



REQUEST FOR PROPOSAL FINANCIAL AUDIT SERVICES

Panama City Housing Authority (PCHA) is inviting proposals from independent public accounting firms to perform an audit of various HUD programs for fiscal year ending September 30, 2018, with two additional years at the sole option of the PCHA.

Panama City Housing Authority (PCHA) is a special purpose governmental entity operating in Panama City, Florida. PCHA administers federal Department of Housing and Urban Development (“HUD”) Public Housing and Housing Choice Vouchers.

This audit shall be conducted in accordance with Generally Accepted Auditing Standards, as well as, Generally Accepted Government Auditing Standards (Yellow Book), issued by the United States Government Accountability Office. The audit and financial statements shall meet the requirements of federal single audit regulations. This includes assistance with electronically submitting Financial Date Schedules (FDS) via the internet as required by the Real Estate Assessment Center (REAC).

Interested firms should submit **six copies** of their proposal which addresses the Proposal Requirements described in the Scope of Work section. Fax and e-mail proposals are not acceptable.

PROPOSALS WILL BE ACCEPTED UNTIL: Friday, August 10, 2018 at 4:30pm

**PROPOSALS SHOULD BE SUBMITTED TO: Teri Henry
Panama City Housing Authority
804 East 15th Street
Panama City, Florida 32405**

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GENERAL INFORMATION

PCHA's fiscal year ends on September 30th. The last audit was performed for the fiscal year that ended on September 30, 2017.

PCHA utilizes Scott Accounting Computer Software – Public Housing Application Software – “SACS” which runs on an SQL server and the operating system is Microsoft Windows Server 2012 Standard Edition 64 bit.

Six (6) copies of each audit opinion, financial statement, supplemental reports and compliance reports shall be submitted to the Executive Director within **180 days** of the close of PCHA's fiscal year. It is anticipated that financial records will be closed on September 30, 2018, data uploaded into FASSPHA and audit schedules available for review by November 1, 2018. PCHA requires that the final audit report shall be submitted within **180 days** after the closing of PCHA's fiscal year end to Financial Management Assessment System – Public Housing Agency, (FASSPHA) and Federal Audit Clearinghouse, (FAC) but no later than March 31st of each year. An extension request must be approved by the PCHA Executive Director

SCOPE OF WORK

A financial statement and compliance audit of PCHA for fiscal year ending September 30, 2018.

- Statement of Net Position
- Statement of Revenues, Expenses and Changes in Net Position
- Statement of Cash Flows
- Notes to Financial Statements
- Schedule of Expenditures of Federal Awards
- Independent Auditors Report
- Management Discussion and Analysis
- Report on Compliance and Internal Control over Financial Reporting
- Report on Compliance and internal Control over Major Program
- Schedule of Finding and Questioned Costs

PROPOSAL FORMAT AND REQUIREMENTS

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

- Title page should include the proposal subject, the firm's name, address, phone, and fax numbers, email address, and contact person, date of proposal, Federal ID, number of the firm and firm's license.
- A Table of Contents with page numbers.
- 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 90 days).
- Provide prior experience in auditing housing authorities, non-profit organizations and local governments from the audit team.
- A proposed work plan and time schedule addressing the scope of work.
- A section detailing the cost for the work including proposed payment schedule based on the work plan and maximum fees that may occur.
- A section identifying the staff that would be assigned to the project including their background and experience.
- Discuss any prior or pending disciplinary actions against the firm or audit team members. If there have been actions, disclose the results of those actions.

OTHER TERMS AND CONDITIONS

1. **AWARD BASIS**

At the option of PCHA, finalists may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission. PCHA reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which PCHA, acting in the sole and exclusive exercise of its discretions, deems to be in PCHA's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

2. **CONTRACT TERMS**

You are invited to submit a proposal for audit for a one-year period with an option to renew for two additional years, at PCHA's sole discretion. The audit is for the fiscal year ending September 30, 2018. PCHA may terminate the audit contract upon written notice to the Contractor not less than sixty (60) days before the close of the fiscal year to be audited. PCHA 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 PCHA's activities. PCHA will provide thirty (30) days written notice of termination. PCHA also reserves the right to request changes in the selected firm's representation if, at our discretion, assigned personnel are not satisfying the needs of PCHA.

3. **PAYMENT TERMS**

PCHA will make progress payments for the compensation for services, as included in the accepted proposal, up to fifty percent (50%) of the total contract. The remaining fifty percent (50%) shall be payable after submission of the Audit Report and after acceptance and approval by HUD-REAC.

4. **INFRINGEMENT AND INDEMNIFICATION**

The firm awarded this contract agrees to protect, defend and hold harmless PCHA against any demand for payment for use of any patented materials, process, article, or device that it may enter into the rendering of the necessary services. Furthermore, the selected firm agrees to indemnify and hold harmless PCHA, their Board of Commissioners and employees from suits or actions of every nature and description arising out of, or in connection with, the performance of this contract, or on account of any injuries or damage received or sustained by a party or parties by or from any act of the selected firm, or its agents.

5. **INSURANCE**

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.

6. **EQUAL OPPORTUNITY**

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

7. **LIMITATIONS**

PCHA reserves the right to reject any and all proposals and to waive any informality in the solicitation process.

Appendix 1 EXPENDITURES

Federally Assisted Programs for Audit

| Program | No. of Units |
|-------------------------------------|---------------------|
| 1 Public Housing | 450 |
| 2 Housing Choice Voucher Program | 418 |
| 3 VASH | 60 |
| 4 Other Federal – Homeownership | N/A |
| <i>Total Number of Units</i> | 928 |

Appendix 2 PROPOSAL CALENDAR

The following table is a list of key dates for the submission of the proposal, evaluation of responses, and the selection of the Audit firm. Dates are subject to change.

| | <u>Dates for RFP</u> |
|--|-----------------------------|
| Distribution of RFP to audit firms | July 10, 2018 |
| Due Date of RFP from audit firms | August 10, 2018 |
| ED reviews audit firms and recommends one firm to the Board. | August 13, 2018 |
| Board approval of audit firm | August 15, 2018 |
| Audit firms informed of Board decision | August 16, 2018 |
| Proposed Contract Date | September 30, 2018 |

Appendix 3
PROPOSER GUARANTEE

The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the Scope of Work.

Signature of Official: _____

Name: _____

Title: _____

Firm: _____

Date: _____

Appendix 4
PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- B. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of Panama City Housing Authority.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- D. Proposer warrants that it is willing and able to comply with Federal, State and Local laws with respect to public housing.

Signature of Official: _____

Name: _____

Title: _____

Firm: _____

Date: _____