

Housing Authority of the City of Fountain

501 E. Iowa Avenue Fountain, CO 80817
719-382-5639 Phone 719-382-4113 Fax

REQUEST FOR PROPOSALS: AUDIT SERVICES

The Housing Authority of the City of Fountain is requesting proposals from qualified Independent Public Accounting (IPA) firms or individuals to provide IPA Audit Services for the Housing Authority for the fiscal year ending December 31, 2023 with an option to extend the contract for two additional years.

Proposals will be received until **3:00 PM on October 27, 2023**. Proposals which do not fully address the Request For Proposal (RFP) requirements will be rejected.

RFP Information at a Glance

FHA Contact Person: Executive Director
501 E. Iowa Avenue
Fountain, CO 80817
[c/o Jmeehan@fountaincohousing.org](mailto:c/o.Jmeehan@fountaincohousing.org)
Phone: 719-382-5639
Fax: 719-382-4113

How to Fully Respond to this RFP by Submitting a Proposal: Submit one (1) original copy to:
Fountain Housing Authority
RFP for Audit Services
Attn: Executive Director
501 E. Iowa Avenue
Fountain, CO 80817

Date Issued: September 26, 2023

Proposal Deadline: October 27, 2023 at 3:00 P.M.

Anticipated Approval: November 2023

Purpose: The Housing Authority of the City of Fountain, CO (hereinafter called “Housing Authority” or “FHA”) is a public housing agency with administrative offices located at 501 E. Iowa Avenue, Fountain, CO 80817. FHA provides quality, affordable housing and housing assistance programs to low-income families residing in its service area.

In accordance with all state and federal regulations the Housing Authority is currently accepting proposals for “Auditing Services” for the fiscal year ending December 31, 2023 with an option to extend the contract for an additional two years. All audit services must be performed 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, and all other

legal statues and requirements. The audit will also be performed in accordance with Circular OMB A-133.

All proposals will be reviewed for completeness and will be analyzed in accordance with the criteria contained herein. The FHA urges all interested firms to carefully review the requirements of the RFP. Failure to abide by the RFP’s instructions in any way may lead to the rejection of the proposal.

Terms and Conditions: All proposals will remain valid for a period of sixty (60) calendar days after the date specified for receipt of proposals. All costs of the proposal process, interviews, contract negotiation, and related expenses, are solely the responsibility of the respondent.

FHA reserves the right to reject any or all proposals, to waive informalities and minor irregularities, and/or modify or cancel this solicitation. Proposals which appear unrealistic in terms of management commitments or are indicative of failure to comprehend the complexity of this RFP and subsequent contracts may be rejected.

Respondents are requested and advised to be as complete as possible in their response. The Housing Authority reserves the right to 1) contact any respondent to clarify their proposal; 2) contact any past/current clients of the respondent; 3) solicit information from any available source concerning any aspect of the proposal; and, 4) seek and review any other information deemed pertinent to the evaluation process.

Scope of Auditing Services:

The Scope of Auditing Services being requested will pertain to all of the programs owned and/or operated by the Housing Authority and will be conducted in accordance with generally accepted governmental auditing standards. Official books of account are maintained by a fee accountant and should be available by March 15, 2024. Previous audit information is available upon request. The FHA operates the following programs:

Program/Audit	Property Type	Unit Count
Grinde Manor	Public Housing	40
Capital Fund Program	2019, 2020 and 2021	
Housing Choice Voucher Program	Section 8	244
Fountain Townhomes	Section 8 New Construction	14
Fountain Mesa Court Townhomes	RTC Affordable Housing	64

Tax Credit Projects: The FHA is a special member in a Colorado limited liability company, Archway Fountain Ridge South Apartment, LLC, a Tax Credit Project of 111 units in Fountain. The FHA has several surplus cash loans outstanding to the company on this project. The FHA is also a Limited Partner in a Missouri Limited partnership, Villas at Mesa Ridge, LP, a Tax Credit Project of 60 units in Fountain.

The Respondent will perform all auditing services required for the fiscal year ending December 31, 2023, including, but not limited to, the following services:

A. Draft and issue a comprehensive financial and compliance audit which will include:

1. a complete audit of all federal, state, and other awards of financial assistance received by the Housing Authority in accordance with the US 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;
 2. an evaluation of the Housing Authority's internal financial controls; and
 3. 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. Submit all HUD Real Estate Assessment Center (REAC) reporting including certification of all required electronic reporting requirements in strict compliance with reporting deadlines;
 - D. Prepare separate audit reports for the Section 8 New Construction Project, the Fountain Townhomes, and the Affordable Housing Project, the Fountain Mesa Court Townhomes, in accordance with the requirements of CHFA;
 - E. Provide continuing professional education to staff regarding audit-related activities and record keeping;
 - F. Conduct audit entrance and exit conferences with the Executive Director to discuss audit approach and any subsequent findings and recommendations;
 - G. Conference with the FHA Board of Commissioners, if necessary, to present the audited financial statements and audit report; and
 - H. Submit and provide the final audit no later than June 30, 2024.

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

- A. Is licensed as a Certified Public Accountant (C.P.A.);
- B. Has experience auditing Public Housing Authorities and has a clear understanding of HUD funded programs and related Colorado and federal regulations; and
- C. Is approvable by HUD.

Proposal Requirements:

- A. Proposals will be submitted on the company letterhead, and signed by a person or persons authorized to bind the firm to a contract.
- B. Description of the company and qualifications of all staff (including copies of all licenses, resumes, and other pertinent information) involved in the provision of services must be included.
- C. A description of how the company plans to conduct the audit under Covid-19 restrictions.
- D. A minimum of three (3) professional references must be included.
- E. A certified statement that neither the firm nor members of the firm or individuals in the provision of services are debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local oversight regulatory, or law enforcement authority.
- F. Evidence of all appropriate and applicable insurance coverage carried by the firm or individual, including policy coverage periods.
- G. Each offeror is required to submit one original signed copy of their proposal prior to the date and time specified. Failure to include any of the above information or a proposal received after the appointed time will result in rejection of the proposal.

- H. The Executive Director will review proposals and make recommendations to the Board of Commissioners. The Board reserves the right to award the contract to the responsible proposer whose qualifications; price and other factors are the most advantageous to the Housing Authority.
- I. FHA reserves the right to waive any informality and to reject any and all proposals. No proposal may be withdrawn after the due date. Proposals may be withdrawn prior to the due date by written request to withdraw.

Submission of Proposals: Each proposal copy must be received at the Housing Authority's administrative offices by **October 27, 2023 at 3:00 PM**. Proposals may be mailed, emailed or hand-delivered to the following address:

Fountain Housing Authority
Attn: Executive Director - RFP for Audit Services
501 E. Iowa Avenue
Fountain, CO 80817

Email address: Jmeehan@fountaincohousing.org. If submitted by email, please include the subject line - RFP for Audit Services.

Due Diligence: All procurement transactions will be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Where warranted and before awarding a contract, FHA will review the proposed Respondent's ability to perform the contract successfully.

Format of Proposals: All proposals will 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 FHA'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 personnel. This will include both the company's history providing general auditing services as well as its experience providing such services to public housing agencies.
- C. **Audit Services:** Describe in detail each aspect of auditing services proposed, including the evaluation of financials, the audit report, training of staff, implementation of recommendations for current fiscal year and beyond, and any Covid-19 protocols.
- D. **References:** Respondent is required to submit a minimum of the three (3) references.
- E. **Proposed Costs:** Describe in detail a breakdown of the proposed costs for the required services. Include any and all rates, charges, etc. necessary to calculate the final proposed fee and include the anticipated fee to perform the audit for each of the next two fiscal years.

Compliance with Law: The respondent will comply with all applicable Federal, State and local laws, regulations, ordinances, and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal opportunity programs, subcontracting with small and minority firms, women's business enterprises, and Section 3 of the Housing and Urban Development Act of 1968.

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 deliverables 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. **(25 points)**
2. **Respondent's Experience:** This includes not only the firm's technical experiences in representing other housing authorities and similarly situated clients, but the individual experience of key personnel who will be conducting the services. **(35 points)**
3. **Work Plan:** Respondents will be evaluated on their overall work plan including proposed schedule, availability of key personnel, and quality and effectiveness of proposal. **(15 points)**

B. Fee Proposal.

1. All respondents will submit a price proposal which will include a proposed fixed-fee for all services to be performed under the terms and conditions of this RFP. Any such proposals will also indicate the rates at which such fees have been calculated. The respondents will include a proposed fixed-fee for performing audit services for each of the next two fiscal years of the Housing Authority. **(25 points)**

Total Possible Points = 100 Points

All responses should directly address each specific selection criteria under specific headings. For additional information, contact the Executive Director of the Fountain Housing Authority.