



Request for Proposal
for
Financial Auditor Services
RFP # 2024-03

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REQUEST FOR PROPOSALS
HOUSING AUTHORITY OF THE CITY OF EDINBURG
PROFESSIONAL FINANCIAL AUDITOR SERVICES

**EDINBURG HOUSING AUTHORITY
NOTICE OF REQUEST FOR PROPOSALS**
RFP#2024.03 (Financial Auditor Services)

AGENCY CONTACT PERSON	Dr. Martin Castillo Jr, Executive Director Telephone (956) 383-3839 E-Mail: accounting@edinburgha.org
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access https://ha.economicengine.com 2. Click on the “Login” button in the upper left side. If you have any problems in accessing the documents, please contact 1-866-526-9266 or (956) 383-3839/accounting@edinburgha.org 3. EHA Website www.edinburgha.org
DEADLINE TO SUBMIT QUESTIONS	Thursday, May 9, 2024, 10:00 a.m. CST
PROPOSAL SUBMITTAL RETURN	Ciro Trevino Administrative Office Attn: Accounting Department 910 South Sugar Road, Edinburg, TX 78539
PROPOSAL SUBMITTAL DEADLINE:	Wednesday, May 15, 2024, 10:00 a.m. CST,
REQUEST FOR PROPOSAL OPENING:	Wednesday, May 15, 2024, 10:15 a.m. CST,
<i>Award recommendation at the next regularly scheduled public board Meeting. 4th Thursday of each month @ 12:00 pm CST 910 South Sugar Road, Edinburg, TX 78539</i>	

REQUEST FOR PROPOSAL

Financial Audit Services

I. INTRODUCTION

The Edinburg Housing Authority (EHA) is seeking for independent professional **financial audit services that will be performed** for the agency **for the first fiscal year ending March 31, 2025**. The contract may include two optional renewals, for a total of 3 annual contracts.

The EHA handles programs such as: Public Housing, Housing Choice Voucher (HCV), and the Capital Fund Program (CFP). In addition, the agency also has three subsidiary non-profit Corporations: (1) the Edinburg Housing Opportunities Corporation, which assists qualifying Section 8 in home ownership, and it currently holds two tax credit properties, (2) the Edinburg Development Corporation (currently inactive but included as a component unit) has been used to acquire financing for replacement housing for seniors through TDHCA low-income tax credit program, and (3) the Edinburg Step Up, which was established to fund educational, and technological programs for residents living in public housing. The agency is currently enrolled in TCDRS (Texas County District Retirement System with a 5 percent mandatory payroll deduction for qualifying full-time employees.

II. QUALIFICATIONS

Provide Proof of meeting the following qualifications.

1. Must be a Certified Public Accountant (C. P. A.) licensed in the State of Texas or other state in United States of America / Licensed Public Accountant.
2. Must have experience with Housing Authorities and understand HUD funded programs and related federal regulations.
3. Must be approved by the United States Department of Housing and Urban Development.
4. Compliance with applicable requirements for peer review and professional continuing education.

III. TERM OF CONTRACT

The term of this contract shall be for a one (1) year period (with two additional one-year renewable options) commencing for the audit period April 01, 2024, to March 31, 2025. This contract, at the option of the Housing Authority and the successful bidder, may commence at a date earlier than April 01, 2024, if mutually agreed upon by the Housing Authority and the successful bidder.

All contract obligations shall remain for at least 90 days after the end of the contract. For the protection of both parties, this contract may be canceled by either party giving 30 days prior notice in writing to the other party.

- a.) Initial Contract – Auditing FY April 1, 2024 - March 31, 2025
- b.) RENEWAL 2nd Year – Auditing FY April 1, 2025 - March 31, 2026
- c.) RENEWAL 3rd Year – Auditing FY April 1, 2026 - March 31, 2027

IV. TECHNICAL SPECIFICATIONS

SERVICES REQUIRED:

1. The Edinburg Housing Authority requires Financial Audit services and advice in the planning and daily operation of its various housing programs on a monthly basis.
2. The External Auditor shall provide a detailed Work Plan in the Proposal demonstrating comprehension of the objectives and scope of services to be provided in response to the RFP. The Work Plan must clearly describe in detail the Financial Auditors approach to timely perform and complete all services required by the RFP and must include the Firm's staff assigned to complete the services. These services will constitute an audit of the financial statements of the Edinburg Housing Authority.

SCOPE OF SERVICES

1. Audit will be performed in accordance with the Requirements of the Single Audit Act, OMB Circular A-133, and any other HUD requirements.
2. Provide professional and technical qualifications of the auditor and staff assigned to the engagement per GAGAS.
3. Provide the number of individuals to be involved in performing the work and the education and experience of each person.
4. Provide relevant audit experience and credentials applicable to auditor.
5. Provide PIH/REAC rejection rate of audits.
6. Provide status of any disciplinary action taken against auditor.
7. Provide acknowledgement of non-conflict of interest with Edinburg Housing Authority
8. Provide the time expected to be required for the engagement and anticipated completion time.
9. **Audited financial data will be electronically submitted to HUD's Real Estate Assessment Center (REAC) at least 60 days prior to submission due date** in order to allow time to resolve any issues noted in the report. Any exception must be approved by the Executive Director.
10. The required number of audit reports/data shall be submitted to EHA, HUD Field Office and other regulatory agencies (as required) sixty days before the required deadline unless approved otherwise by management in writing.

V. EVALUATION & SELECTION PROCESS

The contract will be awarded to the qualified individual or firm whose proposal is most advantageous to the Edinburg Housing Authority and whose price and other

factors under considered most closely conform to this RFP. Due to the evaluation procedure for the *RFP*, the lowest dollar price MAY or MAY NOT determine the successful Vendor. Price constitutes only one of the several evaluation criteria. The proposals will be judged on criteria that shall include but are not necessarily limited to those listed in the section below.

All proposals will be evaluated by an Evaluation Committee in accordance with the following factors and requirements:

Please note that the information supplied by the Independent Public Auditor (IPA) must be in sufficient detail in order for EHA to evaluate the response based on the following criteria:

CRITERIA	POINTS
IPA's demonstrated experience in all aspects of Public Housing Agency management and operations.	30
The methodology or approach the IPA will employ to perform the services.	5
The IPA's capacity and ability to manage and complete the audit within applicable guidelines.	20
The IPA's understanding of statutory and/or regulatory Framework governing the EHA.	20
The estimated cost for completion of the Audit for each of the requested years proposed by the IPA.	10
IPA's demonstrated experience with the completion of Financial and Operational Audits of Public Housing Agencies in accordance with applicable guidelines.	15
TOTAL POINTS	100

VI. SUBMISSION REQUIREMENTS:

- Interested firms shall submit an original and three (3) copies of their sealed bid qualifications and proposals to Accounting Department, Housing Authority of Edinburg, 910 S. Sugar Road, Edinburg, TX 78539 no later than date specified in Legal Notice above. The proposals must be sealed in an envelope clearly marked "**Financial Audit Services**" with the Proposer's name, address, telephone number and fax number.
- The resumes of the individual(s) who propose to work for the PHA and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The Evaluation Committee may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.

3. Detailed explanations of evaluation factors 1-5 under part VI above.
4. A completed bid proposal form, including line-item estimates for all items and any additional filing fees, research estimates, etc.
5. A signed Stockholder Disclosure Certification.
6. A Business Registration Certificate.
7. A signed form HUD-5369-C, Certifications, Representations of Offertory Non-Construction Contract (may be downloaded from <http://www.hud.gov/offices/admlhudclips/formslhud5.cfrn>).
8. Include executed IRS Form W-9.

Answer the following questions (estimates are acceptable):

- a. Are you licensed in the State that the entity is located?
- b. How many Public Housing Authorities have you audited in the United States of America? And in Texas?
- c. How experienced and credentialed are the staff that will be involved in the audit?
- d. Who are the “in-charge” people (Senior Accountants, Managers or CPAs)?
- e. What is the PIH/REAC rejection rate percentage of your audits?
- f. What has been the total amount of time spent on fieldwork on each PHA audit you have done?
- g. Have you had a Quality Assurance audit done by the PIH/REAC QASS division? If so, may we obtain a copy?

The deadline for submission of proposals is cited in the Legal Notice above. All sealed proposals must be labeled **“Financial Audit Services Proposal FYE 2025.”** and **addressed to Dr. Martin Castillo Jr. Executive Director, Edinburg Housing Authority, 910 South Sugar Road, Edinburg, Texas 78539.** Proposals will not be awarded upon opening. The EHA Board will do this at their next scheduled public meeting as specified in the legal notice above. EHA reserves the right to hold proposals for sixty (60) days after opening without acting on them. Any proposal received after the time set for opening will be returned to the submitter unopened. EHA will not be responsible for missent or misplaced proposals. EHA reserves the right to reject any or all proposals, and to waive any informality in proposals received, and to accept the proposal most advantageous to EHA. All requests for additional information should be directed via email: accounting@edinburgha.org and/or mailed to:

*Dr. Martin Castillo Jr. Executive Director
Edinburg Housing Authority
P.O. Box 295
Edinburg, Texas 78539*

End of RFP Package

LEGAL NOTICE

AMERICANS WITH DISABILITIES ACT OF 1990 **Equal Opportunity for Individuals with Disability**

The contractor and the Housing Authority of Edinburg, TX (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (*42 U.S.C. S121 01 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there to, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act.

Edinburg Housing Authority

BUSINESS REGISTRATION CERTIFICATE

The contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

**FAILURE TO SUBMIT YOUR BUSINESS REGISTRATION
CERTIFICATE *WILL* RESULT IN THE DISQUALIFICATION OF
YOUR BID!**

Edinburg Housing Authority Bid Proposal Form

The undersigned, having fully familiarized themselves with all aspects of the proposal, contract and the Invitation, hereby proposes the Financial Audit Services as per the Request for Proposals at the following costs not to exceed:

Note:

The EHA is currently completing the items listed in Item 3 on Page 5, (PILOT, SUBSIDY/UEL & BUDGET) the cost for these items should not be included in the amount below but may be added at a later date at the request of the Housing Authority.

Please provide a separate page totaling the itemization of costs worksheet for the amounts for all items listed in the Annual lump sum amount below which will an additional subtotal to include add ons of Pilot, Subsidy/UEL, and Budget as noted above. Itemize and include add ons and any reimbursable items that will be billed such as REAC filing fees and or other items such as estimated travel if requested for onsite services, board presentation(s) etc. Please also clearly identify costs proposed for renewal option years 1 and 2.

Please also provide a separate page itemization for Item 3 on Page 5 in the event the EHA elects to have this service added as a supplemental item at a later date.

Annual lump sum of \$. _____ (please provide supporting schedule)

\$ _____ (sum in words), payable in 12 monthly payments of

\$ _____ (price in words) per month.

FIRM NAME _____

Federal ID# (Must be provided): _____

Address _____

Signature of Authorized Agent / Title _____

Print or Type Name _____ **Date** _____

Phone Number _____ **Email** _____

Edinburg Housing Authority

STOCKHOLDER/OWNER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Proposal Submission

Name of Business. _____

I certify that the list below contains the names and home addresses of all stockholders or owners holding 10% or more of the issued and outstanding stock or ownership of the undersigned.

OR

I certify that no one stockholder or owner owns 10% or more of the issued and outstanding stock or ownership of the undersigned.

Check the box that represents the type of business organization:

Partnership Limited Liability Corporation Corporation Sole Proprietorship
 Limited Partnership Limited Liability Partnership Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders/Owners:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 20____

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

PROPOSAL DOCUMENT CHECKLIST

<input type="checkbox"/>	An Original and 3 copies of entire Proposal
<input type="checkbox"/>	Bid Proposal Form and Supplemental Pages (2)
<input type="checkbox"/>	Evaluation Factors 1-5 Support
<input type="checkbox"/>	References and Resumes
<input type="checkbox"/>	Stockholder/Owner Disclosure Certification
<input type="checkbox"/>	*Valid State of TX Business Registration Certificate
<input type="checkbox"/>	Certification Regarding Debarment and Suspension (Form HUD-2992)
<input type="checkbox"/>	Form HUD-5369-C
<input type="checkbox"/>	Copy of W-9 Form

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.