

REQUEST FOR PROPOSALS
ANNUAL AUDITING SERVICES

The Housing Authority of Utah County (HAUC) is inviting proposals from independent public accounting firms to perform an audit of the HAUC's various programs for fiscal years ending December 31, 2022, 2023, 2024.

The audit shall be conducted in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States.

The audit and financial statements shall meet the requirements of federal single audit regulations as prescribed by OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, OMB Circular A-128, Audit for State and Local Governments, GASB-34 Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and the U.S. Department of Housing and Urban Development's Public and Indian Housing Compliant Supplement.

The financial statements are to be prepared by the auditor in accordance with Generally Accepted Accounting Principles (GAAP), HUD's timetable for submission, as well as the timetable required by the Utah State Auditor's Office. This includes assistance with electronically submitting Financial Data Schedules (FDS) via the internet as required by the Real Estate Assessment Center (REAC).

Interested firms should submit four copies of their Proposal which addresses the Proposal requirements described in the Scope of Work section. Proposals may be submitted by person, U.S. mail, fax, or email to Maylene Peck Accounting Manager, Housing Authority of Utah County, 485 N Freedom Blvd, Provo, UT 84601 or mpeck@housinguc.org

Proposals will be accepted until 5:00 pm (MST), Monday October 31, 2022.

If you have any questions concerning this RFP, or to obtain a copy of the Scope of Work, please contact Maylene Peck directly at (801) 373-8333 ext 109, or mpeck@housinguc.org.

The Housing Authority of Utah County reserves the right to reject any and or all bids, and to waive any informalities in the bidding process.

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GENERAL INFORMATION

The Housing Authority of Utah County (HAUC) is an independent public agency established to provide housing for low income households by the Utah County Commission in 1973, under the U.S. Housing Act of 1937 and the State of Utah (UC 9-4-601). The Utah County Commission has appointed and delegated policy functions to a governing board of the Housing Authority. The Housing Authority Executive Director is the principal administrator.

HAUC is responsible for the development of low-income rental projects, management of agency owned or assisted housing projects, operations of rent subsidy programs, and rehabilitation of existing housing stock. HAUC provides services in Utah County and some program services extend into Wasatch, Summit, and Tooele Counties.

Attachment 1 is a list of major federally assisted programs of HAUC.

The HAUC's fiscal year begins January 1st and ends December 31st. The last audit was performed for the fiscal year that ended on December 31, 2021. Prior year audit reports and financial statements may be reviewed at the HAUC office located at 485 N Freedom Blvd, Provo, Utah 84601. Please contact Maylene Peck at (801)373-8333, ext 109 to arrange for an appointment if you wish to review the statements.

HAUC utilizes a server-based data processing system software developed by HAPPY Software and accounting transactions are entered into financial software Quickbooks. HAUC uses an outside contractor (Paychex) for payroll services.

Each federally assisted program has its own separate books of account.

The certified public accounting (CPA) firm providing the successful proposal shall enter into a written contract for audit services with the Housing Authority of Utah County. A sample form contract is available upon request.

SCOPE OF WORK

1. A financial statement and compliance audit of HAUC for fiscal years ending December 31, 2022, December 31, 2023, and December 31, 2024. The statement should include the following:
 - a. Independent Auditor's Report
 - b. Statement of Net Assets
 - c. Statement of Revenues, Expenses and Changes in Net Assets
 - d. State of Cash Flows
 - e. Notes to Financial Statements
 - f. Schedule of Individual Grants and Programs:
 - g. Balance Sheet
 - h. Revenues, Expenses, and Changes in Retained Earnings
 - i. Actual Development Cost Certificate (for public housing developments)
 - j. Single Audit and Other Reports:
 - k. Schedule of Expenditures of Federal Awards
 - l. Notes to Schedule of Expenditures of Federal Awards
 - m. Schedule of Findings and Questioned Costs
 - n. Report on Internal Control Over Financial Reporting in accordance with A-133
 - o. Report on Legal Compliance with Applicable Utah Laws and Regulations
2. Contractor shall provide to the Executive Director a management letter on non-reportable conditions and immaterial instances of noncompliance. This letter will include general recommendations on observations made during the audit that could be helpful in the management of the PHA.
3. Attestation by auditors on Financial Data System (FDS) data as to its "fair presentation in relation to audited basic financial statements" in accordance with Government Auditing Agency (GAA) standards.
4. A separate engagement letter for agreed-upon procedures to be used by the auditor in comparing the electronically submitted data in the REAC staging database to the hard copy of the audit report and FDS.
5. If the need for other audit services arises concerning the fiscal year under audit, the HAUC expects to be able to negotiate with the selected auditor to obtain the additional services needed.
6. Reports
 - a. One (1) electronic file, one (1) unbound and ten (10) bound copies of the audit report with financial statements and compliance report.
 - b. Preparation of the Data Collection Form for submission to the Federal Audit Clearinghouse.
 - c. Any other reports as requested by the HAUC and as required by HUD's Uniform Financial Reporting Standards (UFRS) for Public Housing Authorities.
7. The auditor will be expected to attend a meeting with the governing board to present the audit report and review of the management letter.
8. The successful CPA firm must have the annual audit prepared and submitted to HAUC in final form not later than 150 days after the end of the Housing Authority's fiscal year.

EVALUATION OF AUDIT PROPOSALS

Proposals received will be evaluated and scored by a committee and a recommendation will be made to the governing board of the HAUC.

The Evaluation Committee will use a 3-step method.

Step 1. Proposals must meet certain mandatory criteria in order to qualify for further evaluation.

- Is the firm properly licensed? yes no
- Is the firm independent? yes no
- Has disciplinary action been taken or is pending against the firm? yes no

Step 2. Proposals will be scored using the following criteria. The maximum technical score is 100 points. Proposals should address each of the following factors:

- a) Experience relating directly to performing audits for local housing authorities who administer federal and state housing funds. 30 points possible. The committee will consider professional experience of the firm and its principals, direct experience with housing authorities, government entities and non-profit agencies, size of programs audited and professional references.
- b) Quality of sample audit report. 25 points possible. The committee will consider a copy of a recent audit report prepared by your firm. This report shall be reviewed for content, formatting and compliance with all applicable reporting requirements.
- c) Accessibility to financial records. 15 points possible. The committee will consider what portion of the audit will be performed off-site and what portion will be performed on-site. Also to be considered will be an estimate of the time involved in performing the audit both on-site and off-site.
- d) Cost of audit. 30 points possible. Provide the cost to the Housing Authority for the audit report on an annual basis, by year, over a three-year period.

Step 3. The maximum number of points relating to cost is 30. The score based on the cost of the proposal will be calculated by using the following formula:

$$\frac{\text{Lowest Cost of All Bids X 30 points}}{\text{Cost Proposed by this firm}}$$

The committee shall evaluate and score each factor. The scores of all factors will be added together to come up with a total score for each proposal. The total scores of all proposals shall be ranked from high to low and summarized and then submitted to the governing board at the next regularly scheduled meeting for consideration and award.

PROPOSAL FORMAT AND REQUIREMENTS

In order to ensure that your proposal will be properly evaluated, you are asked to submit the requested information in the format listed below. Standard proposal formats are acceptable provided the following information is included:

1. Title page should include the proposal subject, the firm's name, address, phone and fax numbers, email address, and contact person, date of the proposal, Federal ID number, and firm's state license number.
2. A table of contents with page numbers.
3. A transmittal letter briefly stating the understanding of the work to be done, the commitment to perform the work within the time frame, a statement why the firm believes itself to be the best qualified to perform the engagement and that the proposal is an irrevocable offer for a stated period of time (minimum of 90 days).
4. Information about the firm. Is the firm local, regional, or national. Identify the personnel from the firm who will serve HAUC. Does the firm meet all CPA licensing and continued education requirements? Is the firm independent with respect to HAUC? Provide the results of the firm's last peer review.
5. Provide prior experience in auditing Housing Authorities, non-profit organizations and local governments from the local office audit team. Provide references of at least 3 housing authorities, local government or non-profit clients (with phone numbers and contact persons). Provide a copy of a recent audit report prepared by your firm and list the names of those involved in its preparation.
6. A proposed work plan and time schedule addressing the scope of work. Describe what portion of the audit will be performed off-site and what portion will be performed on-site. Provide an estimate of the time involved in performing the audit both on-site and off-site. List the type of financial records needed to perform the audit off-site. If financial records are required to be audited off-site, describe your efforts to ensure the Housing Authority work flow is not interrupted.
7. A section identifying the staff that would be assigned to the project including their background and experience.
8. Provide maximum fees for each of the first three years, broken down in adequate detail so as to evaluate fee response.
9. Outline the level of support your firm will require of the HAUC.

WITHDRAWAL OF RFP

Proposals may be withdrawn before the RFP submittal deadline by providing a written request to the Contact Person. Re-submittal before the RFP deadline will be allowed, however, they may not be re-submitted after the deadline.

RFP COSTS

All cost incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of HAUC. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by applicable Federal, State, and Local laws, regulations and directives as they pertain to the performance of the audit contract.

CONTRACT TERMS

You are invited to submit a proposal for audit for a three-year period with an option for two one-year extensions. The audit is for the fiscal years ending December 31, 2022, December 31, 2023 and December 31, 2024.

HAUC may terminate the audit contract upon written notice to the Contractor not less than 60 days before the close of the fiscal year to be audited.

HAUC reserves the right to cancel the agreement if it is determined that the selected firm is not performing satisfactorily or is adversely affecting performance of the HAUC's activities. HAUC will provide 30 days written notice of termination.

EQUAL OPPORTUNITY

HAUC emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, or age. Minority and women-owned firms are especially encouraged to respond to this RFP.

LIMITATIONS

HAUC reserves the right to reject any and all Proposals and to waive any informality in the solicitation process.

BIDDERS QUESTIONS

Any technical questions concerning the request for proposal should be submitted in writing to:

Housing Authority of Utah County
Maylene Peck, Accounting Manager
485 N Freedom Blvd
Provo, Utah 84601
mpeck@housinguc.org
(801)373-8333 ext 109

Questions must be received by the date and time stipulated in the calendar of events. If necessary, written responses to these questions will be provided to all firms holding RFPs no later than October 21, 2022.

CALENDAR OF EVENTS

Listed below are the important actions and dates-times by which the actions must be taken or completed. If HAUC finds it necessary to change any of these dates, it will be done by addendum.

September 23, 2022 (5:00PM)	Issue Date
October 14, 2022 (5:00PM)	Deadline for questions regarding RFP
October 21, 2022 (5:00PM)	HAUC responses to questions
October 31, 2022 (5:00PM)	Proposal submission deadline
November 15, 2022 (5:00PM)	Notification of Award