and opinion on compliance pertaining to major programs.
- Auditor's schedule of findings and questioned costs if any.
- Auditee's corrective action plans.
- Completion of an audit of SCPHA's FY 2025 operations, recommending financial statement adjustments, if necessary, to ensure accurate and complete financial statements for FY 2025.
- Presentation of audited financial statements for SCPHA together with management recommendations for FY 2025.
- Delivery of recommendations that, if followed, would allow SCPHA to move forward with accurate financial data and improved operations to ensure a clean audit report for FY 2025.
- Presentation of separate statements related to any fiscal improprieties that may be found.
- Report of Management performance.
- Time frame to complete the Audit should not take any longer than 8 weeks and in future years should be complete and submitted to SCPHA and HUD by the last day of August 31, 2025, and thereafter each year.
- Auditor to file the completed Annual Audit to the Federal Clearinghouse to meet HUD regulations, no later than September 5, 2026, and thereafter.

40 Points Past and recent successful performance and experience with audits of Indian Housing Authorities (TDHE) after the adoption of the Native American Housing Assistance and Self Determination Act (NAHASDA). The recent experience must be within last two (2) years. Interested firms shall provide a list of TDHE's audits completed, including Housing Authority Name, address, telephone number, contact name, original scope, original budget, final scope, and final budget.

30 Points Total Cost for a completed Annual Audit service

20 Points Past performance on audits under the 2 CFR part 200, Single Audit Act and performance on contracts with federal and tribal government agencies in terms of cost control, meeting budget constraints, quality of work, compliance with performance schedules, and satisfactory performance of required services.



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10 Points Indian Preference. (Evidence that shows at least 51% Indian owned and managed, as defined in 24 CFR1000)

Submit one (1) original proposal and one (1) electronic file to [fsimbana@scphousing.org](mailto:fsimbana@scphousing.org), no later than 2:00PM (MST) on or before October 31, 2025.

Santa Clara Pueblo Housing Authority  
c/o Executive Director  
201 Road Runner Road  
Espanola, NM 87532

Proposals not received by that time and date shall be rejected. SCPHA reserves the right to reject all proposals and to waive all deficiencies.