



**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 18-267
REQUEST FOR PROPOSAL**

AUDIT SERVICES

DATE OF ISSUE: TUESDAY, JUNE 19, 2018

QUESTIONS DUE: THURSDAY, JUNE 28, 2018 4:00 PM (EST)

PROPOSALS DUE: TUESDAY, JULY 24, 2018 2:00 PM (EST)

Please check BCHA's web site for addenda and changes before submitting your proposal

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PROCUREMENT SPECIALIST
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1. Introduction

The Broward County Housing Authority (herein after, “BCHA”) is a Public Housing Agency established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes and is an Independent Special District of the State of Florida.

The mission of Broward County Housing Authority and its affiliates (hereinafter, jointly referred to as “BCHA”) is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors operations of the BCHA. Nothing contained in this RFP or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful Proposer and HUD.

BCHA maintains a website at <http://www.bchafl.org> with information for clients, landlords, prospective business partners, and the public at large.

2. Solicitation Background and Anticipated Schedule

BCHA is seeking to obtain proposals from firms qualified to perform auditing services as described within the Scope of Work listed below.

It is the intention of BCHA to award auditing services to a single firm; however, BCHA reserves the right to award separate agreements based on criteria that BCHA determines to be appropriate. It is further intended that a contract will be issued for a term of two (2) years with three (3), one-year renewal option periods.

This solicitation is subject to the BCHA Procurement Policy, as revised September 26, 2017, a copy of which is available at www.bchafl.org.

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of BCHA.

Anticipated Solicitation Schedule Event	Date (and Time)
Public Notices in South Florida Sun-Sentinel, el Sentinel, Westside Gazette, South Florida Business Journal	June 19 – June 24, 2018
RFP Published	June 19, 2018
Site Visit	N/A
Pre-Bid Meeting	N/A
Deadline for Receipt of Questions and/or Comments via E-Mail	June 28, 2018 4:00 PM EST
Date of Addendum for Response to Questions	July 10, 2018
Deadline for Proposal Submissions	July 24, 2018 2:00 PM EST
Evaluation Committee Review of Proposals	July 25 - August 03, 2018
Interviews	August 8- August 10, 2018 (if applicable)
Approval by Board of Commissioners – Anticipated Date	August 21, 2018
Effective Date of New Contract – Anticipated Date	September 17, 2018

3. Reservation of Rights

- 3.1 BCHA reserves the right to reject any or all proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.
- 3.2 BCHA reserves the right not to award a contract pursuant to this solicitation.
- 3.3 BCHA reserves the right to award separate agreements based on criteria that BCHA determines to be appropriate. BCHA reserves the right to name a secondary or backup contractor to be utilized based on criteria that BCHA determines to be appropriate.
- 3.4 BCHA reserves the right to terminate a contract awarded pursuant to this solicitation, at any time for convenience or for contractor default upon ten days written notice to the successful proposer(s).
- 3.5 BCHA reserves the right to increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary and to make other changes and modifications consistent with BCHA's policies, and the laws and regulations governing HUD programs.
- 3.6 BCHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this solicitation.
- 3.7 BCHA reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer.
- 3.8 BCHA reserves the right to negotiate the fees submitted.
- 3.9 BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to:
 - incomplete responses and/or responses offering alternate or non-requested services;
 - failure to use BCHA and HUD provided forms, or
 - failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
- 3.10 BCHA shall have no obligation to compensate any proposer for any costs incurred in preparing the response to this solicitation.
- 3.11 In the event of legal action BCHA will not waive trial by jury.
- 3.12 A venue for any legal proceedings arising from this contract shall be in Broward County, Florida.

3.13 This request for proposal and any subsequent contract supersedes any other agreement with contractor/vendor.

4. Scope of Work

4.1 General Requirements:

Any audit that is performed by award of this solicitation shall be performed in accordance with general accepted auditing standards and will additionally require compliance testing and a study of internal accounting controls. The successful proposer will be required to certify that each and every audit is performed in accordance with all applicable federal and state laws and regulations, and in accordance with Generally Accepted Accounting Principles (GAAP) following the Government Accounting Standards Board (GASB) pronouncements and guidance.

BCHA was last audited for the fiscal year ended September 30, 2017. BCHA will require the successful proposer to audit for the fiscal years ending September 30, 2018 and 2019. At its discretion, BCHA may award up to three one-year renewal option periods for fiscal years ending September 30, 2020, 2021 and 2022.

Below is a list of BCHA programs subject to audit, as of the issuance of this solicitation document. New programs into which BCHA enters during the term of the contract will fall under the scope of auditing services to be provided by the successful proposer.

Program	CFDA	Units	FY17 Expenditures
Section 8 Housing Choice Voucher	14.871	5500+	\$ 73,535,126
Section 8 Moderate Rehabilitation	14.856	233	2,388,705
Shelter Plus Care/Home Program	14.238	330	3,979,578
Home Investment Partnerships	14.239	30	45,065
Affordable Housing (Business Activities)	N/A	124	3,431,936
Low Income Housing Tax Credit (Component Units, See Note)	N/A	801	8,149,249
Housing Counseling (CDBG and non-federal funding sources)	14.218	N/A	20,713
Central Office Cost Center	N/A	N/A	2,449,657

Note: LIHTC Units are managed by third parties and are audited by other auditors, with cash flow earned by BCHA affiliate companies. While these properties are not within the scope of the primary audit, the BCHA General Partner affiliate companies are. Note that the LIHTC audits are currently included in the BCHA audit, following the group audit guidance of SAS No.122, as discrete component units of the primary government under GASBs 14, 39, 61 and 80.

Also, note that Crystal Lake Townhouses LLC is being managed by a 3rd party property management company who maintains the general ledger for the property whose activities are consolidated into the BCHA financial statements.

4.2 Audit Schedule:

The FY18 audit will be required to be performed under the following schedule. Variations from the schedule may be considered if in the best interest of BCHA or upon consideration of request by the successful proposer. Similar schedules will be required for subsequent audit periods.

Event	Date
Completion of Field Work	December 31, 2018
Draft Report	January 15, 2018
Final Report	January 31, 2018

Note: Once completed, the successful proposer will be required to submit to BCHA a total of twenty (20) copies of its audit report along with an electronic format suitable for upload to the Federal Clearinghouse.

4.3 Auditor's Responsibilities

4.3.1 The auditor's responsibilities are defined within:

- I. *Government Auditing Standards* as issued by the Comptroller General of the United States at <http://www.gao.gov/govaud/govaudhtml/index.html>
- II. *Rules of the Auditor General Chapter 10.550 Local Governmental Entity Audits* as issued by the State of Florida Auditor General at http://www.myflorida.com/audgen/pages/pdf_files/10_550_draft.pdf
- III. *Title 2 CFR Part 200 Uniform Guidance* at <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>

- 4.3.2 General Responsibility, 200.501: The audit shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS). The audit shall cover the entire operations of BCHA.
- 4.3.3 Financial Statements, 200.507: The auditor shall determine whether BCHA's financial statements are presented fairly, in all material respects, in conformity with GAAP. The auditor shall also determine whether the schedule of expenditures of federal awards is presented fairly, in all material respects, in relation to BCHA's financial statements taken as a whole.
- 4.3.4 Internal Control, 200.507: In addition to the requirements of GAGAS, the auditor shall perform procedures to obtain an understanding of BCHA's internal control systems, to include testing of the Information Technology Systems (IT) controls; a separate report will be provided on the scope of the IT testing and findings.
- 4.3.5 Compliance, 200.507: In addition to the requirements of GAGAS, the auditor shall determine whether BCHA has complied with laws, regulations, and the provisions of contract and grant agreements that may have a direct and material impact on each of its major programs.

- 4.3.6 Audit Follow Up, 200.507: The auditor shall follow up on prior audit findings; perform procedures to assess the reasonableness of the summary of schedule of prior audit findings prepared in accordance with 200.511.
- 4.3.7 Data Collection Form, 200.507: The auditor shall complete and sign specified sections of the data collection form as required in 200.512.
- 4.3.8 Audit Reporting, 200.515: The auditor's report shall include:
 - 4.3.8.1 Financial statements, an opinion on financial statements, and schedule of expenditures of federal awards;
 - 4.3.8.2 A report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with GAGAS;
 - 4.3.8.3 A report on compliance with requirements applicable to each major program and internal control over compliance in accordance with Title 2 CFR Part 200 Uniform Guidance;
 - 4.3.8.4 A schedule of findings and questioned costs;
 - 4.3.8.5 A management letter pursuant to Chapter 10.550, rules of the auditor general for local governmental entity audits; and
 - 4.3.8.6 A summary of management letter comments
- 4.3.9 Audit Working Papers, 200.517: The auditor shall retain working papers for a minimum of five years after the date of issuance of the auditor's report to BCHA. Audit working papers shall be made available upon request to the cognizant or oversight agency for audit or its designee. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary.
- 4.3.10 Determine BCHA's major programs 200.518.
- 4.3.11 Prepare the audit engagement letter in accordance with AICPA standards. This letter will be the formal contract between the auditor and BCHA. It confirms the auditor's acceptance of the appointment and documents the agreed-upon scope and terms of the engagement and shall become a part of the ensuing contract between BCHA and the selected auditor. The basic elements of the audit engagement letter shall be:
 - 4.3.11.1 Names of the parties to the contract
 - 4.3.11.2 Audit schedule
 - 4.3.11.3 Reporting package and its format
 - 4.3.11.4 Auditor/BCHA relationship regarding changes in the kind or amount of work required, and access to and ownership of audit products, including:
 - 4.3.11.4.1 At any time BCHA may, by written notice, make changes in or additions to work or services within the general scope of the agreement. If such changes are made, an equitable adjustment will be made in the cost of the audit using the rates specified in the agreement.
 - 4.3.11.4.2 If the auditor believes that a change in or addition to work is beyond the general scope of the agreement, it shall notify

BCHA in writing within ten days of being notified to begin such work. The final administrative authority in settling such disputes shall rest with BCHA (see Section 6.3).

- 4.3.12 The objective of the audit is the expression of an opinion on the financial statements.
- 4.3.13 The auditee may also prepare a CAFR; an option for the additional service should be included for any work for auditing a CAFR.
- 4.3.14 Management of BCHA is responsible for BCHA's financial statements.
- 4.3.15 Management of BCHA is responsible for establishing and maintaining effective internal control systems.
- 4.3.16 Management of BCHA is responsible for identifying and ensuring that BCHA complies with applicable laws and regulations.
- 4.3.17 Management of BCHA is responsible for making all financial records and related information available to the auditor.
- 4.3.18 Management of BCHA will provide the auditor with a letter that confirms certain representations made during the audit.
- 4.3.19 The audit includes obtaining an understanding of BCHA internal controls sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. The auditor is responsible for ensuring that the audit committee is aware of any reportable weaknesses in internal control that come to its attention during the performance of the audit.
- 4.3.20 That the auditor will not rely solely on substantive testing but will instead also perform an annual control assessment and testing of the Information Technology Systems (IT) as part of the annual audit and will report on the scope of such assessment, testing and of any findings.
- 4.3.21 Management of BCHA is responsible for adjusting the financial statements to correct material misstatements and for affirming to the auditor in the representation letter that the effects of any uncorrected misstatements aggregated by the auditor are immaterial, both individually and in the aggregate.
- 4.3.22 Arrangements regarding the conduct of the engagement (i.e., timing, client assistance, availability of documents, etc.).
- 4.3.23 Arrangements involving a predecessor auditor, fees, expense reimbursement, and payment schedule.
- 4.3.24 Any limitation of or other arrangements regarding the liability of the auditor or BCHA.
- 4.3.25 Any other conditions under which third parties may be granted access to the auditor work papers.
- 4.3.26 Provision of services relating to regulatory requirements or other non-audit services
- 4.3.27 All provisions within this solicitation document are included in the terms of the contract by reference.
- 4.3.28 All proposed work shall include any required assistance and verification that the auditor shall provide to assist and ensure the appropriate on-time submission of the audited Financial Data Schedule to HUD.
- 4.3.29 The auditor will conduct an entrance conference and an exit conference at times mutually agreeable between the auditing firm and BCHA. The auditor will make presentations to the BCHA audit committee and the BCHA Board of Commissioners upon delivery of the audit report.

4.4 Auditee's Responsibilities

4.4.1 As defined within Title 2 CFR Part 200 Uniform Guidance, 200.508:

- 4.4.1.1 Provide federal program related information: federal awards received and expended including the CFDA title and number, award number and year, federal agency, pass through entity per 200.510.
- 4.4.1.1 Maintain internal control over federal programs that provides reasonable assurance that BCHA is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs, per A-133.300(b).
- 4.4.1.2 Comply with laws, regulations, and the provisions of contracts or grant agreements related to each of its federal programs, per 200.508.
- 4.4.1.3 Prepare the appropriate financial statements, including the schedule of expenditures of federal awards in accordance with 200.510.
- 4.4.1.4 Ensure that the required audits were properly performed and submitted timely, per 200.508.
- 4.4.1.5 Follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with 200.511.
- 4.4.1.6 Submit its reporting package to the OMB-designated Federal Clearinghouse and HUD, including the Data Collection Form per 200.512.

4.4.2 Per 24 CFR Part 85.20:

- 4.4.2.1 Financial Reporting: disclose accurate, current, and complete financial results of HUD assisted programs.
- 4.4.2.2 Accounting Records: identify the source and application of funds provided for HUD assisted activities.
- 4.4.2.3 Internal Controls: maintain effective controls and accountability of all assets, including accounting controls and management activities.
- 4.4.2.4 Budget Controls: prepare separate budget for each HUD assisted program, based on HUD prescribed categories, and assure that expenditures do not exceed the approved budget.
- 4.4.2.5 Allowable Cost: ensure that funds are expended in accordance with program requirements based on Title 2 CFR Part 200 Uniform Guidance or as amended.
- 4.4.2.6 Source Documentation: maintain source documents and files that support the financial transactions recorded in the books providing an adequate audit trail.

4.4.3 Per Statement of Auditing Standards AU Section 333: Prepare Management Representation Letter. This is BCHA's written representation on financial statements under examination by the auditor. In accordance with GAAS, the auditor requests this document from BCHA prior to the conclusion of the audit.

4.4.4 Per 24 CFR Part 902.33: Electronically submit the audited financial data to the HUD Real Estate Assessment Center (REAC) within nine months of the fiscal year-end date, or as provided by overriding HUD regulations.

4.4.5 BCHA will provide assistance to the auditor as follows:

- 4.4.5.1 General ledger and subsidiary ledger records to the auditor as requested. The books of BCHA are generally closed by the second week of November.
- 4.4.5.2 BCHA will prepare supporting schedules to the auditor as requested.

4.4.5.3 BCHA will furnish space to the auditor for performance of field work.

4.4.5.4 BCHA will provide use of copy machines at no charge but audit staff will be expected to provide labor to make any copies necessary.

4.5 Current Auditor and Audit Report

4.5.1 The auditing firm under contract with BCHA for Fiscal Years 2015 through 2017 was Berman Hopkins Wright and LaHam with offices in Melbourne and Orlando.

4.5.2 The financial report and audit report for Fiscal Year 2017 can be found at [http://www.bchaf1.org/Pages/Communications and Public Affairs/Public Documents.aspx](http://www.bchaf1.org/Pages/Communications%20and%20Public%20Affairs/Public%20Documents.aspx)

5 Response

5.1 Licensing and Insurance Information

Before a contract pursuant to this RFP is executed, the apparent successful Vendor must hold all necessary, applicable professional licenses required by the State of Florida and all other regulatory agencies necessary to complete the Services. The Vendor shall obtain, at the Vendor's expense, any permits, certificates and licenses as may be required in the performance of the work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. BCHA may require any or all Vendors to submit evidence of proper licensure.

5.1.1 Proof of Insurance shall be provided to BCHA prior to the execution of a contract. Unless otherwise stated by BCHA, the successful proposer(s) will be required to obtain and maintain the following insurance coverage during the entire Contract Term:

5.1.2 Proposer shall submit an original certificate evidencing the proposer's current Worker's Compensation carrier and coverage amount. BCHA will not accept state waiver of worker's compensation insurance liability;

5.1.3 An original certificate evidencing General Liability coverage evidencing a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000;

5.1.4 Professional Liability: Professional Liability insurance in the amount of not less than \$1,000,000 per claim; \$2,000,000 aggregate.

5.1.5 Audit firm agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with a potential recovery in excess of twenty percent (20%) of available

coverage. BCHHA shall be notified at least 30 days in advance of cancellation, non-renewal or adverse change (see Section 8.6).

5.1.6 The premium cost of all insurance purchased by the Vendor for protection against risks assumed by virtue of the contract shall be borne by the Vendor and is not reimbursable by BCHHA.

5.1.7 BCHHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, BCHHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein.

Proposed Services

5.2.1 Audit Staff Technical Qualification

- 5.2.1.1 Provide resumes of the partner and auditor in charge expected to be assigned to the audit.
- 5.2.1.2 Describe the experience in government audits of the partner, auditor in charge, and senior staff expected to be assigned to the audit, including years on each job and their position while on each audit. Indicate approximate time and percentage of involvement of partner, auditor in charge, senior and junior level staff.
- 5.2.1.3 Describe IT control assessment experience of staff and IT credentials and IT educational background.
- 5.2.1.4 Describe the relevant educational background and certifications of the partner, auditor in charge, and senior staff expected to be assigned to the audit.
- 5.2.1.5 Describe the experience of the partner, auditor in charge, and senior staff expected to be assigned to the audit in auditing programs, activities, and functions funded by HUD.
- 5.2.1.6 Describe any specialized skills, training, or background in public finance by assigned partner, auditor in charge, and senior staff expected to be assigned to the audit.

5.2.2 Audit Organization/Local Office

- 5.2.2.1 Describe the firm as national, regional, or local. Describe the organization, size, and structure of the firm.
- 5.2.2.2 Indicate the office to be assigned to staff the audit.
- 5.2.2.3 Affirm that the firm is properly licensed for public practice as a certified public accountant. Affirm that the firm meets the independence requirements required.

5.2.3 Audit Approach

- 5.2.3.1 Describe the technical approach to the audit.
- 5.2.3.2 Describe the work plan for the audit.
- 5.2.3.3 Describe the understanding of the work to be performed and indicate time estimates for the audit.

5.2.4 Peer Review, per 200.509

5.3 Client References (Attachment D)

- 5.3.1 List the name, addresses, contact persons, phone numbers of other Public Housing and governmental audit clients.
- 5.3.2 Include information specifying if the clients are past or current.
- 5.3.3 Advise audit clients being submitted as references that they may be contacted by BCHA staff in the evaluation of the response.

5.4 Site Visit

Not applicable

5.5 Pre-Bid Meeting

Not applicable

5.6 Fees and Escalation

- 5.6.1 The proposer is asked to propose the total firm fixed fee, considered to contain all costs incurred by the proposer in the preparation of the audit requirements as listed in the Scope of Work section above. No additional fees will be considered for travel expenses, clerical expenses, or the like.

5.7 Response Submission

- 5.7.1 All responses submitted pursuant to this solicitation shall be formatted in accordance with the following table. Each category shall be separated by numbered index dividers (which number extends so that each tab can be located without opening the response) and labeled with the corresponding tab reference also noted below.

Tab	Contents
1	Form of Proposal: Attachment A of this solicitation document.
2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found At http://www.hud.gov/offices/cpo/forms/hud5369c.pdf
3	Profile of Firm Form: Attachment B of this solicitation document with IRS Form W-9, license, and insurance certificates.
4	Response to Evaluation Factor 1: Organizational Overview. Submit response as Attachment C-1 . See Section 7.1.
5	Response to Evaluation Factor 2: Firm's Strategy and Program Development. Submit response as Attachment C-2 . See Section 7.2.
6	Response to Evaluation Factor 3: Experience with Similar Type of Organizations. Submit response as Attachment C-3 . See Section 7.3
7	Response to Evaluation Factor 4: Experience with performing Information Technology control assessment. Submit response as Attachment C-4 . See Section 7.4
8	Response to Evaluation Factor 5: Fee Information.

	Submit response on Fee Sheet listed as Attachment C-5 . See Section 7.5. (To submit in a separate sealed envelope)
9	Client References: Attachment D of this solicitation document, addressing requirements as listed within solicitation document. See Section 5.3.

5.7.2 It is preferable and recommended that the response be bound in such a manner that BCHA can, if needed, remove the binding to make copies then return the response to its original condition. BCHA suggests that either comb type binding or three ring binding be used.

5.7.3 All responses shall be submitted to the contact person and addressed and by the date specified on the first page of this solicitation document.

5.7.4 **The proposer shall submit one (1) original signature copy (marked “ORIGINAL”) with twelve (12) exact copies and one (1) sealed bid price with your submission.** They shall be placed unfolded in a sealed package and addressed to:

**Broward County Housing Authority
Attn: Stacie-Ann Richards
4780 North State Road 7
Lauderdale Lakes, Fl. 33319**

5.8 Submission Responsibilities

5.8.1 The proposer shall ensure that the response is received by the time and date indicated on the first page of this solicitation document. **The package shall clearly indicate the solicitation number and title.** Submissions received after the noted deadline will not be accepted. The official US time at <http://www.time.gov> shall determine receipt within deadline.

5.8.2 Do not fold or make any additional marks, notations, or requirements on the documents to be submitted. Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if such additional marks, notations, or requirements are entered on any of the documents submitted, such may invalidate that response.

5.8.3 By virtue of completing, signing, and submitting the completed documents, the vendor is stating agreement to comply with all of the conditions and requirements set forth within those documents.

5.8.4 All information presented in response to this RFP must be included in the submitted response. There can be no information that is linked to a website that requires reviewers to access the website for consideration of content. Any such conditions will not be considered as part of the Vendor’s proposal. BCHA may award a contract on the basis of initial offers received, without discussions; therefore, each initial offer should contain the Proposer’s best terms from a cost or price and technical standpoint.

6. Administrative Terms and Conditions

6.1 In order to maintain a fair and impartial competitive process, BCHA shall avoid private communication concerning this procurement with prospective Vendors during the entire procurement process. From the issue date of this RFP until the final award is announced, Vendors are not allowed to communicate about this RFP for any reason with any BCHA staff and Audit Committee members except through the RFP Point of Contact named below, during the Pre-Proposal Conference (if any), as otherwise defined in this RFP or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. BCHA reserves the right to reject the proposal of any Vendor violating this provision.

6.1.1 All questions, requests for information or clarification pertaining to this solicitation shall be submitted via e-mail to the contact person named on the cover sheet of this document. Questions will not be accepted via telephone. Responses to questions shall be made via the form of addenda which will be posted on the BCHA website and on Demandstar.

6.1.2 Unless an answer or information is provided by BCHA in writing as part of an addendum, such information shall have no effect and may not be relied upon by the Vendor.

6.2 Notices

All notices, demands, requests, and claims pertaining to the award of this contract must be addressed in writing to:

**Stacie-Ann Richards, Procurement Specialist
Broward County Housing Authority
4780 North State Road 7
Lauderdale Lakes, FL 33319-5860**

6.3 Appeals and Remedies

6.3.1 Any actual or prospective Proposer may protest the solicitation or award of a contract for serious violations of the principles of the BCHA Procurement Policy. Any protest against a solicitation must be received before the due date for the receipt of bid proposals, and any protest against the award of a contract must be received within five (5) calendar days after the notice of award is posted on BCHA's website, or the protest will not be considered. All bid protests shall be in writing, stating the reason for the protest and submitted to the Procurement Specialist or designee, who shall issue a written decision on the matter. The Procurement Specialist may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

6.3.2 If a protestor is not satisfied with the decision of the Procurement Specialist, he or she may appeal to the CEO. Such appeals shall be in writing (see above) and must be submitted within five (5) days after the Procurement Specialist's written decision is released. The written documentation is to include language that details how the written decision of the Procurement Specialist is in error. The decision of BCHA's CEO shall be final, and no further appeal shall be authorized within the Broward County Authority.

6.4 Cost of Proposal

All costs incurred, directly or indirectly, in response to this solicitation, to include the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the Vendor. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Vendor. BCHA will not provide reimbursement for such costs.

6.5 Amendments to Solicitation

If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. It is the responsibility of the Vendor to monitor BCHA's website for any addenda issued. Each Vendor must acknowledge all addenda issued on BCHA's website so as to ensure that addenda are considered in their proposal response. All Vendors are encouraged to frequently check BCHA's website at www.bchaf1.org for additional information.

6.6 Direct or Indirect Conflicts of Interest

Proposer shall certify that except as otherwise disclosed, neither it nor any of its subcontractors include persons who have an interest, direct or indirect in this proposed contract and who during his or her tenure or for one (1) year thereafter are:

- I. A present or former member of BCHA's Board of Commissioners or any member of the Board of Commissioner's immediate family;
- II. Any BCHA employee who formulates policy or who influences decisions with respect to BCHA's project(s) that are connected to this proposed contract, or any member of the employee's immediate family, or the employee's partner;
- III. Any public official, member of the local governing body, or State or local legislator (including members of the Broward County Board of Commissioners, or Florida legislator), or any member of such individuals' immediate family;
- IV. A member of or delegate to the Congress of the United States of America (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam) or a resident commissioner;

NOTE: "Immediate family" member means the spouse, mother, father, brother, sister, or child of a covered class member whether related as a full blood relative, or as a "half" or "step" relative (e.g., half-brother or stepchild).

6.7 Prohibition Against Gifts/Favors/Anything of Monetary Value

No BCHA employee can accept or solicit for themselves or for others, anything of value from Vendor or any person, corporation, or other entity doing business with or attempting to do business with BCHA.

6.8 Compliance with Law

While conducting business with BCHA, Proposer shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements, applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and shall provide for such compliance in the contract documents as required. It is the policy of BCHA that all proposers that conduct business with BCHA must be authorized and/or licensed to do business in Florida. Proposer is responsible for contacting their local city and county authorities and the State of Florida to ensure that Proposer has complied with all laws and is authorized and/or licensed to do business in Florida. All applicable fees associated therewith are the responsibility of Proposer.

6.8.1 Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <http://www.hud.gov/offices/cpo/forms/hud5369b.pdf>.

6.8.2 Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at <http://portal.hud.gov/hudportal/documents/huddoc?id=5370-C1.docx>.

6.8.3 Proposers are subject to 24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at http://www.access.gpo.gov/nara/cfr/waisidx_98/24cfr135_98.html. The proposer shall be required to, as detailed therein, "to the greatest extent feasible ... provide economic opportunities to low- and very-low income persons," meaning, if the proposer must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.

6.9 Public Access to Procurement Record

- 6.9.1 The BCHA is a public agency subjected to Chapter 119, Florida Statutes. The awarded vendor shall comply with Florida's Public Records Law. Specifically, the awarded Vendor shall:
- 6.9.2 Keep and maintain public records required by BCHA in order to perform the service.
- 6.9.3 Upon request from BCHA's custodian of public records, provide the public agency with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter, or as otherwise provided by law.
- 6.9.4 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to BCHA.
- 6.9.5 Upon completion of the contract, transfer, at no cost to BCHA, all public records in possession of the Vendor, or keep and maintain public records BCHA upon completion of the contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to BCHA in a format that is compatible with the information technology systems of BCHA.
- 6.9.6 During the term of the contract, the Vendor shall maintain all books, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subjected to the approval of BCHA. The Vendor agrees to make available to BCHA, during normal business hours and in Broward, Dade or Palm Beach Counties, all books or account, reports and records relating to this contract.
- 6.9.7 **PUBLIC RECORDS: IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

PUBLIC RECORDS
4780 North State Road 7
Lauderdale Lakes, FL 33319
(954) 739-1114 ext. 2316
PUBLCRECORDS@bchafl.org

6.10 Ownership of Documents

All documents and information generated, prepared, assembled or encountered by or provided for pursuant to this RFP are the property of BCHA. Vendors shall not copyright, or cause to be copyrighted, any portion of any said document submitted to BCHA as a result of this RFP.

6.11 Advertising

In submitting a proposal, Vendor agrees not to use the results from it as a part of any commercial advertising. BCHA does not permit Vendors to advertise or promote the fact of your relationship with BCHA in the course of marketing efforts, unless BCHA specifically agrees otherwise.

6.12 Government Restrictions

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods offered, it shall be the responsibility of the successful Vendor to immediately notify BCHA in writing specifying the regulation which requires an alteration. BCHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to terminate the contract at no expense to BCHA.

7. Evaluation Criteria

The proposed evaluation is an initial process designed to elicit a short list of vendors; with the contract awarded not necessarily to the Vendor of least cost, but rather to the Vendor with the best combination of attributes (i.e., qualifications and experience, technical approach, and cost), based upon the evaluation factors specifically established for this RFP. ***The establishment, application and interpretation of the above evaluation criteria shall be solely within the discretion of BCHA.***

Proposers should provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Vendor's information to the Evaluation Factors which will demonstrate the Proposer's understanding of the Evaluation Factors and capacity to perform the required services of this Request for Proposals. The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

The following factors will be utilized by BCHA to evaluate each submission received. Award of points will be based on the documentation that the proposer submits within the submission. **Responses to each evaluation factor should be submitted as Attachments C-1, C-2, C-3, C-4 and C-5.**

Factor	Points	Description
1	25	Organizational Overview (submit as C-1) Experience, Strength, and Qualifications of Firm as it relates to this solicitation.
2	25	Technical Approach/Strategy Capacity/ Success Record (submit as C-2) Firm's Technical Response to RFP's Scope of Services
3	10	Experience with Similar Type of Organizations (submit as C-3)
4	20	Experience with performing Information Technology control assessments (submit as C-4)
5	20	Fee Information (submit as C-5) (To submit in a separate sealed envelope) Fee Proposal
Total	100	

Each Evaluation Factor will be rated and assigned points using the scoring guide below.

Scoring Guide:

0% - No Response

50% - Marginal

70% - Acceptable

85% - Exceeds Acceptable

100% - Outstanding in all Respects

7.1 Evaluation Factor 1 – Organizational Overview (Attachment C-1)

- a. Provide a brief history of the firm, length of time in business, past experience as it relates to requirements of this solicitation. Details should include:
- b. A narrative of your organizational structure. Provide number of full-time employees, location of staff and describe in detail the team that will be involved with the project on a day-to-day basis. Include any special certifications and licenses.
- c. Please state the qualification of key personnel; include resumes of assigned personnel and their function with relation to this proposal.
- d. Describe the experience, education and training of assigned personnel with particular regard to public entity experience.
- e. Describe the experience government audits of the partner, auditor in charge, and senior staff expected to be assigned to the audit, including years on each job and their position while on each audit. Indicate approximate time of percentage of involvement of partner, auditor in charge, senior and junior level staff.
- f. Describe the experience of the partner, auditor in charge, senior staff expected to be assigned to the audit in auditing programs, activities, and functions funded by HUD.
- g. Describe any specialized skills, training, or background in public finance by assigned partner, auditor in charge, and senior staff expected to be assigned to the audit.
- h. List all Professional affiliations/credentials of assigned personnel as well as any pertinent publications.

- i. Affirm that the firm is properly licensed for public practice as a certified public accountant. Affirm that the firm meets the independence requirements required.
- j. Copy of State of Florida License. **(25 points)**

7.2 Evaluation Factor 2 – Capacity and Technical Approach (Attachment C-2)

- a. Provide a statement of your firm’s technical approach to the audit, available resources and capacity to provide the requested services outlined in this solicitation. Describe the work plan for the audit.
- b. Provide a narrative of your firm’s understanding of the work to be performed and indicated time estimates for the audit.
- c. State why your firm believes itself to be best qualified to perform the engagement.
- d. Describe your firm’s ability to provide a high level of service delivery which can be substantiated by client and or provider references, internal service metrics, organizational service standards, and/or addressed in the qualifications of staff with regard to customer service competencies.
- e. Provide an overview of similar successful services that your firm has provided. Describe if any, your firm’s familiarity and years of service to governmental clients.
- f. Provide any additional remarks/comments the company wishes to make to highlight their proposal and qualifications. **(25 points)**

7.3 Evaluation Factor 3 – Experience with Similar Types of Organizations (Attachment C- 3)

- a. Describe your firm’s experience with similar types of organizations such as housing authorities and/or public entities with significant HUD funding similar to BCHA.
- b. References: Please submit names, addresses, and phone numbers of current governmental audit clients who can be contacted by BCHA for discussion of services provided to that client. In addition, include the names of at least two (2) previous clients who no longer use the services of your firm. **(10 points)**

7.4 Evaluation Factor 4 – Experience with performing Information Technology control assessment (Attachment C-4)

- a. Describe your firm’s ability to provide and perform a control assessment of the Information Technology System (IT) controls.
- b. Provide an overview of similar successful IT control services that your firm has provided. Please substantiate by providing client and or provider references, internal service metrics, organizational service standards, and/or addressed in the qualifications of staff with regard to IT control service competencies. **(20 points)**

7.5 Evaluation Factor 5 – Proposed Cost/Fee Information (To submit in a separate sealed envelope) (Attachment E)

- a. This is the expected amount your firm would be compensated for services provided to BCHA. Please use Attachment E to state your fees.
- b. Please provide a fixed fee, considered to contain all costs incurred by the proposer in the preparation of the audit requirements as listed in the scope of work section above. No additional fees will be considered for travel expenses, clerical expenses, etc.
- c. State if any, all other anticipated services and associated cost as outlined in the Scope of Work. **(20 points)**

7.6 Evaluation Method and Award Process

Each proposal will first be evaluated for responsiveness (i.e., meets the minimum of the published requirements). BCHA reserves the right to reject any proposals deemed as not minimally responsive.

7.6.1 BCHA's Audit Committee will review proposals and make recommendation to the Board of Commissioners for selection based on but not limited to the evaluation factors set forth above. Factors not specified in the RFP will not be considered. BCHA reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals shall be evaluated on an individual basis against the requirements stated in the RFP.

7.6.2 After evaluations, the Audit Committee will determine the top proposals that have a reasonable chance of being selected for award considering both the technical aspects and fee proposal. These Vendors may be chosen for an onsite interview. Final award will be approved by the BCHA Board of Commissioners.

7.6.3 BCHA will make a determination of whether, in the opinion of BCHA, the Vendor is capable of undertaking and completing the RFP scope of work delineated within this RFP in a satisfactory manner. BCHA will award a contract only to a responsible Vendor that has the ability to successfully perform under the terms of this RFP. BCHA's determination includes an assessment of the Vendor's technical resources/ability to perform the scope of work in accordance with the RFP requirements. The responsibility determination also includes consideration of a Vendor's integrity, compliance with public policy, past performance with BCHA (if any), and eligibility to perform scopes of work that are funded by the Federal, State or local government (e.g., debarment/suspension for any Federal, State or local government).

7.6.4 Should the individual members of the Audit Committee be made known to the vendor in any manner prior to submission or during the review process, the vendor shall not make contact with the committee members, or their proposal may be rejected.

- 7.6.5 All persons having familial (including in-laws) relationships with principals and/or employees of a proposer entity will be excluded from participation in the evaluation committees. Similarly, any persons having an ownership interest in and/or contract with a proposer entity will be excluded from participation in the evaluation committees.
- 7.6.6 In the event of ties, determination of the top-ranked vendor will be made in accordance with BCHA procurement policy and HUD guidelines.
- 7.6.7 Notification of the results of the evaluation including the name of the successful proposer will be posted on BCHA's website.

8. Contract Award

8.1 BCHA Authorized Procurement Authority

All contracts where the base contract amount or any option exceeds \$100,000 are required to be approved by the Board of Commissioners. In addition all contract modifications in excess of ten percent (10%) of the original contract amount or \$100,000, whichever is less, require prior approval by the Board of Commissioners.

8.2 Contracting Officer ("CO") and Contracting Officer's Designee

Acceptance of services will be the responsibility of the Contracting Officer ("CO"), who also serves as BCHA's Chief Executive Officer, or designee. The Contracting Officer is responsible for final approval and acceptance of all services rendered.

While the CEO is responsible for ensuring that BCHA's procurements comply with the BCHA Procurement Policy, the CEO may delegate all procurement authority as is necessary and appropriate to conduct the business of the BCHA.

8.3 Contract Document

BCHA and the successful proposer will execute BCHA's contract. See Attachment F for a sample of this document. BCHA will not execute a contract on the successful proposer's forms. Contracts will only be executed on BCHA's form, and by submitting a proposal the successful proposer agrees to do so (please note that BCHA reserves the right to amend this contract form as BCHA deems necessary). However, BCHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for BCHA to do so; but the failure of BCHA to include such clauses does not give the successful proposer the right to refuse to execute BCHA's contract form.

It is the responsibility of each prospective proposer to notify BCHA, in writing prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The BCHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by BCHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

All provisions within this solicitation document are included in the terms of the contract by reference.

8.4 Contract Terms and Conditions

The contract that BCHA expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions, the Proposal submitted by the successful Proposer and any subsequent revisions to the Proposer's Proposal and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by BCHA, except that no objection or amendment by a Proposer to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless BCHA has explicitly accepted the Proposer's objection or amendment in writing.

8.5 Unauthorized Sub-Contracting

The successful vendor shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation document (including, but not limited to selling or transferring the contract) without the prior written consent of BCHA. Any purported assignment of interest or delegation of duty, without the prior written consent of BCHA shall be void and may result in the cancellation of the contract with BCHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract.

8.6 Insurance Requirements

Prior to award but not as a part of the proposal submission, the successful vendor will be required to provide an original certificate evidencing insurance coverage as described in Section 5.1.3 above, naming BCHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of BCHA as an additional insured under said policy. BCHA shall be named as the Certificate Holder using the following name address:

**Broward County Housing Authority
4780 N. State Road 7
Lauderdale Lakes, FL 33319**

There shall be a 30-day notification to BCHA in the event of cancellation or modification of any stipulated insurance coverage. Licensing and insurance requirements will be examined and approved by the BCHA Vice President of Human Resources and Risk Management prior to contract award.

8.7 Right to Negotiate Fees

BCHA shall retain the right to negotiate the amount of fees that are paid to the successful vendor, meaning the fees proposed by the top-rated vendor may, at BCHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after BCHA has chosen the top-ranked vendor. If such negotiations are not, in the opinion of BCHA, successfully concluded within five business days, BCHA shall retain the right to begin negotiations with the next highest ranked vendor.

8.8 Contract Service Standards

All work performed pursuant to this solicitation must confirm and comply with all applicable federal, state, and local laws, statutes, and regulations.

8.9 Contract Payment

In accordance with payment schedules, vendor will submit invoices to Accounts Payable Department, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319 or email at payments@bchafl.org.

BCHA will make no advance payments for the goods and/or services that are subject of this RFP, unless otherwise noted in the contract. Invoices may be submitted on no more than a monthly basis.

8.10 Invoicing Requirements

8.10.1 Contractor invoices shall reflect the prices established for the items on this Contract for all orders placed by BCHA even though the Contract number and/or correct prices may not be referenced on each order. Only properly submitted invoices will be officially processed for payment. Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.

8.10.2 All invoices must be itemized showing: Proposer's name, remit to address, purchase order number, service location (site name), and prices per the contract, itemized in order to facilitate contract auditing.

8.10.3 Each invoice must detail the service and location at which performed accompanied by a copy of the work order signed by the

Contact Person indicating satisfactory completion of work. A separate invoice must be submitted for each date and location.

8.10.4 BCHA will pay the properly completed and authorized invoice within thirty (30) days of receipt.

8.10.5 BCHA will pay invoices by check or ACH

**LAST PAGE OF DOCUMENT
PLEASE SEE ATTACHMENTS**

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 18-267
REQUEST FOR PROPOSAL
AUDIT SERVICES**

PROPOSAL SUBMISSION FORM – ATTACHMENT A

Instructions: The items listed below must be completed and included in the Proposal submission. Complete this form by marking an “X” where provided to verify that the referenced completed form or information has been included within the hard copy proposal submission.

X=Included	Tab	Contents
	1	Proposal Submission Form: Attachment A of this solicitation
	2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at http://www.hud.gov/offices/cpo/forms/hud5369c.pdf .
	3	Profile of Firm Form: Attachment B of this solicitation Include IRS Form W-9, licenses, and insurance certificates
	4	Response to Evaluation Factor 1: Organizational Overview. Submit responses as Attachment C-1 . See Section 7.1
	5	Response to Evaluation Factor 2: Firm’s Strategy and Program Development. Submit responses as Attachment C-2 . See Section 7.2
	6	Response to Evaluation Factor 3: Experience with Similar Type of Organizations. Submit responses as Attachment C-3 . See Section 7.3
	7	Response to Evaluation Factor 4: Experience with performing Information Technology control assessments. Submit responses as Attachment C-4 . See Section 7.4
	8	Response to Evaluation Factor 5: Fee Information. Submit responses as Attachment C-5 . See Section 7.5 (To submit in a separate sealed envelope)
	9	Client References: Attachment D of this solicitation document, addressing requirements as listed within solicitation document. See Section 5.3

CHECK (✓) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:

_____ **ONE (1) ORIGINAL AND _____ FIVE (5) COPIES OF YOUR PROPOSAL.**

By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party;
2. as described within the Reservation of Rights section of the RFP, BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to incomplete responses and/or responses offering alternate or non-requested services, failure to use BCHA and HUD provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements;
3. he/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form; and
4. he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-18-267
REQUEST FOR PROPOSAL
AUDIT SERVICES

PROFILE OF FIRM FORM – EXHIBIT B

1. Proposer Information

Name of Firm	
Address	
City, State, Zip	
Telephone	
Fax	
E-Mail Address	
Year Established	
Year Established in Florida	
Former Names (if applicable)	
Parent Company and Date Acquired (if applicable)	

2. Complete and attach IRS Form W-9, found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> . This completed form should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA's request.

3. Debarred Statement: Has the firm, or any principal ever been debarred from providing any services to the federal government, any state government, or any local government agency?

☐ Yes ☐ No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

4. Disclosure Statement: Does this firm or any principal(s) have any current, past personal or professional relationship with any Commissioner, Audit Committee member or Officer of BCHA?

☐ Yes ☐ No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

5. Please indicate the structure of your company.

- | | |
|---|--|
| <input type="checkbox"/> Publicly Held Corporation | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Privately Held Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Sole Proprietorship |

6. Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal fee of affiant or of any other proposer, to fix overhead, profit, or cost element of said proposal

fee, or that of any other proposer or to secure any advantage against BCHA or any person interested in the proposed contract; and that all statements in said proposal are true.

7. Licensing and Insurance Information

Business License Jurisdiction, Number, and Expiration Date	
Worker's Comp Carrier, Policy Number, and Expiration Date	
General Liability Carrier, Policy Number, and Expiration Date	
Professional Liability Carrier, Policy Number, and Expiration Date	
Vehicle Insurance Carrier, Policy Number, and Expiration Date	

8. Copies of insurance certificates in accordance with Section 8 of this proposal should be submitted prior to award but not a part of the proposal submission.

9. Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFQ 18-267
AUDITING SERVICES**

CLIENT REFERENCES – ATTACHMENT D

Instructions: Complete this form by indicating the appropriate response or by indicating “N/A” if not applicable.

List at least three (3) clients for whom similar services are being performed currently or within the past two (2) years.

Attach additional sheets if necessary. Failure to list previous experience and/or poor references may result in rejection of your bid.

[illegible]

BROWARD COUNTY HOUSING AUTHORITY

**SOLICITATION NUMBER RFP 18-267
REQUEST FOR PROPOSAL
AUDIT SERVICES**

FEE INFORMATION – ATTACHMENT E

Instructions:

- A. Please complete this form by indicating the appropriate response or by indicating “N/A” if not applicable.
- B. Please indicate the yearly cost for audit services as specified herein (cost shall include all associated costs such as clerical, materials, transportation, meals, lodgings etc.)

Indicate Yearly Fixed Fee for Audit Services:

Total Fixed Fee for FY 2018 Audit	\$
Total Fixed Fee for FY 2019 Audit	\$

Grand Total: \$_____ for 2 Year Audit Services

Fixed Optional Renewal Fees:

FY 2020 Audit	\$
FY 2021 Audit	\$
FY 2022 Audit	\$

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

BROWARD COUNTY HOUSING AUTHORITY

**SOLICITATION NUMBER RFP 18-267
REQUEST FOR PROPOSAL
AUDIT SERVICES**

FEE INFORMATION – ATTACHMENT E (OPTIONAL ITEM 1)

Instructions:

- C. Please complete this form by indicating the appropriate response or by indicating “N/A” if not applicable.
- D. Please indicate the yearly cost for audit services as specified herein (cost shall include all associated costs such as clerical, materials, transportation, meals, lodgings etc.)

Indicate Yearly Fixed Fee for Audit Services:

Total Fixed Fee for FY 2018 CAFR Audit	\$
Total Fixed Fee for FY 2019 CAFR Audit	\$

Grand Total: \$_____ for 2 Year CAFR Audit Services

Fixed Optional Renewal Fees:

FY 2020 CAFR Audit	\$
FY 2021 CAFR Audit	\$
FY 2022 CAFR Audit	\$

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

**SOLICITATION NUMBER RFP 18-267
REQUEST FOR PROPOSAL
AUDIT SERVICES**

FEE INFORMATION – ATTACHMENT E (OPTIONAL ITEM 2)

Instructions:

- E. Please complete this form by indicating the appropriate response or by indicating “N/A” if not applicable.
- F. Please indicate the yearly cost for audit services as specified herein (cost shall include all associated costs such as clerical, materials, transportation, meals, lodgings etc.)

Indicate Yearly Fixed Fee for Audit Services:

Total Fixed Fee for FY 2018 Audit and Financial Statement Preparation	\$
Total Fixed Fee for FY 2019 and Financial Statement Preparation	\$

Grand Total: \$_____ for 2 Year Audit and Financial Statement Preparation Services

Fixed Optional Renewal Fees:

FY 2020 Audit and Financial Statement Preparation	\$
FY 2021 Audit and Financial Statement Preparation	\$
FY 2022 Audit and Financial Statement Preparation	\$

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

FORM OF CONTRACT

THIS AGREEMENT made this ____ day of ____ in the year ____ by and between ____ for a term of one year, expiring on ____ Hereinafter called the "Contractor", and the BROWARD COUNTY HOUSING AUTHORITY, a public body corporate and politic created pursuant to Chapter 421, Florida Statutes and hereinafter called the "PHA".

WITNESSETH, that the Contractor and the PHA for the consideration stated herein mutually agree as follows:

Article I - Statement of Work: The Contractor shall furnish all labor, material, equipment and services; perform and complete all work in accordance with the standard practice of the trade and in a timely manner for RFP 18-267: AUDIT SERVICES

In strict accordance with the specifications dated June 13, 2018 as prepared by the Broward County Housing Authority which said specifications and addenda are incorporated herein by reference and made a part hereof.

Article II - Contract Price: The PHA shall pay the Contractor for the performance of the contract, in current funds, subject to additions and deductions as provided for in the specifications, the sum of work completed on an as needed basis.

Article III - Contract Documents: The Contract shall consist of the following component parts:

- a) This instrument
- b) Specifications, Terms and Conditions
- c) Insurances (Naming Broward County Housing Authority as Additionally Insured)
- d) Licenses
- e) Board Resolution Number ____

This instrument together with the other documents enumerated in this Article III, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article III shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

Article IV - Conditions inconsistent with Contract Drawings of Original Project: The PHA does not represent that the contract documents accurately represent the conditions which exist on the project site. The Contractor agrees, however, that in the event conditions are inconsistent with these contract documents that (it) (he) will make no claim for extra compensation or for an extension of time in light of said inconsistencies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts as of the day and year first above written.

CONTRACTOR:

By: _____

Name/Title _____

Business Address: _____

_____**BROWARD COUNTY HOUSING AUTHORITY**

By: _____

Ann Deibert, Chief Executive Officer

ATTEST _____

FEIN _____

SS# _____

ATTEST _____