



Board Represented Tribes

Jicarilla Apache Nation  
Mescalero Apache Tribe  
Ramah Band of Navajo

Southern Ute Indian Tribe  
To'Hajiilee Band of Navajo  
Ute Mountain Ute Tribe

## Request for Proposals – Audit Services

This request for proposal (RFP) is being issued for the purpose of soliciting bids to audit the financial statements of the Albuquerque Area Indian Health Board, Inc. for the three fiscal years ended September 30, 2025 and September 30, 2027. 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 2 CFR 200, the UNIFORM GUIDANCE.

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

The Albuquerque Area Indian Health Board is a Not-for-Profit 501(c)(3) consortium of six Indian tribes and tribal communities in New Mexico and Southern Colorado. The AAIHB is governed by a six-member board of directors comprised of a representative from each consortium tribe. The AAIHB is a contractor for audiology, HIV/AIDS prevention and testing, epidemiology, community based good health promotion and community based participatory research programs funded principally by the Indian Health Service and the Center for Disease Control. Federal expenditures in FY 2024 approximated \$10.5 million.

### Accounting System:

The AAIHB utilizes Abila MIP Fund Accounting software. The Finance & Accounting Department consists of an Accounting Manager, a Staff Accountant, a Finance Tech and Accounting Clerk.

### Proposal Format and Criteria for Consideration:

#### Overview (25 points):

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

#### Qualifications (15 points):

- 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 (50 points):**

- 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 April 1, 2026 and a final report to the Board of Directors no later than June 5, 2026.
- Communication with AAIHB management.

**Fee (10 points):**

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 Ayn Whyte, Executive Director, to:

Albuquerque Area Indian Health Board  
7001 Prospect Place NE  
Albuquerque, NM 87110

Or send by email to [awhyte@aaihb.org](mailto:awhyte@aaihb.org)

If you have any questions, please contact Jessica Deloya, Accounting Manager, at (505) 764-0036, or email at [jdeloya@aaihb.org](mailto:jdeloya@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 March 6, 2026. Proposals will be ranked based on the aforementioned criteria. Qualified American Indian CPA firms will be given preference in accordance with the exemption provided under the Title VII of the Civil Rights Act of 1964. Preference is also given to small, minority and women-owned CPA firms as stipulated in the guidelines for recipients of Federal awards.