

East Providence Housing Authority

Request for Proposals For Independent Public Accountants for Annual Audit Services

The East Providence Housing Authority is accepting proposals from Independent Public Accountants for annual audits of all programs for the fiscal years ending **September 30, 2014**, **September 30, 2015** and **September 30, 2016**. This audit is to be conducted in accordance with the federal "Single Audit Act of 1984," Public Law #98-502 (OMB Circular A-128 and compliance supplement dated April 1985). In addition, adherence to generally accepted auditing standards for financial and compliance audits, as published in the AICPA "Audits of State and Local Government Units" audit and accounting guide revised edition, is required.

The East Providence Housing Authority was last audited for the year ending **September 30, 2013**. Programs requiring audit include:

1. Federal Conventional Housing consisting of 419 units under 4 AMPS
2. Federal Leased Housing comprised of 445 Housing Choice Vouchers
3. Various Federal Modernization Projects – the Capital Fund Program.
4. From time to time special short-term grants or programs may arise which will require attention.

Proposal must include all programs which are delineated above. Also an hourly rate must be provided for any additional work.

You may arrange to visit the office of the East Providence Housing Authority and review copies of the previous audit report as well as copies of the current monthly general ledgers and journals.

Solicitation of the request for proposals does not commit the East Providence Housing Authority to pay any costs incurred in the preparation or submission of proposals.

All proposals must include:

- A resume that demonstrates knowledge and experience.
- A work plan that describes how the audit will be conducted, including estimates of time for field work and projected time of completion.
- A schedule showing the details of the calculation of the proposed total cost. Also, included should be the hourly rate for any additional work.

The specific criteria and the weight given to each are as follows:

- Extent of experience in auditing for housing programs subsidized by the U.S. Department of Housing and Urban Development. 30 pts
 - Qualifications of the staff as related to conducting an audit in an efficient, accurate and timely manner. 20 pts
 - Total Annual Audit Cost. An hourly rate for special projects is required. 20 pts
 - A list of verifiable references of all housing authorities for which auditing services have been provided. 30 pts
- Total 100 pts

The following clauses will be an integral part of the resulting contract:

There shall be no discrimination against any employee of the auditor providing services under the contract because of race, creed, color, sex, sexual orientation, religion, age, national origin, veteran status or handicap.

No member, officer or employee of the East Providence Housing Authority, no member or governing body of the locality in which any of the projects are situated, no member of the governing board of the City of East Providence where the East Providence Housing Authority was activated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the East Providence Housing Authority's projects during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

No member of or delegate to the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.

The auditor warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the East Providence Housing Authority the right to terminate the contract, or in its discretion, to deduct from the auditor's fee the amount of such commission, percentage, brokerage or contingent fee.

The auditor shall not assign or transfer any interest in the contract without prior approval of the East Providence Housing Authority.

The auditor covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, in the projects and/or programs of the East Providence Housing Authority or any other interest which would conflict with the performance of his/her audit.

The East Providence Housing Authority reserves the right to reject any or all proposals if in the best interest of the Authority.

Written proposals must be received and time-stamped before **4:00 p.m., February 27, 2014**, in the Administration Office at 99 Goldsmith Avenue, East Providence, RI 02914

Questions concerning these matters can be addressed by contacting Theresa M. Correia, Executive Director, at 401-434-7645 ext 6427. Qualifying candidates may be expected to appear at an interview prior to final selection.

Equal Opportunity Employer