



HOUSING AUTHORITY CITY OF ELKHART

1396 BENHAM AVENUE

ELKHART, INDIANA 46516

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**Angelia M
Washington,**
Executive Director

JENEVA ADAMS, Commissioner
DAN BOECHER, Commissioner
LEFATE OWENS, Commissioner
KRISTEN SMOLE, Commissioner
MARGARET OWENS, Commissioner
HELENIA ROBINSON, Commissioner
CYNTHIA BILLINGS, Commissioner

November 15, 2022

Dear Sir or Madam,

Enclosed please find a copy of a Request for Proposal (RFP) to complete an annual audit for the Housing Authority City of Elkhart (HACE) for FYE 2023 ending March 31st, 2023. HACE will evaluate the RFP under the competitive proposal method, meaning we will consider both technical cost and factors in awarding the contract.

Please review the enclosed documents and submit a proposal for our consideration to:

Housing Authority City of Elkhart
1396 Benham Avenue
Elkhart, IN 46516

Attention: Proposal for Annual Audit Enclosed

All proposals must be received by the Housing Authority no later than 4:00 P.M. (Eastern Time) on **Friday, December 30, 2022**. Proposals received or delivered after this date and time will not be considered and will be returned unopened. The RFP is also offered and located on the Housing Agency Marketplace. You can deliver your bids to the housing authority or bid through the marketplace.

If you have any questions concerning the enclosed proposal, please feel free to contact me at (574) 295-8392 ext. 211. We hope that you will seriously consider working with Housing Authority City of Elkhart to provide our audit services. Thank you for your time and we look forward to your response.

Sincerely,

Jessica Brittain
Deputy Executive Director

Enclosure: Request for Proposals

Elkhart Housing Authority Annual Audit

Background

The Housing Authority City of Elkhart was established in 1962 in order to provide safe and affordable housing for qualified low-income persons residing in the Elkhart area. The United States Department of Housing and Urban Development (HUD) as outlined under the United States Housing Act of 1937 and subsequent amendments has direct responsibility for administering low-income housing programs in the United States. As such Housing Authority City of Elkhart has entered into various annual contributions contracts with HUD for the purpose of providing significant funding to Housing Authority City of Elkhart's various housing programs.

Section A: Request

The Elkhart Housing Authority requests proposals from qualified Certified Public Accounting firms to conduct the annual audit for us. The periods covered will be from April 1, 2022 to March 31, 2023, with an option to extend the contract additional year/s. The engagement is for a financial and compliance audit that must be conducted in accordance with:

- Single Audit Act of 1984, P.L. 98-502
- OMB Circular A-133 (including all applicable compliance requirements)
- Generally Accepted Auditing Standards established by the American Institute of Certified Public Accountants
- Generally Accepted Government Audit Standards (Yellow Book)
- The standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States

By submission of a proposal, the auditor agrees, if his/her proposal is accepted, to enter into a contract with the Housing Authority City of Elkhart, to complete all work as specified or indicated in the contract documents, for the contract price and within the time indicated in the contract. The auditor further accepts the terms and conditions of the contract. See attachment A.

The Housing Authority reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any informalities or irregularities.

Section B: Proposal Submission Time and Place

One signed original and two copies of the proposal must be submitted to:

Elkhart Housing Authority
1396 Benham Avenue
Elkhart, IN 46516

Or via the Housing Agency Marketplace. And be received no later than 4:00 P.M. (local time) on **Friday, December 30th, 2022**. If delivering them to the housing authority, the envelope containing your proposal must have the following notation on the bottom left hand corner, "Proposal for Annual Audit Enclosed."

The proposals will be evaluated based on the "**Competitive Proposal**" criteria established in this document and points assigned as indicated in Section E below. Proposals received after the above date and time will not be accepted.

Facsimile Copies or E-mail transmission WILL NOT be accepted. Please note that the Housing Authority will retain all original proposals for two years from the date of the award of the proposal, for audit purposes.

Section C: Programs administered by the Housing Authority

A seven member Board of Commissioners appointed by the Mayor of the City of Elkhart governs the Housing Authority. Housing Authority City of Elkhart employs approximately 40 full-time and part-time employees. Programs administered include the following:

Name of Program:	# of Units
Public Housing Program	672
Section 8 Housing Choice Vouchers	740
Capital Fund Grant Program*	
Section 8 FSS	
LIPH FSS or ROSS program	
Elkhart community Various Federal, State and Local Grants & Advances	

*Auditor will be required to prepare and submit cost certificate statements and final financial status reports on grants closing during the current fiscal year.

Section D: Detailed Proposal:

Interested firms must submit a detailed proposal, which includes a minimum of:

1. A written description of the firm’s organization and years of experience. Also a written statement (list) outlining the firms’ previous experience in conducting audits performed under the Single Audit Act of 1984 in accordance with OMB Circular A-133. Please include a contact person and a telephone number for each auditor and the date the last audit report was issued for that entity. Please limit previous audit reports to ones issued within the last two (2) years.
2. Provide a copy of the firm’s most recent peer review report. **Note:** Prior to the Beginning of fieldwork the selected firm must provide a copy of a license to practice public accounting in the state of Indiana. Housing Authority City of Elkhart reserves the right to reject any contract with any firm that fails to provide a license to practice in the state of Indiana.
3. Provide detailed resumes of experience and evidence of all appropriate licenses and Professional certificates of all personnel that will be assigned to this engagement. Please provide details as to the overall supervision to be exercised over the audit team by the firm’s management.
4. Indicate the maximum length of time it will take the firm to conduct the audit and issue The Audit report once Housing Authority City of Elkhart informs the firm that its books are available for audit. The Housing Authority City of Elkhart’s fiscal year ends on March 31, 2023 and the books should be available for audit after May 31, 2023. The Housing Authority must be provided with copies of the audit report plus submitted to HUD on our behalf. **Note:** OMB A-133 requires that the audit be completed and electronically submitted by the Auditor to HUD by December 31, 2023. **Note:** The time required to issue the audit report must be stated in days (i.e. 75 days from May 31). We would anticipate that the audit would be completed as quickly as possible.
5. Price: The price submitted includes the cost of the required electronic submission of your Audit report to REAC. The firm must quote a price as outlined below:

Public Housing Program (CFDA 14.850)	\$ _____
Section 8 Housing Choice Voucher (CFDA 14.871)	\$ _____
Business activity-Sister Agencies	\$ _____
Capital Fund Grant (CFDA 14.872)	\$ _____
Federal, State and Local Grants & Advances	\$ _____
Other	\$ _____
Total	

The Housing Authority City of Elkhart will assist the auditor as much as possible in obtaining documentation and preparing requested schedules. In any event, all materials needed for auditor inspection will be kept in an accessible central location during the entire length of the audit so auditors can have maximum access to them.

Section E: Evaluation Factors

The Housing Authority will use the following criteria to evaluate proposals.

1. Evidence of the Firms ability to perform an annual audit of a Housing Authority that will comply with criteria outlined in Section A. Housing Authority City of Elkhart will evaluate based on information Provided in Section D-1, D-2 and D-3.

MAXIMUM POINTS ASSIGNED 60

NOTE: FAILURE TO PROVIDE THE PROPER CERTIFICATIONS AS OUTLINED IN D-2 AND D-3 ABOVE WILL RESULT IN ELIMINATION FROM CONSIDERATION FOR THE AWARD OF THIS CONTRACT.

2. Timeliness of the audit and time required conducting the audit and issuing the final report. The Housing Authority will evaluate based on information provided in Section

D-4.

MAXIMUM POINTS ASSIGNED 10

3. Price. The Housing Authority will utilize information provided in Section D-5 to assign points to the factor. **Note:** The breakdown of costs between the programs is for budgetary purposes only and will not be the basis for assigning points to the factor. Housing Authority City of Elkhart will evaluate the factor based on total price as indicated in D-5. Total price should include all applicable out-of-pocket cost (i.e. travel, incidentals, etc.).

MAXIMUM POINTS ASSIGNED 20

4. Detailed Proposal: Please include in your proposal anything pertinent about your firm that will help us determine how well your will match up with the Elkhart Housing Authority's expectation of an audit (i.e. firm's method of auditing, further services that may benefit Housing Authority City of Elkhart, systems experience, etc.). Housing Authority City of Elkhart will evaluate each proposal to determine whether the proposal is responsive to the requirements set forth herein and to determine whether the proposal fits the needs of the Housing Authority.

MAXIMUM POINTS ASSIGNED 10

Section F: Representations, Certifications and Other Statements of Bidders Public and Indian Housing Programs

Proposals must include a signed Representations, Certifications and Other Statements of Bidders Public and Indian Housing Program. (Form Enclosed)

