

THE SELMA HOUSING AUTHORITY

SELMA, ALABAMA

REQUEST FOR PROPOSALS (RFP)

ANNUAL AUDIT

DATE OF ISSUE: January 23, 2025



PROPOSAL DUE DATE:

3:00 PM (CST) February 24, 2025

Contact Information:

Cicely Curtis, Chief Operating Officer
The Selma Housing Authority
444 Washington Street
Selma, Alabama 36830
ccurtis@selmahousing.com

Proposed Timeline

January 23, 2025	RFP release
February 11, 2025	Questions due
February 18, 2025	Responses to questions due
February 24, 2025	Proposals due NO LATER THAN 3:00 PM (CST)
March 19, 2025	Anticipated award of contract

REQUEST FOR PROPOSALS *for* ANNUAL AUDIT

I. Purpose:

The Selma Housing Authority hereby requests proposals from qualified Certified Public Accounting firms who are duly licensed to perform work in the state of Alabama to conduct their annual audits of Housing Authority financial transactions and operations **for the period January 1, 2025 through December 31, 2027**. The audit shall be performed in compliance with the Single Audit Act and shall comply with all applicable federal and U.S. Department of Housing and Urban Development regulations concerning an audit of a Public Housing Authority. The audit report shall be completed by April 30, of each year.

1. The Contractor shall audit the accounts and records of the authority for the period stated and the audit shall be sufficient in scope and detail to enable the Contractor to express an opinion in the report on the financial statements of the Authority.
2. Additionally, copies shall be made available to the local HUD Field Office and the HUD Office of the Inspector General.

II. Background:

The Selma Housing Authority hereinafter referred to as “the Authority”, provides safe, decent, sanitary, and affordable housing to eligible families in the City of Selma, Alabama.

The Authority currently operates the following programs:

A. Public Housing		
1. AMP 2	(One Development)	216
2. AMP 3	(One Development)	127
3. AMP 7	(Two Developments)	100
4. AMP 8	(Three Developments)	126
5. AMP 12	(One Development)	<u>12</u>
Total Public Housing Units:		581

- B. Housing Vouchers 1,064
- C. Capital Fund Program
- D. Central Office Cost Center
- E. Tax Credit Partnerships

III. Process:

This RFP has been sent to several firms. Written proposals should be received in accordance with the instructions contained in the RFP. The proposals will be ranked in accordance with the Evaluation Factors stated later in this RFP. Upon acceptance of a proposal, the Authority will enter into a formal written contract suitable to the Authority for the services to be rendered. The contract shall contain language giving the Authority the right to terminate said Contract in the event the firm and/or any individual associated with the firm has been debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency. It is anticipated that award of this contract will be made no later than December 31, 2019. The Authority reserves the right to reject any or all responses to the RFP for reasons it believes is in the best interest of the Authority.

The deadline for submitting a proposal shall be **3:00 PM (CST) on December 20, 2019**. Proposals shall be mailed to or delivered by courier as follows:

The Selma Housing Authority
Attention: Cicely Curtis, Chief Operating Officer
444 Washington Street
Selma, Alabama 36703

The exterior of the envelope and/or courier package shall be marked as "2024 Annual Audit Proposal"

Offerors shall be liable for on-time delivery and are responsible for verifying courier delivery times to ensure that the deadline is met.

No facsimile copies or emailed proposals shall be accepted.

IV. Scope of Services:

The annual audit shall be performed in compliance with the Single Audit Act and with all applicable federal and U.S. Department of Housing and Urban Development regulations concerning an audit of a Public Housing Authority including the electronic submission of same to the Real Estate Assessment Center (REAC). The auditor shall supply twelve (12) copies of the audit report to the Authority. At a minimum the audit report package shall include the following:

1. Financial Statements (including all applicable footnotes)
2. Footnotes on the Summary of Significant Accounting Policies and Federal Non-Cash Assistance
3. Auditor's opinion on the financial statements and required supplementary schedules (i.e. Schedule of Expenditure of Federal Awards, Financial Data Schedule, et. al.)
4. Report on Compliance and on Internal Control over Financial Reporting based on an audit of financial statements performed in accordance with Generally Accepted Auditing Standards (GAAS) and/or Government Auditing Standards (GAS)
5. Report on Compliance with requirements applicable to the programs indicated and internal control over compliance in accordance with OMB Circular A-133
6. Schedule of Expenditures of Federal Award
7. Schedule of Findings and Questioned Costs
8. Data Collection Form
9. Corrective Action Plan, if necessary

V. Proposal Content and Evaluation Factors:

The following format shall be used in submitting the proposal and each proposal will be evaluated in accordance with these factors. The total points available for each factor is listed in parenthesis.

A. (20 POINTS Maximum) Evidence of the individual or firm's ability to perform the work, as indicated by the principals and staff's professional and technical competence and experience.

- a. In response to this factor, the proposal shall list the following information:
 1. Name of Company, Address, Phone Number and Email Address of contact person
 2. Resumes of personnel who will work on this audit including certification as a certified public accountant to practice in the State of Alabama
 3. List of PHA's the firm has conducted Annual Audits for during the past two years. Limit the list to total of ten (10) PHA's. Provide a telephone number and contact person for each PHA.

B. (10 POINTS Maximum) CAPABILITY TO PROVIDE PROFESSIONAL SERVICES IN A TIMELY MANNER

The audit shall be completed within 90 calendar days of notice from the Authority that the books are available for audit. The Authority anticipates this notice to be issued no later than March 21, 2018.

- a. Submit a letter stating if awarded this contract, your firm will complete and submit the final work product within 90 calendar days of notice from the Authority.

C. (10 POINTS Maximum) FEE FOR SERVICES

- a. Proposal shall state an hourly billing rate with a “maximum fee not to exceed” amount for services for this audit. Price shall include electronic submission to the Real Estate Assessment Center (REAC) and Federal Audit Clearinghouse as applicable. The maximum fee shall be all inclusive. No other expenses shall be billed under the terms of the Contract unless amended by written mutual consent and HUD approval.

D. (5 POINTS Maximum) ORGANIZATION AND RESPONSE TO THE RFP

- a. Proposal shall be evaluated on adherence to the format of the above stated provisions.

E. (0 POINTS) DEBARMENT STATEMENT (EXHIBIT A)

Any firm debarred, suspended or otherwise prohibited from professional practice by any Federal, state or local agency shall not be considered.

- a. Submit a certification letter stating that your firm nor any individual of the firm proposed to work on this audit is currently debarred, suspended or otherwise prohibited from professional practice by any Federal, state or local agency.

F. (0 POINTS) NON-COLLUSIVE AFFIDAVIT (EXHIBIT B)

Conflict of Interest – The firm represents that no person who currently exercises any function or responsibility in connection with the Authority has any direct personal financial interest in the proposed contract.

VI. Evaluation Process:

The responses to the RFP will be evaluated as stated above based upon relevant experience, compliance with the RFP, technical qualifications and the fee for service. The Authority reserves the right to reject any/or all responses to the RFP for reasons it believes is in the best interest of the Authority.

VII. Other General Requirements:

The following requirements apply to any firm desiring consideration under this RFP and proposed contract:

- A. Legal Compliance – The firm must comply with all Federal, state and local laws, regulations or ordinances.
- B. Minority Participation – Where possible, the Authority and HUD encourages the use of small, minority and disadvantaged businesses with particular emphasis being placed upon the hiring of women, minorities, disabled, and economically disadvantaged persons.
- C. Any questions concerning this RFP should be directed in writing to Kennard Randolph, Executive Director.

**Deadline for the submittal is stated on the cover and page 1.
Any changes shall be issued by addenda.**

THE SELMA HOUSING AUTHORITY

SELMA, ALABAMA

EXHIBIT "A"

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

- (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 from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them 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 indicated for or otherwise criminally or civilly charged by a governmental 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 the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certified by:

(Bidder, if the bidder is an individual;
Partner, if the bidder is partnership;
Officer, if the bidder is a corporation)

Subscribed and sworn to before me this

_____ day of _____, 20____.

My commission expires _____, 20____

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EXHIBIT "B"

NON-COLLUSIVE AFFIDAVIT

(Prime Bidder)

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that he is
_____, the party making

(a partner or officer of the firm of, etc.)

the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against The Selma Housing Authority of any person interested in the proposed contract and that all statements in said proposal or bid are true.

(Bidder, if the bidder is an individual;
Partner, if the bidder is partnership;
Officer, if the bidder is a corporation)

Subscribed and sworn to before me this

_____ day of _____, 20____.

My commission expires _____, 20____.