

Housing Authority of the City of _____, Texas
Solicitation for Independent Professional Audit Services
Date:

The Housing Authority of the City of _____, Texas (the Housing Authority), respectfully requests proposals (RFP) from qualified individuals or firms to perform independent professional audit services for its public housing agency for the years September 30, 1999 and 2000. The Housing Authority operates XXX public housing, XX Section 8 Voucher, and XX Section 8 Certificate units in _____, Texas. The Housing Authority is currently completing two years of Comprehensive Improvement Assistance Program (CIAP) totaling \$XXX,XXX.

The Housing Authority also has a subsidiary non-profit corporation, Housing Development Corporation, that operates separate XX and XX unit assisted apartment complexes. These complexes are being financed by local private bank financing and HOME Investment Partnership Program, via Texas Department of Housing and Community Affairs.

It is expected that the audit will be performed in accordance with (i) generally accepted auditing standards, (ii) standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, (iii) compliance and other requirements as described by U.S. Office of Management and Budget Circular OMB-133, Audits of States, Local Governments, and Non-Profit Organizations, and (iv) other guidelines as typically required.

The Independent Public Auditor (IPA or respondent) must include information on the firm in sufficient detail for the Housing Authority to evaluate the response based on the following criteria:

	<u>Criteria</u>	<u>Points</u>
1	Demonstrated experience in all aspects of Public Housing Agency management and operations.	5 Points
2	The methodology or approach the IPA will employ to perform the services.	5 Points
3	The IPA's capacity and ability to manage and complete the audit within applicable guidelines.	10 Points
4	The IPA's understanding of statutory and/or regulatory framework governing the Housing Authority.	10 Points
5	The IPA's proposed estimated cost for completion of the Audit for each of the requested years.	20 Points
6	Demonstrated experience with the completion	50 Points

of Financial and Operational Audits of Public
Housing Agencies in accordance with the
applicable guidelines

The Housing Authority may reject any and all proposals, re-advertise, postpone, or cancel this RFP at any time at its discretion. Also, the determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute direction of the Housing Authority. The Housing Authority has the right to waive any and all formalities related to this RFP.

The IPA must submit evidence in its response to this RFP (and ultimately in its contract for services as a result of this RFP) of all required State of Texas licenses. The respondent must also submit with their response to this RFP its most current peer review report. The respondent shall certify in the RFP (and ultimately in its contract for services as a result of this RFP) that the IPA will not discriminate as to race, sex, religion, color, age, creed, or national origin in regard to obligation, work, and services to be performed under the terms of any contract ensuing from this RFP.

The successful IPA shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its rights, title, or interest herein, or its power to execute such contract to any person, partnership, company, or corporation without the prior written consent of the Housing Authority.

Section 3 of the Housing Community Development Act of 1968, as amended, requires that the Housing Authority, contractors, and subcontractors shall make their best efforts to give training and employment opportunities to residents of the Housing Authority as well as the surrounding area. IPA will be expected to comply with this Section 3 requirement.

Responses to this RFP should be addressed to _____, Executive Director, and received at the Housing Authority offices, via U.S. Postal Service at _____ or 'overnight' or hand delivery at _____, Texas _____, no later than 2:00 PM local time on _____. Questions or other related requests should be directed to the Executive Director at the above address or by phone at (XXX) XXX-XXXX.