

Jacksonville Housing Authority

REQUEST FOR PROPOSALS (RFP) No. PS-002-22

Audit and Tax Services



RFP Document

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INTRODUCTION

The Jacksonville Housing Authority (hereinafter, “the Agency”) is a public entity that was formed to provide federally subsidized housing and housing assistance to low-income families in the Duval County, Baldwin and Jacksonville Beach areas. The Agency is headed by a President / CEO and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”), Florida Statute Chapter 287, and the Agency’s procurement policy.

In keeping with its mandate to provide efficient and effective services, the Jacksonville Housing Authority (JHA) is now soliciting proposals from qualified, licensed and insured independent contractors to provide the noted services outlined in this solicitation for all Public Housing properties at the Jacksonville Housing Authority. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

[RFP at a Glance – Table No. 2]

JHA CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or CO” shall be a reference to the Agency contact person listed)	Colene Orsini Telephone: (904) 366-6078 Email: corsini@jaxha.org
HOW TO OBTAIN THE RFP DOCUMENTS ON THE EPROCUREMENT MARKETPLACE	<ol style="list-style-type: none"> 1. Access ha.internationaleprocurement.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions. 4. If you have any problems in accessing or registering on the Marketplace, please call customer support at (866)526-9266.
PRE-BID MEETING TIME & LOCATION	<p>November 16th, 2021 @ 2:00 p.m EST</p> <p>Due to current restrictions related to COVID-19 a pre-bid meeting will only be held via RingCentral. If you are interested in attending, email the Contact Person, and request a meeting invite be forwarded that contains all the necessary information to join.</p>
WRITTEN INQUIRIES SUBMITTAL DEADLINE	November 30th, 2021 at 12:00 p.m. (Noon) EST
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	<p>All Proposals must be clearly labeled and denote the above RFP number and submitted in a sealed envelope to 1300 Broad Street N. Jacksonville, FL 32202 and include the items outlined in Section 3.0. It must include one (1) original and four (4) copies of your full submittal package.</p>
PROPOSAL SUBMITTAL RETURN & DEADLINE	<p>Proposal Due: December 14th, 2021 at 3:00 p.m. EST</p> <p>Jacksonville Housing Authority 1300 Broad Street N. Jacksonville, FL 32202</p>

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1.0 JHA'S RESERVATION OF RIGHTS: The Agency reserves the right to:

- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests. The JHA reserves the right to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage.
- 1.2 Right to Not Award.** Not award a contract pursuant to this RFP, to award by individual service, group of services, or as a total, whichever is deemed most advantageous to the JHA
- 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer (hereinafter, "Contractor") shall provide the services called for in this RFP.
- 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the JHA's Contracting Officer (CO).
- 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity
- 1.7 Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to incomplete proposals and/or proposers offering alternate or non-requested services
- 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP, including but not limited to, any and all cost of preparing a response to the RFP or any other costs incurred in reliance on this RFP.
- 1.9 Right to Prohibit.** At any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the Housing Agency Marketplace website at ha.internationaleprocurement.com (hereinafter, the "Housing Agency Marketplace" or the "Marketplace") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective or actual proposer, of any responsibility pertaining to such issue.
- 1.10 Right to Reject – Obtaining Competitive Solicitation Documents.** The Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the Marketplace located at ha.internationaleprocurement.com. Any other group, such as a proposal depository that informs potential respondents of the availability of such competitive solicitations, are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential

respondents to visit the Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the Marketplace.

2.0 REQUIREMENTS, BACKGROUND AND SCOPE OF WORK (SOW) / TECHNICAL SPECIFICATIONS (T/S):

The JHA is seeking proposals from qualified, licensed, and bonded entities to provide the following detailed services

2.1 General Requirements

2.1.1 Any audit that is performed by award of this RFP shall be performed in accordance with generally accepted auditing standards and will additionally require compliance testing and a study of internal accounting controls. The successful proposer will be required to certify that each and every audit is performed in accordance with all applicable federal and state laws and regulations, and in accordance with Generally Accepted Accounting Principles (GAAP).

2.1.2 The services provided for under this Agreement cover the Jacksonville Housing Authority’s fiscal year ending September 30, 2021. The agreement will commence on or about April 1, 2022. The contract period is 1 year with four one-year options and will be subject to renewal upon approval of the Jacksonville Housing Authority Board of Commissioners (a sample of the contract is part of this RFP).

2.2 General Background Information

2.2.1 Jacksonville Housing Authority (the “Authority”), a governmental agency, was created pursuant to Florida Statutes Chapter 421 by the City of Jacksonville, Florida (the “City”) on October 1, 1994. The primary purpose of the Authority is to develop, acquire and operate safe, decent, sanitary, and affordable housing for low-income families in Duval County in accordance with federal legislation and regulations.

The Authority's governing board consists of a seven-member Board of Commissioners (the “Board”), which is appointed by the Mayor of the City. The Authority is not a component unit of the City, as defined in Governmental Accounting Standards Board (“GASB”) Statement No. 14, *The Reporting Entity*, as amended, as the Board independently oversees the Authority’s operations.

Blended component units

The Authority’s operations include several blended component units, which are included in the basic financial statements. These are legally separate entities for which the Authority is financially accountable and

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that have the same governing board as the Authority. The blended component units are as follows:

- Brentwood Park GP, Inc.
- Brentwood Park Development, LLC
- JHA Development, Inc.
- BPAAL tax 1065
- The Waves GP LLC
- JAX Urban Initiatives
- JHA Development, Inc.
- Hogan Creek Redevelopments, LLC
- Anders Parks Redevelopment
- WAVES LTD
- Centennial Towers, GP

JHA receives approximately \$68,000,000 in federal funds, \$5,400,000 from tenant revenue and \$1,200,000 from other sources, all of which is used to fund the organization. An average of 180 full-time staff receives bi-weekly payroll via ADP. JHA maintains forty (40) checking accounts.

Accounting records consist of an automated general ledger system and source documents (vouchers, deposits, journal entries, canceled checks) located in the JHA Accounting Department. The Agency's currently uses the YARDI platform for accounting and operational procedures.

JHA's books are normally closed for the fiscal year by the first week of November.

2.3 Overview

2.3.1 Two separate audit reports are required. The JHA's fiscal year ends September 30th. In addition, tax return preparation is required for the JHA's component units.

2.3.2 JHA Audit

2.3.2.1 The objective of the audit is to provide an opinion on the financial statements taken as a whole. The audit must be conducted in accordance with accounting principles generally accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. The audit must also meet the requirements of the HUD Audit Guide, Single Audit Act of 1997, Guidelines on Reporting and Attestation Requirements of Uniform Financial Reporting Standards (UFRS), GASB statements #33 and #34

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and Federal OMB Circular A-133, and literature that may amend or supersede these requirements.

- 2.3.2.2** The audit will be a financial and compliance audit.
- 2.3.2.3** The audit fieldwork should be completed by December 15th of each year. The statements must be ready for distribution by February 15th of the calendar year following the audit year.
- 2.3.2.4** The audit of the JHA's financial records must be made in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audited financial statements must be prepared in conformity with Generally Accepted Accounting Principles (GAAP).
- 2.3.2.5** Accompanying the financial statements, the Auditor may submit a Management Letter of Comments and Recommendations, if applicable, for improvement of program and financial management per the Auditor's opinion after examining the JHA systems.
- 2.3.2.6** The Auditor shall submit an audit report, which shall comply with the applicable reporting standards as contained in the publications aforementioned, as amended. Electronic copies as well as twenty-five (25) bound copies of each report shall be made. Each audit report shall contain at a minimum, the following:
 - 2.3.2.6.1** Index
 - 2.3.2.6.2** Independent Auditor's Report
 - 2.3.2.6.3** Management Discussion and Analysis
 - 2.3.2.6.4** General Purpose Basic Financial Statements
 - 2.3.2.6.5** Schedule of Expenditures of Federal Awards
 - 2.3.2.6.6** Financial Data Schedule
 - 2.3.2.6.7** Schedule of Actual Program Costs and Advances
 - 2.3.2.6.8** Independent Auditors' Report on Compliance and on Internal Control over Financial Reporting based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - 2.3.2.6.9** Independent Auditors' Report on Compliance and on Internal Control over Compliance in Accordance with OMB Circular A-133
 - 2.3.2.6.10** Schedule of Findings and Questioned Costs
 - 2.3.2.6.11** Summary Schedule of Prior Year Findings
 - 2.3.2.6.12** Corrective Action Plan
 - 2.3.2.6.13** Any other disclosures or expressions of opinion requested by previously referenced federal guidelines

2.3.2.6.14 Additional activities, if any, required to be included within the scope of the annual financial audit and required to be included in the audit reports

2.3.2.6.15 An entrance and exit conference with the President and the JHA staff will be conducted by the auditor in charge. At the exit conference, findings and recommendations regarding compliance and internal control shall be discussed. The President or a designee shall have the opportunity to respond, orally or in writing, to the findings. Any such written responses shall be included in the audit report. Additionally, the auditor in charge shall have an entrance and exit conference with the Cost and Administrative Committee and present the Audit Report to the Cost and Administrative Committee and the Board of Commissioners.

2.3.3 BPAAL AUDIT

2.3.3.1 The objective of the audit is to provide an opinion on the financial statements taken as a whole.

2.3.3.2 The audit will be a financial audit.

2.3.3.3 The audit fieldwork must be completed by February 10th of each year. The statements must be ready for distribution by February 25th of each year.

2.3.3.4 The audit of the financial records must be made in accordance with auditing standards generally accepted in the United States of America. The audited financial statements must be prepared in conformity with accounting principles generally accepted in the United States of America.

2.3.3.5 The auditor shall submit an audit report, which shall comply with the applicable reporting standards. Electronic copies as well as twelve (12) bound copies of the report shall be made. Each audit report shall contain at a minimum the following:

2.3.3.5.1 Index

2.3.3.5.2 Independent Auditor's Report

2.3.3.5.3 Balance Sheets

2.3.3.5.4 Statements of Operations

2.3.3.5.5 Statements of Partner's Capital

2.3.3.5.6 Statements of Cash Flows

2.3.3.5.7 Notes to Financial Statements

2.3.4 TAX RETURN PREPARATION

2.3.4.1 *BPAAL* Form 1065 - U. S. Return of Partnership Income and the supporting forms and schedules

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2.3.4.2 *JHA Development, Inc.* Form 990 - Return of Organization Exempt from Income Tax and the supporting forms and schedule

2.3.4.3 *Brentwood Park GP, Inc.* Form 1120 U. S. Corporation Income Tax Return and the supporting forms and schedules
Form F-1120 Florida Corporate Income/Franchise and Emergency Excise Tax Return and the supporting forms and schedules.

2.3.5 ASSISTANCE AVAILABLE TO THE AUDITOR

2.3.5.1 The Finance and Accounting department staff will prepare the General ledger and Subsidiary Ledger Trial Balances and Financial Data Schedule for each Grant/Contract/Funded program in force during the audit period. Additional supporting schedules where appropriate will be prepared to assist the audit process. Staff will be available to answer questions and to locate documents as needed.

2.3.5.2 Copy machines will be made available at no charge, but the auditors will be expected to provide the labor to make any necessary copies.

2.3.5.3 Work area and phones are available.

2.3.5.4 Prior audit reports are available for the Auditor to examine. No major audit findings from previous years are open.

2.3.5.5 The CFO will act as the liaison for auditors in arranging for the delivery of files and records and in providing supporting documentation as needed.

2.4 **Current Contractor:** Berman Hopkins Wright & LaHam CPAs and Associates, LLP retained since 2009.

2.5 **Required License:** As required by State of Florida, the contractor shall be in possession of a current business license.

3.0 PROPOSAL FORMAT:

3.1 **Tabbed Proposal Submittal.** The Agency intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the Agency will, as detailed within the following Section 4.0, consider factors other than cost in making the award decision). Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers, which number extends so that each tab can be located without opening the proposal and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

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[PROPOSAL Submittal – Table No. 3]

RFP Section	Tab No.	Description
3.1.1	1	Form of Proposal. This Form is attached hereto as Attachment A to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.1.1		Entry of Proposed Fees. This Form is attached hereto as Attachment A1 to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.1.2		Non-Collusive Affidavit. This Form is attached hereto as Attachment A2 to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.1.3		E-Verify Affidavit. This Form is attached hereto as Attachment A3 to this RFP document. The form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submitted.
3.1.1.4		Addendums. Any addendums issued must be executed and placed under this tab.
3.1.2	2	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract. This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal
3.1.2.1		HUD Form-50071 (01/14) Certification of Payments to Influence Federal Transactions, attached hereto as Attachment B3 and HUD Form SF-LLL Disclosure of Lobbying Activities attached hereto as Attachment B4 will be included under this tab.
3.1.3	3	Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
3.1.4	4	Proposed Services. The proposer shall place under this tab documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements of the preceding Section 2.0 herein, including, but not limited to:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer’s DEMONSTRATED TECHNICAL CAPABILITIES AND APPROACH to performing the services outlined in Section 2.0, <i>Scope of Work/Technical Specifications</i> , including the availability of staff with professional qualifications and technical abilities based on the Agency review of the detailed professional resumes for persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm</i>

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		<i>Form</i> and any other staff that will be performing services as the result of award of this RFP.
3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the RESULTS of the proposer’s PEER REVIEW and the EXTERNAL QUALITY REVIEWS that the proposer may submit (NOTE: The Agency will place emphasis on the submitted Reviews associated with HUD-related work).
3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 4, the proposer’s DEMONSTRATED RELEVANT EXPERIENCE in performing the same or similar services, including (and very importantly) the proposer’s experience with low-income housing.
3.1.4.4		If appropriate, how staff are retained, screened, trained, and monitored.
3.1.4.5		The proposed quality assurance program.
3.1.4.6		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; Internet; etc.).
3.1.4.7		A complete description of the products and services the firm provides.
3.1.4.8		Proposed Engagement Letter. The proposer may submit hereunder a copy of his/her proposed Engagement Letter. NOTE: Be aware that the Agency will not execute an Engagement Letter in lieu of executing the Sample Contract attached hereto at Attachment G (this Sample Contract <u>IS</u> the contract form that the Agency and the successful proposer will eventually execute); however, the Agency does recognize that the Engagement Letter can/may contain important contract performance information that can/may be in the best interests of the Agency to include as a part of the contract. Accordingly, the Agency reserves the right to include such Engagement Letter as an appendix to the contract after potential Agency-required revisions to the proposed Engagement Letter have been completed, especially revisions to clauses that may conflict with the Agency Sample Contract form.
3.1.5	5	Managerial Capacity/Financial Viability/Staffing Plan. The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).
3.1.6	6	Client Information/ References: The proposer shall submit a listing of former or current clients (minimum of 3 required), including any Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:

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		<ol style="list-style-type: none"> 1. The client’s name; 2. The client’s contact name; 3. The client’s telephone number; 4. A brief narrative description and scope of the service(s) and the dates the services were provided; including scope; size; cost; principal elements; and special features.
3.1.7	7	Equal Employment Opportunity/Supplier Diversity. The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).
3.1.8	8	Subcontractor/Joint Venture Information (Optional Item). The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. Attachment D is included for your use, if necessary.
3.1.9	9	Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
3.1.10	No Information Placed under a Tab. If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.	
3.1.11	Proposal Submittal Binding Method. It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the binding (i.e. “comb-type;” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, and then conveniently return the proposal submittal to its original condition.	

3.2 Entry of Proposed Fees: The proposed fees shall be entered by the proposer and received by the JHA using the form provided in Attachment A1 and included under Tab 1 as outlined above. Such fees shall be all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: employee wages and benefits; travel to the site; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying not specifically agreed to by the Agency; etc.

3.3 Additional Information Pertaining to the Pricing Items:

3.3.1 Quantities: All quantities entered by the JHA herein and within are for calculating purposes only. As may be further detailed herein, the JHA does

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not guarantee any minimum or maximum amount of work as a result of any award ensuring from this RFP, as the JHA anticipates that the ensuing contract will be a Requirements Contract, in that the JHA shall retain one Contractor only and shall retain the right to order from that Contractor (successful proposer) any amount of services the Agency requires.

3.3.2 Potential Escalation of Rates: Pertaining to the ensuing contract, there shall be no escalation of the proposed costs allowed at any time during the awarded contract other than already provided for within Attachment A – Proposed Fees (NOTE: Proposers can enter an escalating cost for each ensuing listed contract year if they wish).

3.3.3 Prior Written Approval Required from the JHA. Please note that the Contractor shall NOT, at any time during the ensuing contract period(s), conduct any work (i.e., certify or retain any temporary employee for the Agency) without the prior written authorization received from the designated Agency representative (this “prior written authorization” may take the form of an e-mail sent to the Contractor by the Agency and acknowledged by return e-mail by the Contractor). Failure to abide by this directive shall release the Agency of any obligation to pay the Contractor for any such work conducted without the noted prior written authorization.

3.3.4 No Deposit/No Retainer. The Agency will NOT pay any deposit or retainer fees at any time as a result of award of the ensuing contract (though the Agency may consider, under certain circumstances, a reasonable and justified payment for mobilization).

3.4 Proposal Submission Responsibilities: All “hard-copy” proposals must be submitted and time-stamped received in the designated JHA office no later than the submittal deadline stated herein (or within any ensuing addendum). **A total of 1 (one) original signature copy (marked "ORIGINAL") and 4 (four) exact copies marked as “COPY” of the proposal submission must be submitted.** Each of the 5 (five) separate proposal submittals shall have a cover and extending tabs and shall be placed unfolded in a sealed package and addressed to:

**Jacksonville Housing Authority
RFP No. PS-002-22
Attention: Colene Orsini, Procurement Supervisor
1300 Broad Street N.
Jacksonville, Florida 32202**

3.4.1 Labeling Proposal Package. The package exterior must clearly denote the above noted RFP number and must have the proposer’s name and return address. Proposals received after the published deadline will not be accepted.

3.4.2 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or

additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the JHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the JHA decides that any such entry has not changed the intent of the proposal that the JHA intended to receive, the JHA may accept the proposal and the proposal shall be considered by the JHA as if those additional marks, notations or requirements were not entered on such. By downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the JHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

3.4.3 Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the JHA, including the RFP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all the conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the JHA requirements contained within the documents may cause that proposer to not be considered for award.

3.5 Proposer's Responsibilities - Contact with the JHA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other JHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the JHA to not consider a proposal submittal received from any proposer who has not abided by this directive.

3.5.1 Addendums: All questions and requests for information must be addressed in writing (via email) to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e., firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any ex parte (a substantive conversation— “substantive” meaning, when decisions pertaining to the RFP are made between the JHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO, it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries

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but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.6 Proposer's Responsibilities — Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within **2 CFR §200.321** it states: Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

3.6.1.1 The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 Affirmative steps must include:

3.6.1.3.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

3.6.1.3.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3.6.1.3.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

3.6.1.3.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

3.6.1.3.5 Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

3.6.1.3.6 Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.6.2 Within **HUD Procurement Handbook 7460.8 REV 2** it states:

3.6.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the JHA shall

make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in JHA contracting.

3.6.2.2 Section 15.5.B, Goals. The JHA is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of Section 3 and contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals does not have the effect of limiting competition and should not be used as mandatory set-aside or quote, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.6.3 Within the JHA's **Agency Procurement Policy - Section 16** it states that our Agency will:

3.6.3.1 Provide assistance to Small and Other Business, Required Efforts:

3.6.3.1.1 Including such firms, when qualified, on solicitation mailing lists;

3.6.3.1.2 Encouraging their participation through direct solicitation of proposals or proposals whenever they are potential sources;

3.6.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

3.6.3.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

3.6.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

3.6.3.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as

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described in 24 CFR Part 135 (so-called Section 3 businesses); and

3.6.3.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

3.6.4 Requirements. Accordingly, please see Section 3.1.7 within Table No. 3 herein which details the information pertaining to this issue that the proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

3.7 Pre-Proposal Conference: The scheduled pre-proposal conference identified on Table 2 of this document, pursuant to HUD regulation, is not mandatory but highly suggested. Many prospective proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers to have a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the JHA will conduct a brief overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response being delivered. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference; the JHA *will not* distribute any copies of the RFP documents at this conference.

3.8 Recap of Attachments: It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Attachment Recap - Table No. 4]

Attachment Recap		
RFP Section	Attachment	Attachment Description
3.8.1		RFP Document
3.8.2	A	Form of Proposal
3.8.2.1	A1	Proposed Fees
3.8.2.2	A2	Non-Collusive Affidavit
3.8.2.3	A3	Florida E-Verify Affidavit
3.8.3	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.8.3.1	B1	Form HUD-5369-B (8/93), <i>Instructions to Offerors Non-Construction</i>

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3.8.3.2	B2	Form HUD-5370-C Section 1 <i>General Conditions for Non-Construction Contracts – Section 1 – (With or without Maintenance Work)</i>
3.8.3.3	B3	Form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
3.8.3.4	B4	Form HUD SF-LLL (Rev. 01/14), <i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor(s) designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)
3.8.4	C	Profile of Firm Form
3.8.5	D	Subcontractor List
3.8.6	E	Section 3 Explanation
3.8.7	F	<i>Agency Supplemental Instructions To Proposers & Contractors (SIPC)</i>
3.8.9	G	JHA Sample Contract Form (please note: the contract is being provided as a sample only. The JHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the JHA feels it is in its best interests)

4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors. The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Evaluation Factors - Table No. 5]

Factor No.	Max Point Value*	Factor Type*	Factor Description*
1	30 points	Objective	The PROPOSED COSTS submitted by the proposer.
2	20 points	Subjective (Technical)	The proposer's DEMONSTRATED TECHNICAL CAPABILITIES and APPROACH to performing the services outlined in Section 2.0, <i>Scope of Work/Technical Specifications</i> , including the availability of staff with professional qualifications and technical abilities based on the Agency review of the detailed professional resumes for persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> , and any other staff that will be performing services as a result of award of this RFP.
3	10 points	Subjective (Technical)	The RESULTS of the proposers PEER REVIEW and EXTERNAL QUALITY REVIEWS that the proposer

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			may submit (NOTE: The Agency will place particular emphasis on such submitted Reviews that are associated with HUD-related work).
4	30 points	Subjective (Technical)	The proposer's DEMONSTRATED QUALIFICATIONS, RELEVANT EXPERIENCE, and SUCCESSFUL PAST PERFORMANCE in performing the same or similar services, including (and very importantly) the proposer's experience with low-income housing tax credit developments).
5	10 points	Subjective (Technical)	The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	Total Points (other than preference points)	
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.			

4.2 Evaluation Method.

4.2.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

4.2.2 Evaluation Packet. An evaluation packet will be prepared for each evaluator, including the following documents:

- 4.2.2.1** Instructions to Evaluators;
- 4.2.2.2** Proposal Tabulation Form;
- 4.2.2.3** Written Narrative Form for each proposer;
- 4.2.2.4** Recap of each proposer's responsiveness;
- 4.2.2.5** Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee. The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the Agency that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

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4.2.4 Evaluation. The CO will evaluate and award points pertaining to Evaluation Factors No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the CO or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, and 5 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

4.2.4.1 Points Awarded Range. Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding Section 4.1):

[Points Awarded Range - Table No. 6]

Points Awarded Range				
Classification*	Rating	%	10	100**
Acceptable	Excellent	95%/+	10	95-100
Acceptable	Very Good	90%/+	9	90-94
Potentially Acceptable	Good	80%/+	8	80-89
Potentially Acceptable	Average	70%/+	7	70-79
Unacceptable	Poor	<70%	0-6	0-69
<p>*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.</p> <p>**Total available points to be awarded, including cost points, minus preference points.</p>				

4.2.5 Potential "Competitive Range" or “Best and Finals” Negotiations. The Agency reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 Determination of Top-ranked Proposer. Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

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4.2.6.1 Minimum Evaluation Results. To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).

4.2.6.2 Ties. In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.2.7 Notice of Results of Evaluation. If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.2.7.1 Which proposer received the award;

4.2.7.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

4.2.7.3 The cost or financial offers received from each proposer;

4.2.7.4 Each proposer’s right to a debriefing and to protest.

4.2.7 Restrictions. All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

5.0 CONTRACT AWARD:

5.1 Contract Award Procedure:

If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting the Form of Proposal, Attachment A, the proposer is thereby agreeing to “abide by all terms and conditions pertaining to this RFP as issued by the JHA, either in hard copy or on the noted Internet System, including an agreement to execute the attached Sample Contract form.” The contract clauses already attached as Attachments B1 through B2, also apply. Accordingly, the JHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case the JHA has no power or authority to negotiate any clauses contained within any attached HUD documents.

5.2 Contract Conditions:

The following provisions are considered mandatory conditions of any contract award made by the JHA pursuant to this RFP:

5.2.1 Contract Form: The JHA will not execute a contract on the successful proposer's form- contracts will only be executed on the JHA form (please see the Sample Contract on Attachment G and the Supplemental Instructions in Attachment F), and by submitting a proposal the successful proposer agrees to do so (please note that the JHA reserves the right to amend this form as the JHA deems necessary). However, the JHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the JHA to do so; but the failure of the JHA to include such clauses does not give the successful proposer the right to refuse to execute the JHA's contract form. It is the responsibility of each prospective proposer to notify the JHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The JHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the JHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 HUD Forms. Please note that the JHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.2 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the JHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.

5.2.3 Assignment of Personnel: The JHA shall retain the right to demand and receive a change in personnel assigned to the work if the JHA believes that such change is in the best interest of the JHA and the completion of the contracted work.

5.3 Contract Period: The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency's discretion, of 4 additional one-year option periods, for a maximum total of 5 years.

5.4 Licensing and Insurance Requirements: Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

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- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;
- 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the JHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the JHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
- 5.4.3 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000 for every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 5.4.4 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Jacksonville, FL, any of the counties named within the INTRODUCTION area on page 3 of the document (or, if required, within any governmental jurisdiction therein), and/or the State of Florida.
- 5.4.5** If applicable, a copy of the proposer's license issued by the State of Florida licensing authority allowing the proposer to provide the services detailed herein.
- 5.5 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.6 Right to Negotiate Final Fees:** The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO, successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).
- 5.7 Prompt Return of Contract Documents:** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the Agency within 5 business days of notification by the Agency.

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