

HOUSING AUTHORITY OF THE CITY OF SUMMIT

“REQUEST FOR PROPOSALS”

FOR

AUDITING SERVICES

Under a Fair and Open Process in Accordance
with N.J.S.A. 19:44A-20.4 et. seq.

PROPOSALS ARE DUE NO LATER THAN

11:00 AM (Prevailing Time) ON THURSDAY, MARCH 2, 2023

The proposal shall be submitted to procurement@summitnja.org
and clearly titled **“FYE 12/31/2022 Auditing Services”**.

Background:

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of housing at three development sites: Vito A. Gallo Senior Building, a 125-unit high rise; Glenwood Place, a 30-unit family development; and Weaver Street, a 40-unit family development.

Operational funds are provided through an Annual Contributions Contract (ACC) between the Authority and the U.S. Department of Housing and Urban Development.

The Authority successfully converted all its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been adopted with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.

Programs:

Project Based Housing Choice Voucher Program

State & Local Programs – Congregate Housing Services Program

Component Unit – Summit Affordable Housing Corporation (SAHC)

Purpose:

In accordance with all state and federal regulations, the Housing Authority is currently accepting proposals for "Auditing Services" for the fiscal year 1/1/2022 to 12/31/2022. It is the Housing Authority's desire to employ a duly qualified accountant or accounting firm to act as the Housing Authority's Auditor who shall perform auditing services on the Authority's books and records for the period commencing January 1, 2022 and terminating December 31, 2022. All audit services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (HUD), including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines, the Annual Contributions Contract and Asset Based Management, provided that such compliance is in the best interest of the Authority and is required by law. The Audit shall also be performed in accordance with Circular OMB A-133.

All proposals shall be reviewed for completeness and shall be analyzed in accordance with the criteria contained herein. Therefore, the SHA urges all interested firms to carefully review the requirements of the RFP, including the attached Instructions to Offerors (HUD-5369-B). Failure to abide by the RFP's instructions, in any way, may lead to, in the Housing authority's soles discretion, to the rejection of the proposal as non-responsive.

Scope of Auditing Services:

The Scope of Services shall include, but not be limited to the following:

The Scope of Auditing Services being requested will pertain to the Housing Authority's programs and shall be conducted in accordance with generally accepted governmental auditing standards.

The Respondent shall perform all Auditing Services required for the FYE 2022 (January 1, 2022 – December 31, 2022) including but not limited to the following Services:

- A.** Draft and issue a comprehensive financial and compliance audit for the fiscal year ending December 31, 2022 which shall include i) a complete audit of all federal, state and other awards of financial assistance received by the Housing Authority in accordance with U.S. Office of Management and Budget (OMB) Circular A-133 entitled Audits of State and Local Governments and Non-Profit Organizations, and the A-133 Compliance Supplement or its successor pursuant to the Single Audit Act of 1984; ii) an evaluation of Authority internal financial controls over cash receipts, disbursements, fixed assets and payroll cycles as they relate to authorization, completeness, accuracy, substantiation of balances and access to assets; and iii) a review of operational efficiency and effectiveness including any recommendations for improvement;
- B.** Compare financial statements between the prior and current fiscal years and implement any recommendations for the current fiscal year;
- C.** Provide continuing professional education of staff regarding audit-related activities and bookkeeping;
- D.** Conduct audit entrance and exit conferences with the Executive Director and SHA staff to discuss audit approach and any subsequent findings and recommendations; and
- E.** Appear before the SHA Board of Commissioners at the conclusion of the audit and present the audited financial statements and audit report to the Board and the general public.

Qualifications:

In addition to the ability to perform all of the above, all respondents shall meet the following minimum requirements:

- A) Is licensed as a Certified Public Accountant (C.P.A.) in the State of New Jersey or a licensed Public Accountant.
- B) Has experience representing Public Housing Authorities and has a clear understanding of HUD-funding programs and related federal regulations and State of New Jersey funded programs and regulations.
- C) Is approvable by the United States Department of Housing and Urban Development (HUD).

Evaluation Criteria:

A. Technical Approach

The evaluation of the proposals for this factor will be based on the Respondent's understanding and awareness of the various functions required to perform the activities and requirements of the RFP. The evaluation of the Respondent's proposal will be based upon the degree to which the Respondent has presented a quality approach to the specific dynamics of the RFP. The quality of the approach will be evaluated in terms of the Respondent's areas of staffing, proposed procedures and methodologies, the proposed work plan and schedule and the expected outcomes and deliverable as follows:

1. **Responsiveness** - Proposal clearly states the respondent understands the work to be performed including a complete understanding of all state and federal guidelines applicable to public housing agencies and has the capabilities and staff to perform such services. (30 points)
2. **Respondent's Experience** -This includes not only the firm's technical experience in representing other New Jersey public housing authorities and similarly situated clients, but the individual experience of key personnel who will be conducting the services. Respondents shall be evaluated on their submission of detailed information on Respondent's experience in providing similar services to similar agencies, providing information on the Respondent's financial and audit experience. Respondents shall have a demonstrated minimum of three years experience in conducting the required services, which can be documented through the references/work experience provided. (30 points)
3. **Work Plan** - Respondents shall be evaluated on their overall work plan

including proposal schedule, availability of key personnel, and quality and effectiveness of proposal. (15 points)

4. **Section 3/MBE/WBE Requirements** - respondents shall be evaluated based on respondent's ability to help Housing Authority reach its section 3 and MBE/WBE compliance goals. (5 points)

B. Fee Proposal

5. All respondents shall submit a price proposal which shall include a proposed fixed-fee for all services to be performed under the terms and conditions of this RFP. Any such proposal shall also indicate the rates at which such fees have been calculated. (20 points)

Total Possible Points - 100 Points

Proposal Submissions:

Responses to the Request for Proposals are to be submitted no later than 11:00 AM (prevailing time) on Thursday, March 2, 2023 to procurement@summitnjha.org and clearly titled "FYE 12/31/2022 Auditing Services". Interested firms should contact procurement@summitnjha.org to request the RFP package for this contract or download the solicitation at www.summitnjha.org.

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

No late proposals will be accepted.

Format of Proposals:

All proposals shall include the following sections and documentation:

- A. **Executive Summary** - Provide a brief non-technical overview of the Respondent's business including the range of services offered. Respondents should provide information reflecting how and why their services meet SHA 's needs.
- B. **Company Profile**- Provide a history of the business and resumes of key staff to be involved in all aspects of the auditing process including the names and qualifications of all training personnel. This shall include both the company's history providing general auditing services as well as its experience providing such services to public housing agencies.

- C. **Audit Service** - Describe in detail each aspect of the auditing service proposed, including the evaluation of financials, the audit report, training of staff, and implementation of recommendations for current fiscal year and beyond.
- D. **References** - Vendor is required to submit a minimum of three (3) housing authority references as well as a redacted sample audit report.
- E. **Proposed Costs** - Describe in detail a breakdown of the proposed cost for the required services. Include any and all rates, etc. necessary to calculate the final proposed fee.

Required Documentation:

- a. Executed copy of HUD-5369-C (Certifications and Representations of Offerors) (Exhibit B);
- b. New Jersey Business Registration Certificate;
- c. Certification regarding Non -Debarment , Suspension, Ineligibility and Voluntary Exclusion (Exhibit C);
- d. Affirmative Action Compliance Notice (Exhibit D);
- e. Non-Collusion Affidavit (Exhibit E);
- f. Proof of insurance

Insurance Requirements:

The following insurance coverage shall be carried by the Respondent during the term of this contract and will be subject to approval by SHA. The premium cost of all insurance purchased by the Respondent for protection against risks assumed by virtue of the contract shall be borne by the Respondent and is not reimbursable by SHA.

- A. The respondent shall carry Professional Liability Insurance with combined minimum limits of coverage of \$1,000,000 per occurrence.
- B. Proof of insurance shall be provided to SHA prior to execution of the contract.** MHA specifically reserves the right to require the Respondent to provide certified copies of such policy or policies.