

New Rochelle Municipal Housing Authority

Request for Quotes

REQUEST FOR QUOTATION FOR SMALL PURCHASE (RFQSP)

ISSUE DATE: September 13, 2023

I. Instructions

This is an inquiry, not an order. The New Rochelle Housing Authority (NRMHA) is seeking price quotations from qualified independent public accounting firms to audit the NRMHA as described in the Scope of Work. Currently, the property's fiscal year ends on June 30th. Please provide a price quote for the services specified in Section II.

II. Specifications/Scope of Work

To perform a financial statement and compliance audit of the NRMHA for the fiscal year ending **June 30, 2023**. The NRMHA consists of a Housing Choice Voucher (HCV) program with about 600 vouchers, a few small ROSS and state/local grant programs, a Central Office, and 100 units of Low-Income Public Housing (LIPH) in 1 AMP. There are two (2) other AMPS with minimal activity and no remaining units owned by the NRMHA. Through a component unit, the NRMHA serves as the management agent and development partner for 203 units of Rental Assistance Demonstration (RAD) converted, tax-credit units. The NRMHA's component units also include various Joint-Venture partnerships in three (3) phases of former Authority property. These phases currently have minimal NRMHA involvement/activity.

Audit Guidelines:

The books of account and financial records to be audited, as well as non-financial records required for compliance testing, are maintained, and located at 50 Sickles Avenue, New Rochelle, NY. The NRMHA's Executive Director or Designee shall make these books and records available to the audit firm during normal business hours.

Services provided by the vendor must be in accordance with Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (GAS) and/or Generally Accepted Auditing Standards (GAAS), NRMHA and HUD policies and procedures. Services provided must be in accordance with the NRMHA and the Department of Housing and Urban Development (HUD) timetable for submission.

The NRMHA's audit shall be a Single Audit as prescribed by OMB Circular A-133, Uniform Guidance. A Single Audit covers the entity's financial statements, internal control systems and compliance with laws, regulations, contract provisions or grant agreements that may have a material effect on each of its major programs. A Single Audit's reporting package is required to be submitted to the Single Audit Clearinghouse. The report package includes:

- Financial Statements (including all applicable footnotes);
- Footnotes on the Summary of Significant Accounting Policies and Federal Non-Cash Assistance;
- Auditor's opinion on the financial statements and required supplementary schedules, (i.e. Schedule of Expenditure or Federal Awards, Financial Data Schedule, et al.);
- Report on Compliance and on Internal Control Over Financial Reporting based on an audit of

financial statements performed in accordance with Government Auditing Standards (GAS) and/or Generally Accepted Auditing Standards (GAAS);

- Report on Compliance with requirements applicable to each “major program” and internal control over compliance in accordance with Uniform Guidance;
- Schedule of Expenditures of Federal Awards;
- Schedule of Findings and Questioned Costs (includes “summary of auditor’s results” and findings in the current and prior year audits);
- Corrective Action Plan;
- Data Collection Form

Financial Statements:

The statement shall be performed in accordance with audit standards listed above and shall include the following:

- Statement of Net Position;
- Statement of Revenues, Expenses and Changes in Net Position;
- Statement of Cash Flows;
- Notes to Financial Statements;
- Schedule of Expenditures of Federal Awards;
- Schedule of Contributions to Pension plans – Required Supplemental Information;
- Schedule of Proportionate Share of Net Pension Liability – Required Supplemental Information;
- Schedule of Changes in Total OPEB Liability and Related Ratios – Required Supplemental Information;
- Financial Data Schedule
- Report on Compliance with Applicable Laws, Regulations and Grant agreements for:
- Report on Internal Controls in accordance with OMB Uniform Guidance.

Additional Services:

If the need for other audit services arises concerning the fiscal year under audit, the NRMHA expects to be able to negotiate with the selected auditor to obtain the additional services needed.

Reports:

Auditor shall provide and/or submit reports in accordance with the audit and accounting standards listed above as follows:

- Submission of audit report no later than **March 31, 2024. Two (2)** copies, one (1) unbound original, and a soft copy in PDF format of each audit opinion, financial statements and compliance report shall be submitted to the Executive Director for distribution to the NRMHA Board of Directors;
- Preparation of form SF-SAC, Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organization;
- Preparation of the Bureau of Census Data Collection Form for submission to the Federal Audit Clearinghouse to accompany the Single Audit Report (not bound with report);
- Independent Auditor’s Management Letter to the Executive Director concerning non-reportable conditions and immaterial instances of noncompliance. This letter will also include general recommendations on observations made during the audit that could be helpful to the management of the NRMHA. This letter shall be provided to the Executive Director during the exit interview at the conclusion of audit fieldwork;

- The Auditor may be requested to attend a Board of Commissioners meeting to discuss material audit issues;
- Any other reports as requested by the NRMHA and as required by HUD's Uniform Financial Reporting Standards (UFRS) for Public Housing Authorities.

Auditor Responsibilities:

- The Auditor shall immediately review with the Executive Director any material findings or audit issues that are noted during the audit;
- The NRMHA may, before or during the conduct of the audit, request changes in the scopes of the services of the Auditor to be performed under this contract. Such changes including any increase or decrease in the amount of the Auditor's report, which are mutually agreed upon by and between the NRMHA and the Auditor, shall be incorporated into written amendments to the contract;
- If the Auditor ascertains the NRMHA's books and records are not in a sufficiently satisfactory condition for performing an audit, the Auditor shall disclose this deficiency to the NRMHA;
- Auditor shall perform audit test of the NRMHA preparation of the Section 8 Management and Assessment Program (SEMAP) Report and Public Housing Assessment System (PHAS) Report.

Auditor shall be required to:

- At all times, guarantee access by the NRMHA or any other duly authorized representatives to any books, documents, papers and records of the Auditor that are directly pertinent to the specific contract for the purpose of examination, excerpt, and/or transcription;
- Retain all pertinent records for a period of not less than three (3) years from the date of final payment and close of all pending matters.

Audit Schedule:

The Auditor agrees to adhere to the following audit schedule:

- The NRMHA will have all books closed and ready for audit no later than **October 15, 2023**. The NRMHA will provide the following documents for the audit: schedule of cash and investments, petty cash schedule, bank reconciliations, tenant accounts receivable reconciliation, fixed asset/depreciation schedules, inventory reconciliation, accounts payable reconciliation, schedule of compensated absences, schedules of loans payable and maturity schedules, payroll wage/tax reconciliation, schedule of retiree medical costs and draft computation of payments lieu of taxes.
- The Auditor will be expected to attend an exit conference with the Executive Director at the end of the fieldwork to review the management letter and discuss any management recommendations, reportable conditions and adjusting journal entries.
- Auditor shall provide a draft audit report to the Executive Director. Within five (5) working days of the NRMHA's final draft approval, the Auditor shall provide a disk of the following documents for transmission with the audited FDS: Independent Auditor's Report, top-level financial statements, notes to basic financial statements, Auditor Reports on Compliance.
- The Auditor shall perform their online review within two (2) workdays after the NRMHA submits the audited FDS into the HUD Real Estate Assessment Center (REAC) financial assessment system.
- The final audit report shall be issued within five (5) workdays, after HUD REAC approves the

audit FDS. The NRMHA will inform the firm of this date.

- The NRMHA understands that generally accepted auditing standards require that the Auditor obtain a representation letter from the NRMHA prior to completion of the audit and submission of the Audit Report. This representation letter requires that the Executive Director provide the Auditor with assurance based on knowledge and belief as to matters concerning the accounting records, operations and matters contained within the financial statements. Delay in providing this assurance will extend the date of completion of the audit.

III. Qualifications and Requirements

Vendor must have (or be able to obtain prior to start of work):

1. Certificate of Liability Insurance (minimum policy coverage of \$1,000,000) to cover work performed under this contract with NRMHA named as an additional insured on the policy; and
2. Valid Worker's Compensation certificate

All quotes will be evaluated to determine if they meet the following minimum requirements. Any quote that does not meet the minimum criteria will not be considered.

1. **Experience:** The primary individual serving NRMHA must have at least five (5) years of experience in performing financial audits for Housing Authorities of similar size with similar scope.
2. **References:** The vendor must provide five (5) references for which services of similar scope have been performed within the past five (5) years. The NRMHA reserves the right to contact any party that the respondent lists as a reference and to reject a quote based on past poor performance.
3. **Ability to Provide Services:** The vendor must have the ability to provide and manage the proposed services as specified in this RFQSP.
4. **License:** The vendor must be Certified Public Accountant (CPA) or CPA firm, licensed by the State of New York.
5. **Other Requirements:** the vendor must meet all other requirements specified in this RFQSP.

IV. Quote Submission Instructions

Responses to this RFQSP must be received via email by **4:00 p.m. EST on Friday, October 13, 2023**. NRMHA will not accept responses received after the deadline. Please visit the website at www.nrmha.org for any updates or addendums.

Responses must be provided on the response form attached to this RFQSP.

Please email your quote to:

Angela Davis-Farrish

Executive Director

New Rochelle Housing Authority

afarrish@nrmha.org

V. Questions Regarding This RFQSP

Questions

Questions and/or comments will be accepted via email to afarrish@nrmha.org by **4:00 p.m. EST on Friday, October 6, 2023.**

VI. Timeline of Events

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|---|--------------------------------------|
| 1. Issuance of RFQSP | Wednesday, September 13, 2023 |
| 2. Deadline for Submission of Questions | Friday, October 6, 2023 |
| 3. Deadline for Submission of Quotes | Friday, October 13, 2023 |
| 4. Anticipated Contract Award | Friday, November 3, 2023 |
5. If a contract is awarded pursuant to this RFQSP, the contract will be awarded to the responsive and responsible vendor whose quotation provides the best value to NRMHA.

Attachments:

Response to Request for Quotation for Small Purchase

RESPONSE TO REQUEST FOR QUOTATION FOR SMALL PURCHASE

I. QUOTER INFORMATION

a. Company Name: _____

b. Contact Person: _____

c. Address: _____

d. E-Mail: _____ f. Telephone: (_____) _____

e. Do you have, or will you be able to obtain prior to the start of work: Yes No

Valid State of New York CPA license? *Attach copy*

Certificate of General Liability Insurance, Automobile Liability Insurance, Worker's Compensation Insurance, and Professional Errors and Omissions Insurance (minimum policy coverage of \$1,000,000 each as described in Exhibit B) with NRMHA named as an additional insured on the policy? *Proof required upon contract award*

Valid Worker's Compensation certificate? *Attach copy*

g. How many years have you (or your firm) been providing auditing services to Housing Authorities?

h. List five (5) references for which your firm has performed services of a similar size and scope within the last five (5) years. If possible, the references should demonstrate direct experience with Housing Authorities and/or public agencies.

Organization Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Length of Service: _____

Nature & Scope of Services Provided: _____

Organization Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Length of Service: _____

Nature & Scope of Services Provided: _____

i. Describe your firm's staffing, resources, and other information to demonstrate that your firm has the ability to provide and manage the proposed services.

II. QUOTE

j. Price Quote: \$ _____

k. Please specify the number of days the price in this quotation will be honored: _____

III. COMMENTS, ATTACHMENTS AND SIGNATURE

I. Comments: _____

*Attach
additional
pages, if
necessary*

m. Please remember to attach the following documents:

- Valid State of New York CPA license
- Valid Worker's Compensation certificate
- Section 3 Certification Form (if claiming Section 3 preference – please refer to "Notice of Contracting Opportunity to determine if you qualify)

By submitting a quote to the NRMHA, the firm or individual doing so ("quoter") agrees to abide by all terms and conditions listed in or referenced by the Request For Quotation For Small Purchase.

Signature: _____ Date: _____