

## **Woodridge Housing Authority**

357 Mountindale Rd. PO Box 322

Woodridge, NY 12789

845 434 4451; 845 434 2420 fax

www.woodridgeha.org

**SUBJECT: RFP for Audit Services**

### BACKGROUND

The Woodridge Housing Authority (WHA) is a small Public Housing Agency in Sullivan County, NY. It consists of only 40 units of Public Housing. WHA receives its income from tenant rents and HUD Operating and Capital Fund program. The Agency's annual operating budget is less than \$500,000. WHA is governed by a five (5) person Board of Commissioners and its daily operations are performed by a staff of two (2) - one (1) office staff and one (1) maintenance staff. WHA also employs a fee accountant to perform accounting duties and other financial reporting tasks. The firm who is awarded the contract would work with both the Executive Director and the Fee Accountant to complete the annual audit.

### TYPE OF CONTRACT

The contract term will be one year with the option for four (4) one year renewals. Contract will begin with audit for fiscal year ending September 30, 2017.

### GENERAL REQUIREMENTS

Firms responding to this RFP must:

1. List qualifications and experience of the firm/individual with special emphasis on U.S. Department of HUD and Public Housing sector;
2. Provide a list of names and credentials of the people/person in the firm who will be assigned to WHA and the percentage of time to be spent by each;
3. Furnish a listing of references for Housing Authorities (or similar accounts) currently under contract with the firm;
4. Show proof of liability coverage not less than \$1,000,000 aggregate;
5. Describe services the firm offers in response to the Scope of Services outlined below;
6. List a fixed fee total cost for a one (1) year period and the four (4) optional years thereafter listed by year;
7. Be able to work with fee accountant and guide executive director to ensure compliance with all applicable requirements including, but not limited to, HUD, GAAS, GAAP, and GASB;
8. Ensure audit is compliant with all local, state, and federal regulations;
9. Complete and deliver draft audit to Executive Director no less than 30 days before its submission date or 90 days after initiation. If audit is received late, a penalty of 10% per day will be imposed;
10. Upon audit approval and submission, awardee must deliver one (1) digital copy and six (6) hard copies to the executive Director.

## **Woodridge Housing Authority**

357 Mountaindale Rd. PO Box 322

Woodridge, NY 12789

845 434 4451; 845 434 2420 fax

www.woodridgeha.org

### **SCOPE OF SERVICES**

1. Render an opinion on the financial statements and related schedules of expenditures;
2. Render an opinion on the compliance and internal control over financial reporting based on audit of financial information and statements;
3. Render an opinion on compliance with HUD regulations and internal controls and financial reports, including PIH program requirements;
4. The audit shall be due no later than 90 days after initiation or 30 days before its submission date, whichever is sooner. An audit received late will result in a 10% penalty per day until its received;
5. Auditor must submit financial statements into the FASS system under PHAS according to HUD guidelines before its due date and confirm its acceptance. Auditor is responsible for resolving any issues as prescribed by HUD in an instance that a submission is rejected;

### **THE PROPOSAL MUST INCLUDE THE FOLLOWING**

1. A letter explaining the understanding of the general requirements;
2. Explanation of your understanding of the scope of services and the method of providing services;
3. Schedule of fees and costs;
4. Proposed timeline;
5. Resume of your firm and assigned staff members;
6. Proof of insurance;

### **THE BOARD OF COMMISSIONERS WILL RANK PROPOSALS BASED ON THE FOLLOWING CRITERIA:**

Experience: Up to 25 points

References: Up to 25 Points

Cost: Up to 50 Points

The Woodridge Housing Authority reserves the right to reject any or all proposals. By submitting a response to this request for proposal, the respondent agrees that the decision of WHA is final. Interested respondents must submit their written response by 12:00pm on March 24, 2024. Proposals must be labeled "Proposal for audit services" and be mailed/emailed to:

Woodridge Housing Authority  
357 Mountaindale Road, PO Box 322  
Woodridge, NY 12789

For questions or more information regarding this RFP please email [rnatale@woodridgeha.org](mailto:rnatale@woodridgeha.org)