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Quileute Housing Authority

Quileute Housing Authority

REQUEST FOR PROPOSAL

FOR AUDIT SERVICES

PREPARATION FOR THE PERIOD

October 1, 2016 – September 30, 2017

PROPOSAL GUIDELINES

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance audit for Quileute Housing Authority (the Authority). The proposal includes options for four additional years. For this reason, bids are being requested for five years (2017, 2018, 2019, 2020 and 2021). Your firm should submit a price for each individual year and each service required separately.

B. Respondents' Conference - Optional

Please call Kylie Kimble for appointment – (360) 374-9719

C. Instructions on Proposal Submission

1. **Closing Submission Date:** Proposals must be submitted no later than 4:30 p.m. on Monday, April 9, 2018.
2. **Inquiries:** Inquiries concerning this RFP should be directed to Kylie Kimble for appointment – (360) 374-9719 / kylie.kimble@quileutenation.org.
3. **Conditions of Proposal:** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by the Authority.

4. **Your Proposal should be addressed as follows:**

Audit Bids
Attention: Kylie Kimble
Quileute Housing Authority
561 Quileute Heights
La Push, WA 98350

It is the responsibility of the Respondent to ensure that the proposal is received by the Authority by the date and time specified above.

5. **Right to Reject:** The Authority reserves the right to reject any and all proposals received in response to this RFP.
6. **Small and/or Minority-Owned Businesses:** Efforts will be made by The Authority to utilize small businesses, minority-owned firms, and women business enterprises.
7. **Notification of Award:** It is expected that a decision selecting the successful audit firm will be made within two weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful audit firm, all Respondents submitting proposals in response to this request for proposal will be informed, in writing. It is expected that the contract shall be a one-year fixed price contract with options for four additional one-year periods.

D. Description of Entity and Records to be Audited

The Authority is a federally recognized entity which was established on April 30, 1980, by ordinance of the Quileute Tribal Council (Tribe). The Authority is not a component unit of the Tribe as defined by the Governmental Accounting Standards Board (GASB). The Tribe does not benefit or share the financial burden, nor can they normally impose

their will on the Authority. The purpose of the Authority is to: (1) remedy unsafe and unsanitary housing conditions that are injurious to public health, safety, and morals; (2) alleviate the acute shortage of decent, safe, and sanitary dwellings for persons of low income; and (3) provide employment opportunities through the construction, reconstruction, extension, alteration or repair, and operation of low-income dwellings. The Authority consists of 31 low rent units and 40 mutual help units.

E. Options

At the discretion of the Authority, this audit and tax return contract can be extended for four additional one- year periods. **The cost for the option periods should be included in the Respondent's proposal.** The Respondent should assume that there will be no significant changes in the Authority's operations in 2017, 2018, 2019, 2020 and 2021.

II. SPECIFICATION SCHEDULE

A. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a certified public accounting firm, whose principal officers are independent certified public accountants, licensed to practice in Washington. Services required are as follows:

- Perform a financial and compliance audit of The Authority in conformance with 2 CFR Part 200 requirements

B. Description of Programs/ Contracts/ Grants

Please see the attached supplemental information and visit our web site at www.quileutenation.org/housing/ for detailed description of the Authority.

C. Performance

The Authority records should be audited for the year ended September 30, 2017.

The Respondent is required to prepare the audit reports in accordance with the Government Auditing Standards, generally accepted auditing standards, and 2 CFR Part 200. In addition to financial statements, we will also need supplemental information and federal program reports and schedules (see enclosures).

D. Delivery Schedule

Respondent is to transmit one copy of the draft audit report to the Authority's Executive Director. The draft audit report is due no later than Friday of June 22, 2018.

The Respondent shall deliver the final audit reports to the Authority's Director no later than the first Friday of June, 2018.

Reports may be submitted earlier than the above schedule. However, if the Respondent fails to deliver the audit reports within the time schedule specified herein, or if the Respondent delivers audit reports which do not conform to all of the provisions of this contract, The Authority may, by written notice of default to the Respondent, terminate the whole or any part of this contract. Under certain extenuating circumstances the contracting agent may extend this schedule upon written request of the Respondent with sufficient justification.

E. Price

The Respondent's proposed price should be submitted with audit prices listed separately. Include information indicating how the price was determined. For example, the Respondent should indicate the estimated number of

hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

F. Payment

Payment will be made when The Authority has determined the total work has been satisfactorily completed. Should The Authority reject a report, the Authority's authorized representative will notify the Respondent in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Respondent submits the final invoice for payment.

Progress payments will be allowed to the extent that The Authority can determine that satisfactory progress is being made.

Upon delivery of the final audit reports to The Authority and their acceptance and approval, the Respondent may submit a bill for the balance due on the contract for the audit.

G. Termination

In the event that the Contractor fails to carry out or comply with any of the terms and conditions of the Contract with the Authority, they may notify the Contractor of such failure or default in writing and demand that the failure or default be remedied within 15 days; and in the event that the Contractor fails to remedy such failure or default within the 15 day period, The Authority shall have the right to cancel the Contract.

H. Audit Review

All audit reports prepared under this contract will be reviewed by The Authority and its funding sources to ensure compliance with General Accounting Office's (GAO) Government Audit Standards and other appropriate audit guides.

I. Entrance Conference

An entrance conference with the Authority's representatives explaining the scope of the audit will be held prior to the start of field work.

J. Exit Conference

An exit conference with the Authority's representatives and the Respondent's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with Quileute Housing Authority. It should include internal control and program compliance observations and recommendations.

K. Workpapers

1. Upon request, the Respondent will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, HUD, and the Authority.

L. Confidentiality

The Respondent agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Quileute Housing Authority, the Respondent agrees not to publish, reproduce or otherwise divulge such information in whole or in part in any manner or form or authorize or permit others to do so. The Respondent will take such reasonable measures as are necessary to restrict access to the information, while in the Respondent’s possession, to those employees on the Respondent’s staff who must have the information on a “need-to-know” basis. The Respondent agrees to immediately notify, in writing, Quileute Housing Authority’s authorized representative in the event the Respondent determines or has reason to suspect a breach of this requirement.

III. RESPONDENT’S TECHNICAL QUALIFICATIONS

The Respondent, in its proposal, shall, as a minimum, include the following:

A. Independence

The firm must be able to provide an affirmative statement that it is independent of The Authority in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

B. License to practice in the State of Washington

An affirmative statement is required that the firm and all assigned key professional staff are properly registered and licensed to practice in the state of Washington.

C. Prior Auditing Experience

The Respondent should describe its previous experience, including the names of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing programs funded by HUD.
2. Prior experience auditing tribally designated Housing Entities (TDHE) and/or Public Housing Authorities.
3. Prior experience auditing Governmental Entities.

D. Organization, Size, and Structure

The Respondent should describe its organization, size (in relation to audits to be performed) and structure. Indicate if appropriate, if the firm is a small, minority or woman-owned business. Respondent should include a copy of the most recent Peer Review.

E. Single Audit

Significant experience performing audits in compliance with the United States Office of Management and Budget, 2 CFR Part 2 Compliance Supplement and certain provisions of the CACFP Compliance Standards.

F. Staff Qualifications

The Respondent should describe the qualifications of the staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members with regard to section III (c) above

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.

G. Understanding of Work to be Performed

The Respondent should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

H. Certifications

The Respondent must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The Authority will not provide the publications listed in the Certifications to potential Respondents, because The Authority desires to contract only with a Respondent who is already familiar with these publications.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include one copy of the Respondent's technical qualifications, one copy of the pricing information, one copy of the signed Certifications and one copy of the firm's most recent peer review. These documents will become part of the contract.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the signed Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Auditing Standards* (2011 Internet Version Revised) and/or 2 CFR 200.

C. Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors Point Range

1. Prior audit experience.
 - a. Prior experience auditing similar programs funded by HUD 0-15 pts.
 - b. Prior experience auditing TDHE's or Public Housing Authorities programs funded by the Federal Government 0-15 pts.

2. Organization, size and structure of Respondent's firm (considering size in relation to audits to be performed).
 - a. Adequate size of firm 0-5 pts.
 - b. Minority/small business 0-10 pts.

3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered.
 - a. Audit team makeup 0-5 pts.
 - b. Prior experience of the individual audit team members with HUD funded programs 0-20 pts.

4. Respondent's understanding of work to be performed
 - a. Adequate coverage 0-5 pts.
 - b. Realistic time estimates of each audit step 0-5 pts.

5. Price 0-20 pts.

MAXIMUM POINTS: 100

D. Review Process

The Authority may, at its discretion, request presentations by, or meetings with, any or all Respondents to clarify or negotiate modifications to the Respondents' proposal.

However, The Authority reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Respondent can propose.

CERTIFICATIONS

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.
- B. The individual signing certifies that the Respondent is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Respondent.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Respondent prior to an award to any other Respondent or potential Respondent.
- E. The individual signing certifies that there has been no attempt by the Respondent to discourage any potential Respondent from submitting a proposal.
- F. The individual signing certifies that the Respondent is a certified public accountant licensed to practice in Washington.
- G. The individual signing certifies that the Respondent meets the independence standards of the *Government Auditing Standards*.
- H. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years: and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
- I. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
- J. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
 - 1. *Government Auditing Standards* (2011 Internet Version Revised) (Yellow Book)
 - 2. 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (December 19, 2014)
 - 3. 2 CFR Part 200, *Appendix XI Compliance Supplement*
- K. The individual signing certifies that he/she and the organization that they represent complies with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."
- L. The individual signing certifies that the Respondent, and any individual to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Respondent or any individual to be assigned to the audits is found in violation of any state or AICPA professional standards, this information must be disclosed.)

M. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

Dated this _____ day of _____, 2018

(Name of Firm)

(Signature of Respondent's Representative)

(Printed Name and Title of Individual Signing)

Please return a signed copy of this Certification page with your proposal.