

## **Housing Authority of the Township of Edison**

### **Request for Proposals for Audit Services**

**For the Fiscal Years Ending June 30, 2022 and 2023**

#### **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**

1. Public Housing Program - The Authority owns and manages 160 units of low-income public housing.
2. Capital Fund Program – The Authority received the following capital fund grants: CFP 2022 - \$424,150; CFP 2021 – \$346,638; CFP 2020 - \$330,925. The Authority also has CFP Bond Leveraging from 2007 in the original amount of \$1,532,745.
3. Housing Choice Voucher Section 8 Program: The Authority administers 370 Housing Choice Vouchers.
4. Continuum of Care Program - The Authority administers 70 Homeless/Domestic Violence Vouchers.
5. Community Development Block Grant (CDBG) Program.

#### **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**

The Auditor shall audit the account and records of the Authority for the 12 month period ending June 30, 2022, and subsequent 12 month period ending June 30, 2023 (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.

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.

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 March 31, 2023 and for the subsequent year March 31, 2024.

## **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 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 and 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, November 22, 2022, 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.