

# QUESTION AND ANSWERS #1

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## Broward County Housing Authority Solicitation Number: RFP 18-267

### Auditing Services

DATE: July 10, 2018

#### TO ALL PROSPECTIVE BIDDERS

#### PLEASE NOTE THE FOLLOWING CORRECTIONS:

#### PLEASE NOTE THE FOLLOWING CHANGES/CLARIFICATIONS:

No change in proposal due date.

#### QUESTIONS/CLARIFICATIONS

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). BCHA's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. Have there been any issues with obtaining reports from FRS timely and what has been the impact on the audit?

**Answer: There was a delay of the audit in January, which was normal due to the FRS actuarial reports. Also, the FS had to be corrected for a second version of the FRS reports that was released in late January, which led to corrections in the audit draft.**

2. Have there been any significant changes in your operations, programs or personnel recently or contemplated for the future that would impact the scope of services as compared to prior contract for the same work? (Ex: changes in the audit process or those involved with the process, current year budget vs. prior year budget?).

**Answer: No, this year we have an assistant controller to assist with the audit preparation. We have an excellent reporting system that generates lead schedules that tie into the Trial Balance and the FDS reports.**

3. What are the most challenging aspects of the audit process for BCHA and specifically the accounting and finance team?

**Answer: The most challenging aspects to the audit is ensuring that the FDS Reac report ties into the audited FS for the unaudited FDS and then making any changes based on HUD REAC comments and having them flow through to the FS.**

4. Are any of the accounting functions outsourced to another accounting firm? If so, which functions?

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**Answer: No, all of our accounting functions are done internally.**

5. Is there any specific expertise and advise the organization is looking for that it may not be receiving from its current provider?

**Answer: Yes, IT controls assessment, as part of the audit process.**

6. What is management's and the board's view on the desirability of transitioning to new auditors?

**Answer: Management believes they need IT controls assessment and are seeking RFPs to include that service as part of the annual audit process. The audit committee has placed an emphasis on cybersecurity which led to our going out with a new RFP that includes IT controls assessment.**

7. How long has BCHA been with the current provider?

**Answer: BCHA has been with the current provider for three (3) years.**

8. Is the current provider bidding on the engagement?

**Answer: Yes, they can submit their proposal. BCHA adheres to Procurement best practices and standards to help ensure that every company receives the opportunity to offer goods and services, and every proposal/bid is fairly evaluated for the benefit of our agency, residents and community.**

9. In an effort to understand the level of effort currently exerted by the incumbent auditing firm, please provide:

- a. Prior year audit fees.
- b. Schedule of auditors in the field (ex. 2 people for 2 weeks in November)

**Answer:**

**a. The prior year's audit fees are as follows: 2015 - \$45,000; 2016 - \$44,000; 2017 - \$43,000.**

**b. Three (3) people for 1 week in January.**

10. Does BCHA currently, or plan to participate in HUD's RAD program and if so, what is the status of any conversion (all projects complete, some settled and some in process, none yet settled, etc.)

**Answer: We already converted to RAD back in 2014 and 2015 and were the first Florida Housing Authority to be awarded RAD funding.**

11. Our question is to understand the total audit fees for each year as follows: FY2016 and FY2017.

**Answer: Please see Question 9a for the answer to Question 11.**