



Benton Harbor Housing Commission RFP/ IPA

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| RFP Number: | RFP Title: <i style="text-align: center;">Independent Professional Audit Services</i> |
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| RFP Due Date and Time: 5/15/2013 Local Time: 4:00 P.M. | Number of Pages: 12 |
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ISSUING AGENCY INFORMATION

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| Procurement Officer: Sheila Hill | Issue Date: 4/15/2013 |
| Benton Harbor Housing Commission 721 Nate Wells Drive Benton Harbor, Michigan 49022 | Phone: (269) 927-3546 ext 6 Fax: (269) 927-6112 TDD Users Dial: (269) 927-6511 Website: bhhcommission.org |

INSTRUCTIONS TO BIDDERS

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| COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR BID AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION." | Mark Face of Envelope/Package: RFP Number: RFP Due Date: 5/15/2013 |
| | Special Instructions: Mark face of envelope/package 'BID' and company name |

BIDDERS MUST COMPLETE THE FOLLOWING

| | |
|-----------------------------------|--|
| Payment Terms: Net 30 days | Delivery Date: |
| Bidder Name/Address: | Authorized Bidder Signatory: |
| | <small>(Please print name and sign in ink)</small> |
| Bidder Phone Number: | Bidder FAX Number: |
| Bidder E-mail Address: | |

**REQUEST FOR PROPOSALS
FOR
Independent Professional Audit Services
Cover Page**

Please Complete and Return This Form with your Proposal

Issue Date: Monday April 15, 2013

Title: Independent Professional Audit (IPA) Services

Period of Contract: From Date of Award through Second Anniversary of Date
Of Award

Due Date: Wednesday May 15, 2013

Delivery Address: Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022
Attention: Procurement Officer

IN COMPLIANCE WITH THIS REQUEST FOR PROPOSAL AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE SIGNED PROPOSAL, OR AS MUTUALLY AGREED UPON THROUGH SUBSEQUENT NEGOTIATIONS, THE UNDERSIGNED FURTHER CERTIFIES THAT HE/SHE IS AUTHORIZED TO SIGN THIS DOCUMENT ON BEHALF OF THE SUBMITTING FIRM.

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Signature of Person
Submitting Proposal: _____

Printed or Typed
Name: _____

Title: _____

NOTE: Changes to this RFP may be issued in the form of addenda t any time prior to the due date and time for submitting proposals. All persons who request a copy of this RFP will be given a copy of all addendum items promptly after all addenda are issued.

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II. INFORMATION FURNISHED BY REQUESTER

A. Submission of Proposal

1. Requester of Proposal and Recipient Organization

Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022

2. Contract Administrator

Sheila Hill, Procurement Officer
Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022
(269) 927-3546

3. Closing Date and Delivery Address

An original and three (3) copies of the proposal are to be delivered to the requester at the following address on or before 4:00 P.M. on

Benton Harbor Housing Commission
Attn: Sheila Hill, Procurement Officer
721 Nate Wells Drive
Benton Harbor, MI 49022

Late Proposals will not be considered.

Comments on specifications or other provisions in the Request for Proposal may be submitted in writing by fax (269) 927-6112, mail Procurement Officer Benton Harbor Housing Commission, 721 Nate Wells Drive, Benton Harbor, MI 49022 or e-mail (shill@bhhcommission.org), before 3:00 P.M. on

SUMMARY

B. Nature of Services Required

1. Purpose of Request

The purpose of this request is to obtain the services of a qualified source to provide Independent Professional Audit (IPA) services for the Benton Harbor Housing Commission (BHHC) including FYE 2010

2. Term of Contract

From the date of award through two (2) years following date of award.

3. Scope of Services

A. Financial Audit-The Independent Auditor will examine all funds of the Benton Harbor Housing Commission (BHHC) to perform a comprehensive audit of all BHHC Programs (listed below) for fiscal year ending September 30, 2012 and fiscal year ending September 30, 2013. The Financial Audit for fiscal year ending September 30, 2012 should be completed and submitted to staff by April 30, 2013; for FYE September 30, 2013 should be completed and submitted to staff by April 30, 2014. BHHC administers the following programs:

- Low Income Housing (120 Units),
- Housing Choice Voucher Program (160),
- Capital Funds Program,
- Other Grants

Timeline

The auditing agency must be able to perform the audit within 120 days after the close of Benton Harbor Housing Commission fiscal year or 90 days after the books are presented for audit, whichever is longer. The auditor shall submit the annual audit data and schedules to the Real Estate Assessment Center, (REAC) electronically (deadline is June 15 for each year), upon audit completion. A Management Letter shall be submitted to the Executive director and The Board of Commissioners of BHHC of recommendations to strengthen internal controls upon audit completion. Consideration of the HUD deadline for submission and or the attestation time to review all financial statements electronically submitted as required by HUD.

Qualifications

The Contractor must be either a Certified Public Accountant, or a licensed or registered public accountant licensed, by a regulatory authority of a state or other political subdivision of the United States and meet any legal requirements concerning registration in which the Benton Harbor Housing Commission is located. In addition, those public accounts licensed must be able to provide a statement by the state of Michigan identifying such registration or license must be submitted in order for their response to this Request for Proposal to be considered.

The Contractor must show a proven track record of past performance in regards to the policy and procedures for performing IA(s) for Public Housing Organizations and its sub parts i.e.. Hope VI Programs, Housing Choice Voucher Programs, Capital Funds Programs etc...

The Contractor must certify that its principal officer (s) or member (s) do not now have and have not during any period covered by this audit any interest, direct or indirect, with The Benton Harbor Housing Commission or any of its members or officials including family relationship with any of BHHCs members or officials and/or employment by or service as a member or official during the period covered by the audit.

Description and Objectives / Scope and Guidelines

The objective of the audit;

- a) To determine if BHHC financial statements are in conformity with general accepted accounting principals and to report on the fairness of the supplementary information including the schedule of expenditures of Federal Awards, id applicable, when considered in relation to the financial statements as a whole.
- b) To report on Internal Controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect of the financial statements in accordance with Governmental Auditing Standards. Internal Controls related to major programs and as opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provision of contractors grant agreements that could have a direct and material affect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, local Governments, and Non-Profit Organizations, if applicable. The report on Internal Controls and compliance will include a statement that the report is intended for the information and use of management, the federal awarding agencies, and if applicable, pass-

through entities and is not intended to be and should not be used by anyone other than specific parties

- c) The report should include a test of accounting records, a determination of major program(s) in accordance with Circular A-133, if applicable, and other procedures considered necessary to enable the auditor to express an opinion and to render the required reports. The audit test basis should include the evidence supporting the amounts and disclosures in the financial statements; it will be necessary to involve judgment about the number of transactions to be examined and the areas to be tested. Must be based on reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to BHHC or to acts by management or employees acting on behalf of BHHC. Test will include of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. The audit test should further include a documentary of evidence of the physical existence of inventories, and direct confirmations of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions.

The report should include (MDC) Management Advisory Comments contractor must prepare and submit to any and all reporting requirements as required by HUD. The reporting final package must be submitted to the Executive and Deputy Director for review 60day prior to the earliest required reporting date the HUD has issued.

Outcomes/ Scope and Guidelines

The audit must be done in accordance with Office of Management and Budget Circular A-133 and the A-133 Compliance Supplement, GSAB 34 and subsequent GSAB's applicable to those programs administered by BHHC. Other authoritative HUD sources include HUD handbooks such as *HUD Handbook 2003,04 REV-1, Consolidated Audit Guide for Audits of HUD Programs, HUD Handbook 7476.1, REV-1, Audits of Public Housing Agencies (PHAs) and Indian Housing Agencies (IHAs) by Independent Auditors (IAs) and PIH Notice 95-31, 96-32, and 97-31, Public and Indian Housing (PIH) Compliance Supplement for Annual Audit of Public Housing Agencies and Indian Housing Authorities by Independent Auditors*. Other applicable Federal Laws, regulations, and authoritative sources include the Single Act of 1984 and the Single Audit Act Amendments of 1996, Government Auditing Standards (the "Yellow Book") promulgated by the Comptroller General of the United States General Accounting Office publication *Assessing Compliance with Applicable Laws and Regulations*. The American Institute of Certified Public Accountants issued the audit and accounting guide entitled *Audits of State and Local Governmental Units*. The Financial Accounting Foundation determines Generally Accepted Auditing Standards as published by the American Institute of Certified Public Accountants in their Statements on Auditing Standards.

C. Contractual Arrangement

BHHC shall prepare a comprehensive written IPA services contract after selection and negotiation with the Contractor. The contract shall include the provisions required by HUD and/or Michigan law or regulations. In addition to the terms and conditions outlined in the body of this Request for Proposals.

D. Right to Reject Proposal

Benton Harbor Housing Commission reserves the right to reject any and all proposals submitted and to request additional information from all offers.

III. INFORMATION TO BE FURNISHED BY OFFEROR

Proposal should be organized in the following manner:

A. Title Page

Show the RFP subject, the name of the offer, address, telephone number, name of the contact person, and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Proposal Letter from Offeror

Limit to five pages, if possible

1. Work to be done

Briefly confirm the offeror's understanding of the work to be done, and that offeror has the experience to perform the Scope of Services requested.

2. Authorized Representatives

State the names of the person(s) who will be authorized to make representation for the offeror, their titles, addresses, and telephone numbers.

3. Primary Contact and Assigned Personnel

Give the name of the offer and firm, address and phone number, and the name and title of the one individual who would be responsible for this engagement.

4. Range of Professional Activities

Describe the range IPA activities performed and/or services provided by the offeror.

5. References

Provide a minimum of three (3) references where the offeror has performed similar services. Include the name, address and telephone number of a contact person for each reference as well as a brief description of the services performed.

6. RFP Cover Page

The cover page of this RFP must be completed and submitted with the proposal.

7. Certification

Submit a statement that the offeror is not currently nor has previously been debarred, suspended or otherwise prohibited from practicing IPA services by any federal, state or local government agency. Also disclose of any unsatisfactory QASS reviews.

D. Cost proposal

In a **SEPARATE ENVELOPE MARKED ON THE OUTSIDE “COST PROPOSAL”**, please list normal hourly billing rates for billing on a hourly basis. Billing arrangements not tied to hourly rates are encouraged. **(No fees or expenses will be paid for travel time or mileage, except in cases where the Contractor’s travel exceeds 50 miles round-trip. Offers should take this into account in their proposal)**. Include in your proposal any assumptions on which your fees are based and any factor that you believe would justify an increase in the fees. Initial contract award consideration will be based on the average cost of the first two years.

Evaluation

A committee will be appointed by the Contracting Officer to evaluate technical and cost proposals in accordance with the evaluation plan. A minimum of three persons will be appointed. The evaluation criteria set forth in the RFP will serve as the written plan for the evaluation. Factors not specified in the RFP will not be considered. See Exhibit # 3 for the evaluation Rating Sheet.

Panel members who have a conflict of interest or relationship, financial or otherwise, or that may be construed as a conflict of interest, must disclose the existence of the conflict and, if necessary, excuse themselves from the panel.

Selection and Award

Upon completion of the evaluation process, the contract shall be awarded to the responsible person/firm whose technical approach to the project, qualifications, price and /or any other factors considered, are most advantageous to ***Benton Harbor Housing Commission.***