

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

Date of Announcement: Monday, November 9, 2020 & Monday, November 16, 2020

Date of Submission Deadline: Thursday, December 17, 2020 at 10:00 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, 2021 that complies with Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, and all federal, state, and HUD/REAC requirements.

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.

The Reading Housing Authority public housing audit includes a component unit that is also audited separately.

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.

**TOTAL REVENUE AND EXPENDITURES**

Operating revenues for the fiscal year ended March 31, 2019 are as follows:

<b>Program</b>	<b>Amount</b>
Public Housing	\$15,216,569
COCC	1,476,655
Housing Choice Vouchers	5,116,399
Sheltered Care Plus	255,656
Sylvania Homes	2,415,859
State/Local	75,045
Component Unit	680,926
Total	\$25,237,109

Operating revenues for the fiscal year ended March 31, 2020 are as follows:

<b>Program</b>	<b>Amount</b>
River Oak	\$692,105

Total expenses for the fiscal year ended March 31, 2019 are as follows:

<b>Program</b>	<b>Amount</b>
Public Housing	\$14,982,166
COCC	2,422,421
Housing Choice Vouchers	5,132,921
Sheltered Care Plus	244,001
Sylvania Homes	1,281,409
State/Local	66,139
Component Unit	652,975
Total	\$23,782,032

Total expenses for the fiscal year ended March 31, 2020 are as follows:

<b>Program</b>	<b>Amount</b>
River Oak	\$678,220

#### Statement of Work / Minimum Deliverables

The contractor shall:

- Provide independent financial audit to include Authority programs and related grants
- Comply with GAAP, GAAS, HUD regulations, federal, state, and local requirements
- Prepare a draft report including any findings and management issues, to be reviewed with RHA in advance of the final audit, and present this draft during an exit conference
- Review all adjusting journal entries with RHA's Comptroller and Executive Director
- 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's audited to include authority name, address, telephone number, and a contact person that we may call or write.
- Provide a price for 3 fiscal year end audits for FYE 3/31/21, 3/31/22 and 3/31/23, identifying separate pricing proposals for the Public Housing financial statements and the River Oak Development LLC financial statements.

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, December 17, 2020 at 10:00 a.m. Emailed submissions shall be directed to [purchasing@readingha.org](mailto:purchasing@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](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_12587.PDF)  
[https://www.hud.gov/sites/documents/DOC\\_12588.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 that 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 January 29, 2021.

#### Miscellaneous

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

Due to the COVID-19 national emergency, the external auditors may be asked to work remotely with limited access to an onsite workspace.

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.