

Legal Notice

Independent Professional Audit

The Aurora Housing Authority (AHA) is currently accepting proposals from qualified and licensed CPS' or Accounting firms interested in providing the AHA's Independent Professional Audit for the fiscal year of April 1, 2016 thru March 31-2017.

Sealed bids will be accepted until 3:00 P.M., CST time on Tuesday, September 25, 2017, at the office of the AHA, 1449 Jericho Circle, Aurora, IL. Proposals received after this time will be returned to the offeror unopened.

Bid packages may be picked up at the office of the AHA, 1449 Jericho Circle, Aurora, IL or may be downloaded from the AHA website at www.auroraha.com.

**Maria Godinez
Interim Executive Director
Aurora Housing Authority**

Thank you.

The Aurora Housing Authority
Request for Proposal
Independent Audit Services for 4-1-16 – 3-31-17
August 31, 2017

The Aurora Housing Authority (AHA) is a public housing agency with administrative offices located at 1449 Jericho Circle, Aurora, IL 60506. The AHA provides quality, affordable housing assistance programs to low-income families residing in its service area.

In accordance with all state and federal regulations, the AHA is currently accepting proposals from qualified and licensed CPA's or Accounting firms interested in providing AHA's Independent Professional Audit (IPA) for the fiscal years ending April 1, 2016 thru March 31-2017. All audit services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (HUD), including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines, and all other legal statues and requirements. The audit shall be performed in accordance with the Single Audit Act Amendments of 1996 and revised OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Term and Type of Contract

The AHA is requesting audit proposals for the fiscal year of April 1, 2016 thru March 31-2017. Renewal options for services may be considered for a maximum of two (2) years, based on performance. In the event that the proposer to which the contract is awarded does not execute a contract within thirty (30) days after such award, the AHA may give notice to such proposer of intent to award the contract to the next ranked proposer, or to call for new proposals. The AHA contemplates the award of a firm fixed price contract resulting from this solicitation.

Scope of Services

The Independent Auditor (IA) will examine all funds of the AHA for the listed audit time.

This includes but is not limited to the following:

- Low Income Public Housing (502 units);
- Capital Fund Program (no CFFP);
- Housing Choice Voucher Program (1,428 vouchers); and
- The Northern Lights Development Corporation.

The AHA has 30 employees. The AHA also has a ROSS program with Public Housing 29 participants. The Northern Lights Development Corporation (NLDC) will also be included in this audit. Payroll is processed 26 times per year for AHA employees. The AHA uses Emphasys Elite software.

The auditor shall submit the reporting package required under the Single Audit prior to the appropriate deadline. Auditor shall supply AHA with ten (10) bound copies of the audit, as well as an electronic copy. The audit must be completed and submitted to the AHA by 9-26-17.

Information to be Furnished by Offeror

Proposals should be organized in the following manner:

a. RFP Cover Page

Complete the enclosed RFP cover page (last page of this RFP).

b. Table of Contents

Include a clear identification of the material by evaluation criteria.

c. Proposal

- Provide a description of the firm, including size and structure. Briefly confirm the offeror's understanding of the work to be done, and that the firm has the expertise and experience to perform the services requested, and is currently in good standing with HUD REAC.
- Provide a work plan that describes the audit philosophy, approach, and sampling techniques that will be utilized to perform the audit.
- State the name(s) of the person(s) who will be authorized to make representations for the offeror, title, address, and contact information.
- Give the name, contact information, and experience of the person who would be responsible for this engagement, as well as any and all principals who would be involved. Provide a copy of all appropriate licenses to operate within the State of Illinois (as required). Provide evidence that the firm's auditors meet the requirements for continuing professional education. Provide a copy of the firm's most recent peer review.
- Provide a minimum of three (3) references where the offeror has performed similar services. Include the name, address, and telephone number of a contact person for each reference as well as a brief description of the services performed.
- Submit an all-inclusive fee schedule for the initial contract period of one year. Include an all-inclusive fee schedule for the two (2) possible optional renewal years.

- Submit a description of insurance coverage maintained by the firm. Please provide a copy of the declaration page from current policies for Worker's Compensation, General Liability, and Professional Liability.
- Submit a statement that the offeror is not currently debarred, suspended, or otherwise prohibited from practicing IPA services by any federal, state, or local government or agency.

Additional Information to Offerors

Offerors may submit only one submission for this RFP.

The offeror must meet all of the mandatory specifications and requirements set forth in this RFP. Failure to document capability will result in rejection of the offeror's qualifications. Failure to submit qualifications prior to bid closing will result in disqualification.

Any questions regarding this RFP must be submitted in writing and must be received by September 15, 2017. No questions will be accepted by the AHA after that date. All replies will be in writing.

Offeror is to submit one (1) original and three (3) copies of their proposal. Proposals must be signed, sealed and received in completed form. Unsealed proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the proposer.

Any offeror may, at the discretion of the AHA, be required to make an oral presentation in order to clarify any part of its submission and to ensure thorough mutual understanding. Negotiations shall be conducted with all offerors who have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors.

Proposals may be withdrawn by written request prior to the deadline set for acceptance of proposals.

Proposals shall remain open for acceptance for a period of ninety (90) days following deadline.

Evaluation of Proposals

All proposals received by the deadline set forth in this RFP shall be evaluated by a review committee. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

- **Mandatory Requirements (10 points)**
 1. The audit firm is independent and licensed to practice in Illinois, and is not currently debarred, suspended, or otherwise prohibited from practicing IPA services.
 2. Staff has maintained CPE requirements.
 3. Firm is not currently being censored by REAC.
 4. The audit firm submits a copy of their most recent peer review and has a record of quality audit work.
 5. Provide references from at least 3 other PHAs.

- **Technical Requirements and Methodology (50 points)**
 1. Expertise and experience of the firm auditing PHAs. (25 points)
 - a. Organization, size and structure of firm.
 - b. Technical and professional qualifications of staff.
 - c. Firm's past experience and performance with the same or similar engagements.
 - d. Experience of the site auditors conducting PHA audits.

 2. Audit Approach/Methodology. (25 points)

- **Fees (35 points)**
 1. Fees for the first year's services.
 2. An estimate for all expenses should be included in price.
 3. A fee schedule may be submitted for the two (2) years of additional audit services for AHA consideration.

- **5 Points** MBE/WBE/Section 3 Business Enterprise

The evaluation and selection of an audit firm will be based on the information submitted in the proposal, references obtained, and any oral presentations or negotiations if necessary. Failure to respond to each or any of the requirements in the RFP may be the basis for rejecting a proposal. The AHA will award a contract to the highest scoring Offeror; however, if contract negotiations cannot be concluded successfully with the highest scoring Offerors, the AHA may negotiate a contract with the next highest scoring Offerors.

The RFP and the completed response to the request will be an addendum to the executed contract with the successful audit firm.

Due Date of Proposal

Proposals will be accepted until 3:00 pm CST on Tuesday, September 25, 2017 either mailed or hand-delivered to the attention of:

Aurora Housing Authority
Maria Godinez, Interim Executive Director
1449 Jericho Circle
Aurora. IL 60506

Proposals must be clearly marked “RFP - Independent Audit Services”. Once submitted, all proposals become property of the AHA.

Selection

The AHA Review Committee will review all proposals submitted by the deadline and will make a recommendation to the Interim Executive Director. Failure to meet the threshold requirements may result in rejection of the proposal. The Interim Executive Director shall make a recommendation to the Board of Commissioners. If a contract is awarded, it will be awarded to the firm whose qualifications, price, and other factors are deemed most advantageous to the AHA. Additionally, AHA shall have the right to reject any and all proposals at its discretion.

REQUEST FOR PROPOSAL

Independent Professional Audit Services

Please complete and return this cover page with your proposal

Period of Contract: Initially FYE April 1, 2016 thru March 31, 2017. 30, 2016—June 30,

Proposal Due Date: 3:00 pm CST, Tuesday, September 25, 2017.

Delivery Address: The Aurora Housing Authority
1449 Jericho Circle
Aurora, IL 60506

Attention: Maria Godinez, Interim Executive Director

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the signed proposal, or as mutually agreed upon through subsequent negotiations. The undersigned further certifies that he/she is authorized to sign this document on behalf of the submitting firm.

Name of firm: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Signature of person submitting RFP: _____

Printed Name and Title: _____