

GAINESVILLE HOUSING AUTHORITY

Request for Proposal
Independent Audit
Services

RFP 2019-002

Closing Date and Time - June 7, 2019 at 3:00 PM EST

Pamela E. Davis

5/14/2019

GAINESVILLE HOUSING AUTHORITY

Where Housing Matters

Request for Proposals
Independent Audit Services

The Gainesville Housing Authority (GHA) herein solicits Request for Proposals (RFP) from qualified, licensed, responsible firms interested in providing GHA's External Annual Audit in accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD).

Each Proposer should submit an original and five (5) copies of its Proposal to Gainesville Housing Authority, attention: Pamela E. Davis, Executive Director, 1900 SE 4th Street, Gainesville, FL 32641. Proposals will be accepted until **3:00 p.m. Eastern Standard Time (EST) Friday, June 7, 2019.**

Proposals must be clearly marked
“Request for Proposals – Independent Audit Services”

Any Proposals received after the specified time and date will not be considered. All Proposals must be received and time-date stamped by the GHA receptionist at the address listed above, on or before the above specified time and date.

By submission of a Proposal, the Firm agrees, if its Proposal is accepted, to enter into a contract with the GHA to complete all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFP. The Proposers further accept all of the terms and conditions of the RFP.

Proposals should be prepared in accordance with instructions contained within the RFP and should remain valid for 90 days. GHA will not be liable for any costs incurred in the preparation of proposals. Proposals shall be evaluated by GHA as stated in the evaluation factors noted in the RFP. Oral presentations, if deemed necessary by GHA, will be scheduled at a mutually agreeable date and time. The Executive Director reserves the right to request additional information concerning any and/or all Proposals submitted. Note: GHA reserves the right to reject any or all proposals if such action is in the best interest of the Authority and to waive any and/or all informalities and minor irregularities. GHA reserves the right to cancel this solicitation for any reason it deems is in the best interest of the Authority.

Questions regarding the attached RFP should be directed to Ms. Pamela E. Davis, Executive Director, at PamelaD@gnvha.org.

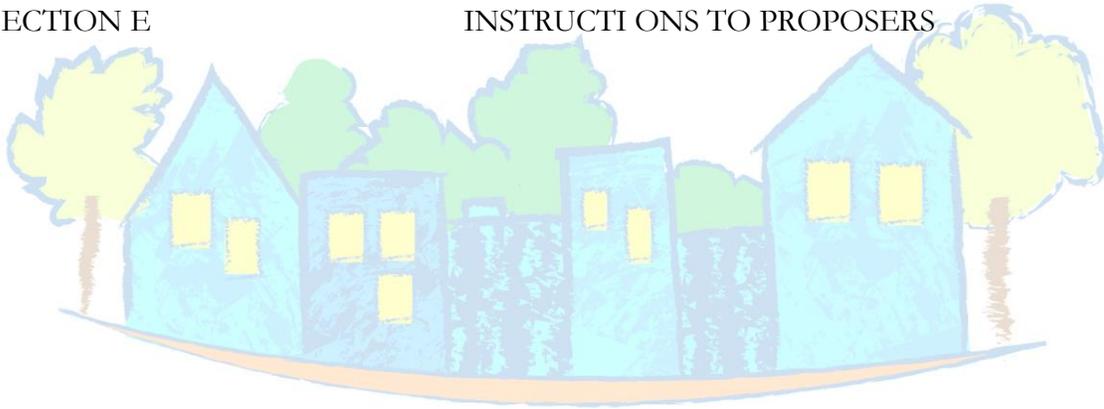
Sincerely,

Pamela E. Davis, Executive Director



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GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

NOTICE OF INTENT TO RECEIVE PROPOSALS

The A-133 audit of the Gainesville Housing Authority (GHA) shall be conducted in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, Audits of States, Local governments, and Non-Profit Organizations, 24CFR 200, and all other relevant regulations. GHA is requesting audit proposals for fiscal years ending March 31, 2019 through March 31, 2021 with a renewal option for two additional fiscal years.

GHA is a public housing authority created pursuant to Florida statutes. The purpose of the Authority is to engage in the development, acquisition, leasing and administration of low-rent housing programs. It develops, owns, manages and maintains low rent public housing within its jurisdictional limits in and near the City of Gainesville and administers a Housing Choice Voucher Program and a Veterans Affairs Supportive Housing program. GHA administers approximately 1,240 vouchers and 635 public housing units.

The audit will include the Gainesville Housing Development & Management Corporation, a component unit of the GHA that is a December 31 year end.

In February 2019 GHA was awarded the Jobs Plus Grant which is a 4-year, \$2.3M grant that will officially begin August 2019. The Jobs Plus Grant will be audited in fiscal years 2020 through 2024. Additionally, GHA has begun redevelopment of its Woodland Park property. The Low Income Tax Credit closing was April 2019 with related expenses incurred in fiscal year 2019.

GHA complies with Asset Management and its jurisdiction is the City of Gainesville and a 10-mile radius beyond its borders. Our administrative offices are located 1900 S.E. 4th Street, Gainesville, FL 32641.

SECTION A

A-1 Type of Contract

The Gainesville Housing Authority contemplates the award of a firm fixed price contract resulting from this solicitation. The term of this contract shall be three (3) years from date of award. This contract may be renewed for two (2) additional one-year periods by mutual consent of both parties. The contract will be subject to termination upon one hundred twenty (120) days advance notice by either party. In the event that the Proposer to which the contract is awarded does not execute a contract within thirty (30) days after such award, GHA may give notice to such Proposer of intent to award the contract to the next ranked Proposer or to call for new proposals.

SECTION B

B-1 Questions and Additional Information

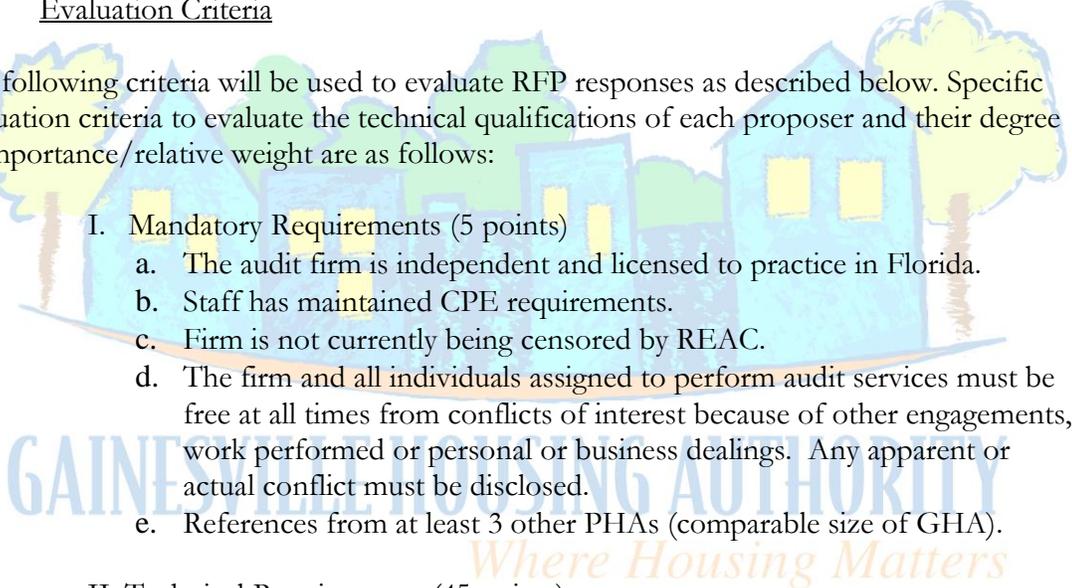
Any questions pertaining to this RFP must be e-mailed to PamelaD@gnvha.org. Copies of all inquiries and GHA responses will be sent to all proposers who received a copy of this RFP from GHA no later than five days prior to the Proposal submission date.

Copies of any written addenda to this RFP will be provided to all proposers who receive a copy of this RFP from GHA no later than five days prior to the Proposal submission date and all such addenda shall become part of this RFP. The additional information will be e-mailed to the address provided by the proposer.

SECTION C

C-1 Evaluation Criteria

The following criteria will be used to evaluate RFP responses as described below. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

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- I. Mandatory Requirements (5 points)
 - a. The audit firm is independent and licensed to practice in Florida.
 - b. Staff has maintained CPE requirements.
 - c. Firm is not currently being censored by REAC.
 - d. The firm and all individuals assigned to perform audit services must be free at all times from conflicts of interest because of other engagements, work performed or personal or business dealings. Any apparent or actual conflict must be disclosed.
 - e. References from at least 3 other PHAs (comparable size of GHA).
 - II. Technical Requirements (45 points)
 - a. Expertise and experience of the firm auditing Public Housing Authorities
 1. Organization, size and structure of firm
 2. Technical and professional qualifications of staff
 3. Firm's past experience and performance with similar engagements
 4. Experience of the site auditors conducting public housing audits
 - b. Audit Approach (40 points)
 - III. Fee for service (10 points)

The evaluation and selection of an audit firm will be based on the information submitted in the audit firm’s proposal, references obtained, and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal. GHA reserves the right to reject any and all proposals. If contract negotiations cannot be concluded successfully with the highest scoring proposer, GHA may negotiate a contract with the next highest scoring proposer.

The request for proposals and the completed response to the request for proposals will be an addendum to the executed contract with the successful audit firm.

C-2 Due Date of Proposal

Proposals are due at the Housing Authority office by 3:00 p.m. Eastern Standard Time (EST) on Friday, June 7, 2019 mailed or delivered to the attention of:

**Pamela E. Davis, Executive Director
 Gainesville Housing Authority
 1900 SE 4th Street, Gainesville, FL 32641**

The Executive Director shall make a recommendation to the Board of Commissioners. The Board of Commissioners will make the final selection of the firm to be awarded the contract. A contract will be awarded to the Proposers whose proposal best meets the needs and requirements of GHA for the best value. Failure to meet the threshold requirements may result in rejection of the proposal. An interview with finalists may or may not be required at the discretion of GHA. All Proposers, or only Proposers who fall within the competitive range, may or may not be interviewed.

GHA shall review proposals on the basis of qualifications, technical merit, and cost using the weighted criteria described above. Following is a summary of weighted selection criteria:

SELECTION CRITERIA	TOTAL POINTS
Mandatory Requirements	5
<u>Technical Requirements</u>	
A. Expertise and experience of the firm auditing Public Housing Authorities	45
Audit Approach	40
Fees for service	10
Total	100

C-3 Time for Receiving Proposals

Proposals received prior to the due date and time will be kept unopened. No Proposal received thereafter will be considered. Proposals are not publicly read or opened and once submitted; Proposals become the property of GHA.

C-4 Negotiations and Award

Unless there is no need for negotiations with any of the Proposers, negotiations shall be conducted with Proposers who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation of qualifications, price, and other factors considered most advantageous to GHA. Such Proposers shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to, and advise Proposers of, the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of, and conformance to, the solicitation requirements. No Proposer shall be provided information about any other Proposer's proposal, and no Proposer shall be assisted in bringing its proposal up to the level of any other proposal. Proposers shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award; however, best and final offers may be requested. GHA reserves the right to request additional information concerning any and/or all proposals submitted. A common deadline shall be established for receipt of proposal revisions based on negotiations.

After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to GHA.

SECTION D

D-1 Statement of Work

Auditor will conduct an audit that covers the Authority's financial statements, internal control systems, and compliance with laws, regulations, and contract provisions or grant agreements that may have a direct and material effect on each of its major programs. The audit shall be performed in accordance with the following standards and guidelines:

1. Generally Accepted Auditing Principles (GAAP) as promulgated by the American Institute for Certified Public Accountants (AICPA).
2. Generally Accepted Government Auditing Standards (GAGAS) as published by the Government Accounting Office (GAO).
3. The provisions of the Single Audit Act of 1984 as amended and as prescribed by the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.
4. The Federal compliance Supplement for Single Audits for State and Local Governments.
5. Auditing and reporting provisions of the applicable HUD Audit Guide for Lower Income Housing Program for use by Independent Public Accountants.

6. Any applicable requirements promulgated and adopted by the Federal Government and/or State of Florida including individual grantor agency rules and regulations.
7. Any applicable requirements of the Governmental Accounting Standards Board (GASB).

For all GHA programs, the auditor shall present to the Housing Authority's Board of Commissioners the following determinations:

- a. Whether the financial statements fairly present the financial position of the GHA in accordance with Generally Accepted Accounting Principles (GAAP) including HUD financial requirements.
- b. Whether GHA has accounting and other control systems to provide reasonable assurance that they are in compliance with applicable laws and regulations that may have a material effect on the financial statements.
- c. Auditor shall prepare a management letter with recommendations for improvements, if applicable; in internal accounting and other control systems the management letter will provide sufficient background, detail and documentation of fact to support each finding, if any.
- d. Auditor shall perform annual compliance audits to determine whether the Authority has any material non-compliance and relevant HUD regulations and/or federal and state statutory requirements applicable to its administration of its subsidy programs.
- e. Auditor will review compliance with the Section Eight Management Assessment Program (SEMAP).
- f. An audit entrance conference will be held prior to the start of the audit by the auditor in charge with the Executive Director and/or other key personnel as determined by the Director. A draft engagement letter will be submitted to the Board of Commissioners and Executive Director of the Authority for approval prior to the start of field work.

An exit conference will be held at or near the end of field work to discuss with the Executive Director and/or other key personnel all drafts of recommendations and potential findings for consideration of responses to findings of reportable conditions. A preliminary report and presentation of the audited financial statements should be available at this time. The Executive Director or designee shall have the opportunity to respond, orally or in writing, to the findings, if any. Any such written responses shall be included in the audit report. Additionally, the auditor in charge will present the Audit Report to the Board of Commissioners.

- g. Included in the contract fee is availability of audit firm/staff through the year to answer questions and provide accounting and compliance guidance.
- h. Audit fieldwork must begin no later than 90 days after the end of the fiscal year. The audit report must be submitted within 210 days, or at an agreed upon date, after the end of the fiscal year.
- i. The audit firm will present the audited financial statements to the Board of Commissioners of the Gainesville Housing Authority. The presentation will be made as soon as possible after the completion of the audit, but in no event later than the regularly scheduled November Board of Commissioners meeting. At least ten (10) hard bound copies and a single PDF file of the final audit, related reports, and management letter must be provided and sufficient copies must be sent directly to HUD by the audit firm. All clerical work involved in the preparation of the final audit report and any other schedules, verifications, etc., will be totally the responsibility of the auditor.
- j. If the auditor becomes aware of illegal acts, serious contract weaknesses, other material non-conformance or other irregularities, prompt notice must be given to the Chairperson of the Board of Commissioners of the Authority and the Chairperson of the Audit Committee. The auditor must prepare a separate written report on such acts.
- k. The audit report and financial statements as well as working papers and reports will be subject to review and approval by HUD.

The Authority wishes the audit to commence 90 days after the end of the fiscal year and to be completed within 120 days after commencement. Auditor's opinions are to be delivered by October 31, of each audit year. In addition, a report including all findings and management points must be reviewed with the Authority during an exit conference. All adjusting entries must first be reviewed with the Chief Fiscal Officer before completion of fieldwork.

SECTION E

E-1 Instructions to Proposers

Your proposals should include:

1. Information concerning your firm and the name of the contract partner and staff persons who will be assigned to perform the audit. You should indicate the prior audit experience of these persons, including specifically their experience auditing public housing authorities and HUD grants. Please submit resumes for all staff to be assigned to this audit.
2. References pertaining to public housing authority audit clients for which your firm has been the auditor of record and who have permitted the listing of their names as a reference. Please indicate the nature of the work performed for these clients as well as the time frame and the size of the authority.
3. Please include in your proposal a certification that your firm is licensed to perform audits in Florida.
4. A statement as to the amount of assistance your firm will expect from the Gainesville Housing Authority accounting staff. If GHA accounting staff will be asked to prepare audit schedules, please list all anticipated requirements.
5. A description of insurance coverage maintained by the firm. Please provide a copy of the declaration page from current policies for Worker's Compensation, General Commercial Liability and Professional Liability, Malpractice and Errors and Omissions insurance coverage.
6. Certification that your firm is in compliance with the Equal Employment Opportunity requirements.
7. A breakdown of time by staff level and computation of the audit fee including expenses used in your proposal. The computation should show the amount of time required and rate used by each level of staff you expect to use on the audit.

The computation should be in the following format:

LEVEL OF SERVICE	RATE PER HOUR	ESTIMATED HOURS	AMOUNT
Partner			
Manager			
Senior Staff			
Intermediate Staff			
Staff Assistant			
Support Staff			
Expenses			
TOTALS			

The contract also requires that you retain the audit working papers to which GHA or other governmental units may have access for a period of five years. These working papers will also be made available to successor auditors should your firm not be the successful bidder in future years. Additional information that we believe may assist you in the preparation of the audit proposal is attached. The completed response to the request for proposal will be an addendum to the signed contract executed with the successful audit firm.

STATISTICS

Public Housing Units 635
 Section 8: Housing Choice Vouchers - authorized 1,746

PROGRAMS

Listed below are the major programs that will need to be audited.

Program	Budget	Period	Funding Source
PH	\$4,140,567	4-1-18 thru 3-31-19	HUD
HCVP	\$9,046,214	4-1-18 thru 3-31-19	HUD
CFP Grants 2015 to 2018	Open \$1,499,560	4-1-18 thru 3-31-19	HUD
Central Office Cost Center	\$ 986,989	4-1-18 thru 3-31-19	
GHDMC – 501C-3	\$ 309,194	1-1-2018 thru 12-31-2018	

E-2 Acceptance of Proposals

Proposals must be signed, sealed and received in completed form at Gainesville Housing Authority located at 1900 SE 4th Street, Gainesville, FL 32641, attention: Pamela E. Davis, Executive Director no later than the proposal submission time and date. Unsealed Proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the proposer.

GHA reserves the right to accept or reject any or all Proposals, issue addenda, take exception to these RFP specifications or to waive any formalities. Proposer may be excluded from further consideration for failure to fully comply with the requirements of this RFP.

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Withdrawal of Proposals

Proposals may be withdrawn by written request prior to the deadline set for acceptance of proposals. Proposals may not be revoked or withdrawn after the time set for opening of proposals and shall remain open for acceptance for a period of ninety (90) days following such time.