



## COLVILLE INDIAN HOUSING AUTHORITY

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# REQUEST FOR PROPOSALS FOR AUDIT PREPARATION FISCAL YEAR 2025

RFP RELEASE DATE: January 6, 2026

PROPOSAL SUBMISSION DEADLINE: 3:00 P.M. PST  
January 22, 2026

ANTICIPATED AWARD DATE: January 29, 2026

Project Information Contact:

Melissa Meza  
Finance Director  
Colville Indian Housing Authority  
PO Box 528 / 42 Convalescent Center Blvd  
Nespelem, WA 99155  
[melissa.meza.hsg@colvilletribes.com](mailto:melissa.meza.hsg@colvilletribes.com)

PACKAGE CONTENTS:

SECTION I: GENERAL INFORMATION AND PURPOSE  
SECTION II: PROPOSAL SCOPE OF WORK  
SECTION III: PROPOSAL PACKAGE  
SECTION IV: EVALUATION AND SCORING CRITERIA

## **SECTION I: GENERAL INFORMATION AND PURPOSE**

### **PART A: PURPOSE OF THIS SOLICITATION**

The Colville Indian Housing Authority (CIHA) is a federally recognized Tribally Designated Housing Entity, established under an ordinance of the Confederated Tribes of the Colville Reservation, to engage in or assist in the development and operation of housing services for eligible individuals. The primary location for administrative services is in Nespelem, Washington.

CIHA is seeking sealed proposals from qualified firms ("Firm") or professionals to submit proposals for Accounting Audit Preparation Services. The selected firm or individual will assist CIHA in preparing for annual financial audits in compliance with applicable federal regulations and accounting standards.

CIHA reserves the right to waive minor informalities; to reject any or all proposals; and to modify, amend, or terminate the RFP at any time if deemed by CIHA to be in its best interest. CIHA shall have no obligation to compensate any proposer for costs incurred in responding to this RFP.

### **PART B: GENERAL INFORMATION**

#### **i. Significant Dates**

Posted:	January 6, 2026
Deadline for Questions:	January 19, 2026
Answers Posted:	January 20, 2026
Closing Date & Time:	January 22, 2026 3:00 P.M. PST

#### **ii. Response Format**

Proposals should be prepared simply and provide a concise delineation of the Firm's approach and capabilities necessary to satisfy the criteria in Section II.

Completed proposals must be signed by a Firm representative authorized to bind the proposing Firm contractually. The Firm must identify any exceptions it takes to the RFP or declare that no exceptions are taken.

Proposals may be submitted electronically or in a sealed envelope that clearly identifies the submission as: "AUDIT PREPARATION FISCAL YEAR 2025 REQUEST FOR PROPOSAL."

#### **Mailing Address**

Colville Indian Housing Authority  
Attn: Toria Jackson, Procurement Officer  
PO Box 528  
Nespelem, WA 99155

#### **Physical Address**

Colville Indian Housing Authority Administration Office  
Attn: Toria Jackson, Procurement Officer  
42 Convalescent Center Blvd  
Nespelem, WA 99155

#### **Electronic Remittance**

iii. Questions regarding the RFP

All requests for clarification or interpretation of this RFP must be submitted electronically to the designated contact by January 20, 2026. Unauthorized contact with other CIHA employees may result in disqualification. Oral communications will be considered unofficial and non-binding on CIHA. Any specific project related questions may be directed to Melissa Meza, Finance Director, at the offices of the CIHA, P.O. Box 528, Nespelem, WA 99155, by phone at 509-634-2170, or by email at [Melissa.Meza.HSG@colvilletribes.com](mailto:Melissa.Meza.HSG@colvilletribes.com). Requests for additional information or questions regarding this RFP can be addressed to Dale Schrock at 509-634-2169 or [Dale.Schrock@colvilletribes.com](mailto:Dale.Schrock@colvilletribes.com). Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda issued by Dale Schrock and/or Melissa Meza.

iv. Addendum Issued:

CIHA will respond to questions and/or requests for clarifications by issuing an amendment no later than January 20, 2026. Amendments will be posted at the dropbox link below or emailed by request.

<https://www.dropbox.com/scl/fo/obkymgc3bhi4uwxw5akge/AAPS4cqAzTc62VPmOM-Q5kk?rlkey=3as8jj5ta7bmryuljchr243lp&st=ncud6lkc&dl=0>

## **SECTION II: PROPOSAL SCOPE OF WORK**

### **DURATION OF SERVICES**

CIHA acknowledges that the service period for this work may be indeterminate but presumes the project can be reasonably completed within 10 weeks. CIHA recognizes that future project support agreements would be on a year-to-year or as-needed basis, upon mutually agreed-upon modifications as needed.

### **PROJECT TITLE**

AUDIT PREPARATION FISCAL YEAR 2025

### **3. Scope of Work**

The scope of services includes, but is not limited to:

- Preparation of audit schedules and reconciliations in accordance with Generally Accepted Accounting Principles (GAAP).
- Ensuring compliance with applicable federal requirements, including 24 CFR Part 1000 and 2 CFR Part 200 (Uniform Guidance) only to the extent applicable and not inconsistent with NAHASDA and HUD ONAP Guidance's.
- Review and organization of general ledger accounts and supporting documentation.
- Assistance with federal program compliance reporting (e.g., IHBG, ICDBG, HAF).
- Providing recommendations to improve accounting practices and internal controls.
- Coordination with CIHA staff and the external auditing firm to facilitate the audit process.

## **SECTION III: PROPOSAL PACKAGE**

Proposals must include the following:

- A. Title Page. Includes RFP subject; name, address, and contact information for responding firm including primary designated contact name and date of submission.
- B. Statement of technical approach & understanding of the statement of work.
- C. Statement of Qualifications.
  - a. Statement of experience in relation to proposed work; description of relevant experience in accounting and audit preparation, especially for Tribal housing authorities or federally funded entities.
- D. Implementation schedule. Include detailed description to support phases and processes firm will use to fully complete the project.
- E. Disclosure of Potential Conflicts of Interest. Provide statement regarding potential conflicts of interest the firm may have or encounter in providing services to the CIHA.
- F. Cost Proposal. Detailed statement associated costs.
- G. Non-disclosure analysis. Assurance for confidentiality of proprietary information and confirmation of understanding that a non-disclosure agreement pertaining to sensitive information gathered and shared throughout course of contract will be handled.

## **SECTION IV: EVALUATION AND SCORING CRITERIA**

### **Evaluation**

A selection committee will evaluate proposals based on how well the firm's response meets the needs of the CIHA as described in the Scope of Work and required components listed in this RFP. Proposals will be evaluated using the same scoring criteria and weighting. Any proposal that does not contain each element described in this RFP, whether fully completed, initialed, or executed as appropriate, may be deemed incomplete and receive no further consideration from CIHA.

### **Scoring Criteria**

Evaluation factors reflect a wide range of considerations. Cost is a major component, along with other significant factors. The objective of CIHA is to choose the entity capable of providing reliable and effective services within a reasonable budget. The evaluation methods utilized by the panel may include an oral interview with each qualified applicant's entity.

### **Scoring Matrix (Maximum 100 Points)**

#### **Responsiveness of Proposal Demonstrating Clear Understanding of Work to Be Performed (0-50 points)**

- Demonstrated experience with similar projects

- Statement of technical approach & understanding of the statement of work.
- Implementation Schedule

### **Firm Qualifications (0-20 points)**

- Qualifications and experience of Firm

### **Cost (0-20 points)**

- Total cost of project

### **Indian Preference / Minority-owned (0-10 points)**

- Up to 5 points may be awarded in this category for small, women, or minority-owned businesses, whether Indian-owned or not, with a maximum of 10 points total

## **APPENDIX ATTACHMENTS**

- A. Non-Collusive Affidavit
- B. Statement Regarding Indian Preference
- C. Form 5369-C Certification and Representations of Offeror
- D. Supplemental Provisions to Certifications and Representation Offeror