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.

27-007

PROPOSALS ARE DUE NO LATER THAN

2:30 AM (Prevailing Time) ON TUESDAY, DECEMBER 8, 2026

Submit Proposal to:

Jacqueline Gray
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, NJ 07901

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.

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

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 1/1/2026 to 12/31/2026. 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, 2026 and terminating December 31, 2026. 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 0MB 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 2026 (January 1, 2026 – December 31, 2026) 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, 2026 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 (0MB) 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 Sate 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. (20 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:

Interested firms shall submit sealed proposals in an envelope marked "**FYE 12/31/2026 Auditing Services**" no later than 2:30 PM (prevailing time) on Tuesday, December 8, 2026, at Summit Housing Authority, 512 Springfield Avenue, Summit, NJ 07901, Attention: Jacqueline Gray, Executive Director.

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. New Jersey Business Registration Certificate;
b. Non-Collusion Affidavit (Exhibit A)
c. Certification regarding Non -Debarment, Suspension, Ineligibility and Voluntary Exclusion (Exhibit B)
d. Affirmative Action Compliance Notice (Exhibit C)
e. 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. SHA specifically reserves the right to require the Respondent to provide certified copies of such policy or policies.

Exhibit A

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Union

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Housing Authority of the City of Summit relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to before me this day _____
Date

Signature

_____
(Type or print name of affiant under signature)

Notary public of _____

My Commission expires _____
(Seal)

Exhibit B

CERTIFICATION REGARDING NON-DEBARMENT, SUSPENSION, INELIGIBILTY AND VOLUNTARY EXCLUSION

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding the effective date of this contract been convicted of or had a civil judgment rendered against me or _____ (Company Name) for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or Local) with commission of any of the offenses Enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____ Date: _____

Printed Name/Title: _____

Exhibit C

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 AND N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under and existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successor vendor(s) must submit the copies of the AA 302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vender.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1, et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____