

Housing Authority of the Township of Edison

REQUEST FOR PROPOSALS

AUDIT SERVICES

**FOR FISCAL YEAR ENDING 2020 and 2021
SINGLE AUDIT OF LOW INCOME
PUBLIC HOUSING PROGRAMS**

&

SECTION 8 PROGRAM

Background

The Housing Authority of the Township of Edison (the “Authority”) was organized in 1953 with the primary goal to provide a decent home in a suitable living environment for families which could not afford standard private housing. The Authority’s programs are administered at the local level in accordance with State Law.

The Department of Housing & Urban Development (HUD) has entered into Annual Contribution Contracts (ACC) with the Authority for annual contributions (financial assistance) for the operation of the programs listed below.

General supervision, direction and program guidance are provided through the HUD Regional Office in Newark, New Jersey.

Programs for which Audit Services are Requested

Conventional Low Income Public Housing: The Authority owns and manages one hundred sixty (160) units of low income public housing.

Section 8: The Authority administers 375 Housing Choice Vouchers

The Authority administers 10 Homeless Voucher thru Shelter Plus Care Grant 2007 and 11 Homeless Voucher thru Shelter Plus Care Grant 2008, and 10 S+C Voucher for 2009, 10 S+C Voucher for 2010, 9 vouchers 2011

- A. The Authority received funding of \$330,925 under the 2020 Capital Fund Program
- B. The Authority received funding of \$308,930 under the 2019 Capital Fund Program
- C. The Authority received funding of \$295,401 under 2018 Capital Fund Program

- D. The Authority received funding of \$190,356 under 2017 Capital Fund Program
- E. CFP Bond Leveraging for 2007 in the amount of \$990,000.

DEFINITION

Whenever the word Auditor shall appear in this Request for Proposals, the same shall mean “a Certified Public Accountant licensed by the State of New Jersey or a Public Accountant licensed by the State of New Jersey.”

SERVICES TO BE PROVIDED

SECTION 1. Scope of Audit Services

- a. The Auditor shall audit the account and records of the Authority for the twelve (12) month period ending June 30, 2020 and subsequent 12 month period ending June 30, 2021 (1) in accordance with generally accepted and government auditing Standards and the auditing and reporting provisions OMB Uniform Guidance and (2) in conformance with those auditing standards having been adopted by the Local Finance Board and the Division of Local Government Services, Dept. of Community Affairs, the State of New Jersey and the requirement of the PHA Leveraging Program Agreement and Shelter Plus Care Grants.
- b. The audit performed shall be sufficient in scope to enable the Contractor to express an opinion in the audit report on the financial statements of the PHA.
- c. perform all the services and comply with all the terms and conditions as set forth in the Agreement for Audit Services.

SECTION 11. Additional Services

To provide guidance and advice on accounting and financial matters if requested By the Authority provided, however, that the Auditor shall first receive from the Authority written approval prior to the commencement of the services.

SECTION 111. Time of Performance

The Audit shall be fully completed in all respects including, but not limited to the Audit report by 3/31/2021 and for the subsequent year 3/31/2022.

INFORMATIONAL/DATA REQUIRED OF EACH RESPONDENT

A. Qualifications and Experience (70 points)

1. Demonstrate the ability of the specifically names Auditor of the firm who will be charged with, and have the primary obligation to perform the requested services, by listing prior relevant experience and, in particular, previous experience in conducting PHA audits.
2. Demonstrate the ability of other specifically named Auditors of the firm who will assist the Lead Auditor to perform the requested services by listing prior relevant experience, including previous experience in conducting PHA audits.
3. Demonstrate the ability of other specifically named non-Auditors to assist the Lead Auditor to perform the requested services by listing prior relevant experience e in executing similar responsibilities.

B. Cost of Services (10 points)

1. The Authority desires to receive a fixed price, inclusive of all costs and expenses for the services included in Section 1, Scope of Audit Services. A separate price should be indicated for each of the two audit periods requested.
2. Set forth hourly rate of compensation, which shall include all costs and expenses, for the services included in Section 11, Additional Services.

C. Requirements (10 points)

1. The Authority requires these services to be fully completed in accordance with Section III, Time of Performance, as herein before set forth.
2. Respondents must demonstrate agreement with the terms of the “Agreement for Audit Services” (Appendix I annexed) in their response. Failure to return the said Agreement, duly executed, may result in rejection of respondent’s proposal.
3. Respondents must be Certified Public Accountants, duly licensed by the State of New Jersey.

The Respondents must all also meet the standards an qualifications set Forth in 24 CFR 44 as amended and supplemented and HUD Notices PIH95-31 and 98-14 and New Jersey State Statutes and Regulations, New Jersey Administrative Code 5:31.7.

D. Small Audit Firms Including Minority and Women Owned and Controlled Audit Firms. (10 points)

Set forth the degree of participation by the respondents in the services to be performed under this proposal by the above mentioned interests.

SELECTION CRITERIA

The Auditor will be selected based upon his/hers responses to the above criteria. *It is very important in the submission of your Proposal that you specifically address and respond to each and every item listed in Paragraphs A through D under the heading “Information and Data Required of Each Respondent” beginning on page 3 of this Request for Proposals. Your failure to comply with this directive may cause your proposal to be rejected as incomplete and non-responsive.*

PROPOSAL SUBMISSIONS

Responses to the Request for Proposals are to be submitted by **Tuesday, October 20, 2020, 10:00 AM, addressed as follows:**

Deborah M. Hurley, Executive Director
Edison Housing Authority
14 Rev. Samuel Carpenter Boulevard
Edison, NJ 08820

Audit Services Proposal

PROPOSAL REVIEW

All proposals will be reviewed in accordance with the “Competitive Proposal” process outlined in the HUD Procurement Handbook 7460.8 Rev. 1 and HUD Notice PIH 90-47 as well as the Authority’s professional services evaluation criteria and N.J.A.C.5:34-8.1, Multi-Year Contracts.

The Authority retains the right to reject any and all proposals or award a contract for performance of the above-cited services to the proposer whose proposal is most advantageous to the Authority, taking in to consideration the evaluation factors set forth in this proposal package.