

Request For Proposals

The Reading Housing Authority will receive proposals for **Financial Audit for Fiscal Year Ending March 31, 2024**, until **11:00am (EST)** on **Thursday, February 22, 2024**. Proposals received after this time will not be considered.

One (1) electronic and four (4) copies of the proposal must be received by the Procurement Office of Reading Housing Authority, Willis Center for Administration, 400 Hancock Blvd., Reading, PA 19611, by **Thursday, February 22, 2024 at 11:00 a.m.** Emailed submissions shall be directed to contracts@readingha.org. Instructions for submission will be available at www.readingha.org, by request to Jonathan Runkle, RHA Quality & Compliance Officer, at contracts@readingha.org, or by telephone to 610-775-4813 extension 1119.

Reading Housing Authority (RHA) is seeking proposals from individuals or firms to provide an audit for the fiscal year ending March 31, 2024, that complies with Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, and all federal, state, and Department of Housing and Urban Development/Real Estate Assessment Center requirements.

Interested consultants are expected to be certified public accountants, have some knowledge in Public Housing Programs, Department of Housing and Urban Development regulations, local government and have experience working within HAB Housing Software (Now MRI software) or similar Windows based programs. The successful candidate shall be awarded a one-year contract, with the opportunity for two consecutive one-year contract extensions as determined by mutual agreement.

Questions about specifications, HUD forms, proposal forms, etc. can be emailed to Quality & Compliance Officer, Jonathan Runkle, at contracts@readingha.org.

Advertisement Dates

Friday – January 26, 2024

Monday – January 29, 2024

REQUEST FOR PROPOSALS (RFP) TO PERFORM AN INDEPENDENT, FISCAL YEAR ENDING, FINANCIAL AUDIT OF READING HOUSING AUTHORITY

Date of Announcement: January 26th and 29th, 2024

Date of Submission Deadline: Thursday, February 22, 2024, at 11:00 a.m.

Overview:

Reading Housing Authority (RHA) is seeking proposals from individuals or firms to provide an audit for the fiscal year ending March 31, 2024 that complies with Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, and all state and federal requirements, including those required under the Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance") .

Reading Housing Authority (RHA) is a local government agency charged with administering the federal Public Housing and Housing Choice Voucher Programs for the City of Reading while also serving in the capacity of property manager, service provider and partner entity in a variety of other programs. The mission of the agency is to provide a foundation for people to find a home of hope and achieve their aspirations. The Authority's programs are administered at a local level, in accordance with state law, with funding from the Department of Housing and Urban Development (HUD) under an Annual Contributions Contract. The general supervision, direction and program guidance is provided by the HUD Philadelphia office.

Interested consultants are expected to be certified public accountants, have some knowledge of Public Housing Programs, Department of Housing and Urban Development regulations, local government and demonstrate capacity understand and/or work in RHA's operating software. The successful candidate shall be awarded a one-year contract, with the opportunity for two consecutive one-year contract extensions as determined by mutual agreement.

TOTAL REVENUE AND EXPENDITURES

Operating revenues for the fiscal year ended March 31, 2023, are as follows:

Program	Amount
Low-Income Public Housing Program	\$17,255,463
Central Office Cost Center (COCC)	\$1,617,708
Housing Choice Voucher Program	\$5,998,077
Resident Opportunity and Supportive Services	\$121,496
Mainstream Voucher	\$179,141
Shelter Plus Care (SNAP) Vouchers	\$294,677
Emergency Housing Voucher Program	\$597,431
Component Unit – Blended	\$733,083
Business Activities	\$1,502,937
Total	\$28,300,013

Total expenses for the fiscal year ended March 31, 2023, are as follows:

Program	Amount
Low-Income Public Housing Program	\$17,142,341

Central Office Cost Center (COCC)	\$1,651,377
Housing Choice Voucher Program	\$6,026,424
Resident Opportunity and Supportive Services	\$106,847
Mainstream Vouchers	\$135,788
Shelter Plus Care (SNAP) Vouchers	\$286,920
Emergency Housing Voucher Program	\$514,419
Component Unit – Blended	\$678,831
Business Activities	\$1,547,910
Total	\$28,090,857

Statement of Work /Minimum Deliverables

The contractor shall:

- Provide independent financial audit to include Authority programs and related grants
- Comply with GAAP, GAAS, state, and federal requirements.
- Perform planning and fieldwork; review all adjusting journal entries with RHA's Comptroller
- Prepare a draft report including any findings and management issues, to be reviewed with RHA in advance of the final audit
- Present final audit at exit conference with RHA's President & CEO
- Present analysis to Board of Commissioners
- Schedule the audit, management review and electronic submission for timely filing with HUD

Submission and Award

At a minimum, the submission shall address the following:

- Describe your overall qualifications to deliver requested services
- Describe firm's experience with Public Housing
- Provide a statement evidencing your professional good standing in Pennsylvania
- Provide a summary of the professional background of those individuals assigned to the Reading Housing Authority's audit
- Provide a list of Public Housing Authority references, including authority name, address, telephone number, point of contact and year of most recent engagement.
- Identify timeline for completion of planning, fieldwork, review, and final submission.
Provide a price for the FYE 2024 audit and a maximum cost escalation for years two and three, if applicable.

One (1) electronic and four (4) copies of the proposal must be received by the Procurement Office of Reading Housing Authority, Willis Center for Administration, 400 Hancock Blvd., Reading, PA 19611, by Thursday, February 22, 2024, at 11:00 a.m. Emailed submissions shall be directed to contracts@readingha.org

Proposals must contain the following required form(s). Failure to include these form(s) may result in the discarding of the proposal.

- Form HUD-5369-C, Certifications and Representations of Offerors – Non-Construction Contract https://www.hud.gov/sites/documents/DOC_12132.PDF
- Non-Collusive Affidavit <https://www.readingha.org/doing-business-with-rha/>

The following documents are for informational purposes.

- Form HUD-5369-B, Instructions to Offerors – Non-Construction
<https://www.hud.gov/sites/documents/5369-B.PDF>
- Form HUD-5370-C, General Conditions for Non-Construction Contracts I & II
https://www.hud.gov/sites/documents/DOC_12587.PDF
https://www.hud.gov/sites/documents/DOC_12588.PDF

Proposals will be rated by a selection committee against the following criteria, with the maximum possible points being 120. Each criterion will be given a weight, and proposal will be judged on how well they meet those criteria, with the rating multiplier of Low (1 point), Medium (2 points) and High (3 point). Proposers who fail to address a criterion in their proposal will receive a 0-point score for the item. The criterion areas for this RFP are as follows:

		Multiplier	Weight
1	Firm's overall auditing experience working with Public Housing Authorities or Local Government	0, 1, 2, 3	8
2	Experience and Knowledge of HUD funding and regulations	0, 1, 2, 3	10
3	Experience and qualifications of staff assigned to Reading Housing Authority	0, 1, 2, 3	6
4	Firm's demonstrated ability to meet deadlines	0, 1, 2, 3	6
5	Price or cost	0, 1, 2, 3	10

Proposers may be invited for oral discussion concerning elements of the proposal, negotiation of pricing and overall costs, and invitation for revision(s) prior to the final selection. RHA reserves the right to award the contract to the proposer who represents the best overall value and likelihood of assisting the agency in meeting its stated goals, and to reject any or all responses to this RFP. RHA anticipates that a contract for the successful proposer will be issued on or around April 1, 2024.

Miscellaneous

RHA is a smoke-free campus. Contractors and vendors are expected to abide by these requirements.

RHA uses a Fee Accountant to assist in the creation of documentation and in the filing of the unaudited FDS into HUD's Real Estate Assessment System (REAC). The successful proposer will be expected to provide a clear understanding of the desired documentation format for review and analysis, so that this information may be furnished to the Fee Accountant.