



RFP FOR AUDIT SERVICES 2024

RFP #2024-07

REQUEST FOR PROPOSALS FOR AUDITOR

The Housing Authority of the City of LaGrange requests proposals for Audit Services.

Zsa Zsa Heard

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Request for Proposals for Annual Audit Services #2015-0701

1. Introduction

The LaGrange Housing Authority (LHA) is a small-sized Public Housing Authority serving the housing needs of lower income residents of the City of LaGrange, Georgia. The Authority's conventional housing program assists 72 public housing units, four RAD conversion tax credit properties, 6 private properties owned by West Georgia STAR non-profit. The Authority closely follows HUD guidelines including procurement regulations 24CFR85.36 and 24CFR123.15. LHA also follows the Georgia Public Records Act and conducts all procurement procedures in accordance with regulations.

LHA invites qualified independent auditors (hereinafter called "Auditor") having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for LHA to reimburse firms for any expenses incurred in preparing proposals in response to this request.

2. Description of LHA and its Accounting System

The financial statements are designed to provide readers with a broad overview of LHA's finances in a manner similar to a private sector business.

LHA currently uses the YARDI in-house to record and maintain accounting information. The Authority also uses Real - Page for recording accounting information for tax credit properties.

In addition to the financial statements, the Authority is required to prepare and submit an unaudited Financial Data Schedule (FDS) to HUD each year. This function is performed by our Fee Accountant BDO Company. The 2023 audit contained one finding. A copy of the prior year audit is available and may be provided upon request.

3. Programs

Programs consist of the following:

- a) *Low-Income Public Housing* – Under the Conventional Public Housing Program, LHA rents units it owns to low-income families. The Conventional Public Housing Program is operated pursuant to an Annual Contribution Contract (ACC) with HUD. HUD provides an operating subsidy to enable LHA to provide housing at a rent that is based upon 30% of adjusted gross household income.
- b) *Capital Fund Program* – The Capital Fund Program (CFP) is the primary funding source for LHA's physical and management improvements.
- c) West Georgia STAR- private property ownership, development and resident services.
- d) RAD-Tax credit conversion- public housing conversion of units transferred to multi-family.

4. Type of Audit

The financial and compliance audit will cover federal funding in accordance with generally accepted auditing standards; Government Auditing Standards; the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133, "Audits of States, Local Government, and Non-Profit Organizations", including revisions published in Federal Register 06/27/03 and 06/26/07, and all other applicable laws and regulations.

5. Length

LHA intends to continue the relationship with the auditor for no less than two years. The contract may be extended for an additional period of one (1) year but not more than five (5) years total.

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6. Requirements

- a) The audit must be conducted in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; Office of Management and Budget Circular A-133, Audits of States, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; and any other applicable procedures for the audit of a government's financial statements prepared in accordance with GAAP.
- b) The audit must be completed and final audit reports rendered within five months of the conclusion of the fiscal year being audited.
- c) A preliminary draft of the audit opinions, any findings, and management letter comments, and recommended journal entries must be submitted to the Executive Director fifteen days before submission for proofing and reconciliation to LHA's records.
- d) The financial audit opinion will cover the financial statements for the government activities and remaining information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are necessary.
- e) This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the financial statements taken as whole.

An opinion will not be given on the Management Discussion and Analysis.

- I) The working papers shall be retained and made available upon request for no less than three years from the date of the audit report
- f) In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the Board of Commissioners and forwarded to HUD for approval.

7. Audit Contract & Payment of Audit Fees

LHA will enter a Contract with the successful firm for the provision of audit services for a one year period, with one year renewal options, for a maximum of five years. The work will begin within thirty (30) days unless otherwise specified.

The audit contract must be approved by the Board of Commissioners and HUD. Invoices are subject to approval by LHA staff and HUD, if applicable, prior to processing by LHA.

8. Description of Selection Process

Proposals will be considered solely based upon the evaluation factors listed in this RFP, along with LHA inquiring into references. The firm best meeting the experience, audit approach, and cost/price requirements will be selected.

LHA shall establish a competitive range for the proposals. Any proposal which has a reasonable chance to meet LHA's objectives should be included to maximize potential competition among the proposals.

Any firm who scores within the competitive range shall be eligible for an interview if LHA decides to use the interview process. LHA waives the right to conduct oral interviews for the competitive range of bidders if such process proves unnecessary.

Note that LHA reserves the right to reject any or all packages or proposals when it is determined to be in the best interest of LHA, as may be determined in LHA's sole and absolute discretion. LHA may also decline to accept the proposal of any bidder who has not met the prerequisites of the RFP and/or who has failed to complete projects on time of a similar nature or in the opinion of LHA is not in a position to perform the work satisfactorily. LHA also reserves the right to waive any informalities and technicalities in LHA's sole and absolute discretion.

Failure to respond to any requirements outlined in the RFP or failure to enclose copies of the required documents may disqualify the bid.

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9. Response Criteria

Responses to this request should follow the outline below for requested information:

- a) Indicate the number of people (by level) located within the local office that will handle the audit.
- b) Provide a list of current and prior housing authority clients, indicating the types of services performed and the number of years served for each.

Responsive firms should include any relevant information regarding audits performed on financial statements prepared.
- c) Indicate the experience of the local office in providing additional services to housing authority clients by listing the name of each, the type(s) of service performed, and the year(s) of engagement.
- d) Describe your audit organization's participation in quality control programs (reviews), status of any disciplinary action, and references from other governmental clients.. Provide a copy of the firm's current peer review.
- e) Describe the professional experience in housing authority audits of each senior and higher level person assigned to the audit, the years on each job, and his/her position while on the audit. Indicate the percentages of time each senior and higher-level personnel will be on site.
- f) Describe the relevant education background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
- g) Describe the professional experience of assigned individuals in auditing relevant housing authority agencies, programs, activities or functions (e.g. Low Rent Public Housing, Housing Choice Voucher, Affordable Housing, and HOPE VI).
- h) Describe any specialized skills, training, or background in housing authority finance of assigned individuals. This may include participation in state or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
- i) Provide names, addresses and telephone numbers of personnel of current or prior housing authority clients who may be contacted for reference.
- j) Describe the firm's insurance coverage and limitations.
- k) Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
- l) Describe the firm's use and methodology for statistical sampling

Responses may be Hand Delivered, Attention: Zsa Zsa Heard, or should be mailed to:

The Housing Authority of the City of LaGrange
Phoenix Headquarters
Attn: Zsa Zsa Heard, CEO
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LaGrange, GA 30241
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