

This request for proposal is being issued for the purpose of soliciting bids to audit the financial statements of the Albuquerque Area Indian Health Board for the fiscal year ended September 30, 2010. These services are to be performed in accordance with generally accepted auditing standards and must include the preparation of reports on federal awards in accordance with OMB Circular A-133.

## General Background Information on the Albuquerque Area Indian Health Board

The Albuquerque Area Indian Health Board is a not-for-profit consortium of seven Indian tribes and tribal communities in New Mexico and Southern Colorado. The AAIHB is governed by a seven-member board of directors comprised of a representative from each consortium tribe. The AAIHB is a contractor for audiology, HIV/AIDS prevention, epidemiology and community based participatory research programs funded principally by the Indian Health Service. Federal expenditures in FY 2009 totaled \$2,802,246

### Accounting System

The AAIHB utilizes MIP Fund Accounting software. The Finance & Accounting Department consists of a Finance Officer and an Accounts Payable Clerk.

## Proposal Format and Criteria for Consideration

### Overview:

- ◆ *Firm organization, size, history and scope of practice.*
- ◆ *Resumes of principals and probable support staff for this engagement.*

### Qualifications:

- ◆ *Number of Native American clients.*
- ◆ *Number of Not-for-Profit clients.*
- ◆ *Number of GASB clients.*
- ◆ *Number of staff specializing in federally funded not-for-profit organizations.*
- ◆ *Results of the most recent peer review.*
- ◆ *Ratio of CPAs to total staff.*

### Description of the Audit Approach:

- ◆ *Transition approach with predecessor auditor.*
- ◆ *Audit timing/scheduling. Please refer specifically to the ability to commit to a fieldwork start date of no later than February 1, 2011 and a final report to the Board of Directors no later than April 8, 2011.*
- ◆ *Communication with AAIHB management.*

### Fee:

*Please provide a fixed price fee with an accompanying schedule that describes the expected number of personnel hours required at each level of fieldwork and review, and the related hourly rate for all levels of the engagement personnel.*

Please send your proposal, addressed to Loren Sekayumptewa, ED, to:

Albuquerque Area Indian Health Board  
5015 Prospect Ave NE  
Albuquerque, NM 87110

If you have any questions, please contact Debbie Kapp, Finance Officer, at 217-2806, [dkapp@aaihb.org](mailto:dkapp@aaihb.org).

In order to allow adequate time for the selection of the external auditor we ask that you submit the completed proposal no later than August 31, 2010. Proposals will be ranked based on the aforementioned criteria. The three CPA firms with the highest rankings will be asked to make a brief presentation to the Board of Directors on Thursday, September 9, 2010.