

## REQUEST FOR PROPOSAL- 2014 COMPREHENSIVE AUDIT SERVICES

The Avon Park Housing Authority of Avon Park, Florida (APHA) is accepting statements of qualifications and proposals for the annual audit of the Avon Park Housing Authority. The initial audit is as of and for the year ending December 31, 2014. The contract may be extended for two additional one year terms on a year-by-year basis as permitted by Federal and State law.

### Submission and Place

Sealed statements of qualifications and bids must be received at the office of the APHA by no later than 3:00pm, E.S.T. Thursday June 12, 2014. Proposals may be mailed or hand-delivered to the Agency physical address; 21 Tulane Drive, Avon Park, Florida 33825. Facsimile or emailed submissions will not be accepted. Sealed envelopes containing proposals must be marked "2014 Comprehensive Audit Services RFP."

The APHA Audit Selection Committee will examine proposals during the month of June, 2014, and make its recommendation to the Board of Commissioners at the subsequent July 2014 Regular Board meeting.

### Content of Proposal

- I. Firm's Qualifications
  - A. Firm's history
  - B. Firm's experience in the Public Housing industry
  - C. Experience in Public Housing Audits of
    - Partner in charge
    - All personnel assigned to fieldwork
    - Record of filing HA audits timely to USHUD
  - D. Contact information for references from recent clients similar in size and scope to APHA
  - E. Ability of firm to deal with the non-customary aspects of APHA (See APHA statistics below)
  - F. Copy of license to practice in the State of Florida
- II. Firm's Procedures

Briefly state your general audit procedures and sequence of audit activities
- III. Reliance upon the Authority Staff

List documents, schedules and reconciliations which you normally expect a PHA staff to prepare beyond usual financial records, account reconciliations and their source documents.
- IV. Cost Proposal
  - A. Provide estimate of staff levels to be utilized, man-days expected at each level, and hourly rate.
  - B. Provide estimate of all costs of travel, meals, lodging and other out-of-pocket expenses.
  - C. Provide estimate of any other costs associated with the audit.
  - D. Provide a total lump-sum fee for the engagement for the 2014 audit and annual renewal audit fee for each subsequent (two) year extension period(s).

## Scope of the Audit

### I. APHA Statistics

#### A. Programs

1. Low-Rent Public Housing, 129 units, 2 projects, NOT under project-based requirements of REAC
2. Capital Fund Program related to LRPH (approximate funding amount; \$140K)
3. Business Activities--one (1) affordable housing project:
  - Ridgedale Apartments, 36 units, Project Based Section 8 HAP.
  - Lakeside Park, 79 units w/ FHFC roof Repl. Grant & ESCO services contract.
4. Component Unit:
  - Avon Park Housing Corporation (APHDC) which comprises the following:
    - Funded application to Florida Housing Finance Corporation;  
HOME Program; North Central Heights -72 units, single family homes.
5. Note that all projects are located within a 7-mile radius of the APHA main office.
6. 2015 & 2016 Planned Activities;
  - Public Housing Lakeside Park- Continued CFP rehabilitation.

#### B. Internal Control Structure

- LRPH, 1 local office; APHA Management- 21 Tulane Drive, Avon Park, Fl.
  - principle location for all Program office and Comptroller In-house accounting.
- APHA has an Executive Director, 7 administrative staff and 4 maintenance staff. A defined benefit pension plan is provided to all full time staff.

### II. Audit Requirements

#### A. OMB A-133 Single Audit and GAGAS Requirements:

The APHA is a public body, corporate and politic, and is therefore subject to an audit in accordance with both Federal & State law.

In the prior year, the APHA had federal revenues of approximately \$1.5M and therefore was subject to A-133 audit requirements. Approximately the same is anticipated for the year under proposal.

#### B. Preparation of Report and assists in the facilitation of report submission to REAC.

The APHA possesses the capacity to prepare its own financial statements in accordance with GAAP, however, for convenience the APHA has engaged a professional Fee Accounting firm to generate its monthly financial statements. The APHA requires that the audited financial statements be prepared by the auditor for review and approval by APHA. In addition, the APHA will require the auditor upload the audited Financial Data Schedule (FDS) electronic submission in accordance with the procedures established by the Real Estate Assessment Center (REAC) to HUD/ REAC and perform the UFRS attestation as required. APHA will review and approve the uploaded audited data before final submission. The Auditor will also assist the APHA in providing financial data required for State of Florida CFO Annual Agency Report.

C. Contents of the Audit Report

The report will contain at a minimum the schedules which were presented in the prior year's audit report.

D. Fieldwork and Submission Dates

The audit should commence by no later March 1 following fiscal year end, with the engagement fully completed no later than April 30 of each calendar year.

III. Other Requirements

A. The Auditor agrees to present the audit report and discuss it personally with the Board of Commissioners in the subsequent month following the publication/distribution of the completed audit report. Related costs for this presentation shall be included in the proposed fee.

B. Report copies shall be remitted to federal agencies by the Auditor where required on behalf of the APHA.

C. Eighteen bound copies of the audit report shall be provided by the Auditor to APHA.

D. The contract for services shall be prepared by the auditor, and will contain all federally-required clauses and affirmations.

IV. Other Comments

A. The APHA 2013 Audited Financial Statements Report is available for proposer review via email request to APHA for electronic PDF Audit Report file.

B. There are 14 individual bank accounts, 4 debt service-related escrow accounts, and approximately 14 notes payable spread among the APHA portfolio.

V. Proposal Evaluation Criteria Criteria Maximum Points

A. Firms Qualifications	30
B. Cost Proposal	20
C. Firms experience in Public Housing & Mixed Finance Projects	20
D. Familiarity with HUD REAC reporting process for both PH, Sec. 8 New construction, SAIL & HOME Programs.	20
E. Reference response from current and/or former PH customers, with emphasis on timely & responsible delivery of services.	<u>10</u>

Total Points 100

Though price is an important factor, it will not be the sole factor considered in selecting the successful qualified proposer. The Avon Park Housing Authority reserves the right to reject any or all proposals and to award the contract in the best interest of the Authority.