

**HOUSING AUTHORITY OF THE  
CITY OF LA JOYA**

**REQUEST FOR PROPOSALS**

**AUDITING SERVICES For Years 2021 thru 2023**

PROPOSALS MUST BE SUBMITTED BY

July 11th, 2022 at 4:00 PM

To:

Ruben O. Villarreal  
EXECUTIVE DIRECTOR  
LA JOYA HOUSING AUTHORITY  
945 S. LEO AVE.  
La Joya, Texas 78560

**REQUEST FOR PROPOSALS****AUDITING SERVICES**

The Housing Authority of the City of La Joya is interested in engaging the services of a Certified Public Accountants to perform the annual audit of accounts and records of its housing programs, including Public Housing (50 units), Housing Choice Voucher Program (128 vouchers), and Capital Fund Program for the fiscal years ending in 2021 thru 2023.

All proposals shall be submitted in a sealed envelope labeled appropriately (proposal title and return address) and delivered to Ruben O. Villarreal, Executive Director, La Joya Housing Authority, 945 S. Leo Ave., La Joya TX 78560 *by or before July 11th 2022 at 4 p.m.*, using one of the following submission procedures:

**HAND-CARRIED/MAILED/OVERNIGHT/EXPRESS MAIL DELIVERY**

Proposals received after this date and time for any reason shall not be considered and will be returned to the sender. All proposals shall include any and all required documentation requested therein and a failure to abide by the RFP's instructions in any way may lead to the proposal being rejected as non-responsive to this advertisement.

No proposal may be withdrawn for a period of sixty (60) days after the date set for the receipt of proposals. The Authority reserves the right to reject any and all proposals and/or waive minor irregularities, pursuant to all applicable rules and regulations. In accordance with the criteria included in the RFP, the contract shall be awarded to the most advantageous proposal received by the Authority with cost and other factors considered.

Ruben O. Villarreal  
Executive Director  
La Joya Housing Authority

**1. PURPOSE**

The Housing Authority of the City of La Joya (hereinafter called "Housing Authority" or "LJHA") is a public housing agency with administrative offices located at 945 S. Leo Ave, La Joya TX 78560, which provides quality, affordable housing to low-income families. The agency maintains various affordable housing properties in La Joya, Texas and supports both a public housing program as administered by the United States Department of Housing and Urban Development (HUD).

In accordance with all state and federal regulations, the Housing Authority is currently accepting proposals for "Auditing Services" for the fiscal year ending December 31, 2021 thru December 31, 2023. It is the Housing Authority's desire to employ a duly qualified accountant or accounting firm to act as the Housing Authority's Auditor who shall perform auditing services on the Authority's books and records. All audit services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (HUD), including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines, the Annual Contributions Contract and Asset Based Management, provided that such compliance is in the best interest of the Authority and is required by law. The Audit shall also be performed in accordance with Circular OMB A-133. As a reference, a copy of the synopsis of the Authority's audit report for the fiscal year ending December 31, 2020 is attached hereto.

All proposals shall be reviewed for completeness and shall be analyzed in accordance with the criteria contained herein. Therefore, the BHA urges all interested firms to carefully review the requirements of the RFP, including the attached Instructions to Offerors (HUD-5369-B). Failure to abide by the RFP's instructions, in any way, may lead, in the Housing Authority's sole discretion, to the rejection of the proposal as non-responsive.

**2. TERMS AND CONDITIONS**

All proposals shall remain valid for a period of sixty (60) calendar days after the date specified for receipt of proposals in accordance with state procurement regulations. All costs of the proposal process, interviews, contract negotiation, and related expenses, are solely the responsibility of the respondent.

The LJHA reserves the right to reject any or all proposals, to waive informalities and minor irregularities, and/or modify or cancel this solicitation. Proposals which appear unrealistic in terms of management commitments or are indicative of failure to comprehend the complexity of this RFP and subsequent contracts may be rejected.

Respondents are requested and advised to be as complete as possible in their response. The Housing Authority reserves the right to 1) contact any respondent to clarify their proposal; 2) contact any past/current clients of the respondent; 3) solicit information from any available source concerning any aspect of the proposal; and, 4) seek and review any other information deemed pertinent to the evaluation process.

**3. SCOPE OF AUDITING SERVICES**

The Scope of Auditing Services being requested will pertain to all of the Housing Authority's programs (including, but not limited to, Public Housing, Section 8 Housing Choice Voucher Program, and Capital Fund Program) and shall be conducted in accordance with generally accepted governmental auditing standards.

The Respondent shall perform all Auditing Services required for the FY ending December 31, 2021 thru 2023 with two (2) one-year options for fiscal years ending December 31, 2024 and December 31, 2025 including but not limited to the following Services:

- A) Draft and issue a comprehensive financial and compliance audit which shall include i) a complete audit of all federal, state and other awards of financial assistance received by the Housing Authority in accordance with US Office of Management and Budget (OMB) Circular A-133 entitled Audits of State and Local Governments and Non-Profit Organizations, and the A-133 Compliance Supplement or its successor pursuant to the Single Audit Act of 1984; ii) an evaluation of Authority internal financial controls over cash receipts, disbursements, fixed assets and payroll cycles as they relate to authorization, completeness, accuracy, substantiation of balances and access to assets; and iii) a review of operational efficiency and effectiveness including any recommendations for improvement;
- B) Compare financial statements between the prior and current fiscal years and implement any recommendations for the current fiscal year;
- C) Assist in all HUD Real Estate Assessment Center (REAC) reporting including certification of all required electronic reporting requirements in strict compliance with reporting deadlines.
- D) Provide continuing professional education to staff regarding audit-related activities and bookkeeping.
- E) Complete Field Work for the audit by October 31, 2021, 2022, 2023 and submit the audit no later than December 31, 2021, 2022, 2023; and
- F) Conduct audit entrance and exit conferences with the Executive Director and LJHA staff to discuss audit approach and any subsequent findings and recommendations.

**\*\*NOTE: Audit for calendar year 2021 must be completed by September 30, 2022**

**4. QUALIFICATIONS**

In addition to the ability to perform all of the above, all respondents shall meet the following minimum requirements:

- A) Is licensed as a Certified Public Accountant (C.P.A.) in the State of Texas.
- B) Has experience representing Public Housing Authorities and has a clear understanding of HUD-funded programs and related federal regulations and State of Texas funded programs and regulations.

- C) Is approvable by the United States Department of Housing and Urban Development (HUD).

**5. PROPOSAL REQUIREMENTS**

- A) Proposals shall be submitted on the company letterhead, and signed by the owner or an executive officer of the firm. Interested firms should have at least five (5) years experience.
- B) Description of the company and three (3) references should be included.
- C) Professional licenses and qualifications, including resumes, of all personnel that will be dealing with this contract.
- D) Each company submitting a proposal shall execute an affidavit to the effect that he or she has not colluded with any other person, firm or corporation in regard to any proposal submitted. Such affidavit shall be attached to the proposal.
- E) Certified statement that neither the firm nor members of the firm or individual are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local oversight, regulatory or law enforcement authority.
- F) Evidence of all appropriate and applicable insurance coverage carried by the firm or individual, including policy coverage periods.
- G) Statement that the firm operated in full compliance with all applicable civil rights and non-discrimination statutes, executive orders, rules and regulations.
- H) Each offeror is required to submit two (2) signed copies of their proposal at the time and date specified, one copy unbound. Failure to include any of the above information or a proposal received after the appointed time will result in the rejection of a proposal.
- I) The Executive Director will review proposals and make recommendations to the Board of Commissioners. The Board reserves the right to award the contract to the responsible proposer whose qualifications; price and other factors considered are the most advantageous to the LJHA.
- J) The LJHA Housing Authority reserves the right to waive any informality and to reject any and all proposals. No Proposal may be withdrawn after the due date. Proposals may be withdrawn prior to the due date either in person or by mail.

K) All persons submitting a proposal are encouraged to contact LJHA in an effort to personally review the management operations of the Authority.

**N) Required Documentation:**

- a. Profile of Firm; and
- b. Executed copy of HUD-5369-C (Certifications and Representations of Offerors).

**Failure to provide any of the above documentation at the time of submission shall be considered a fatal defect warranting rejection of the proposal.**

**6. SUBMISSION OF PROPOSALS**

Each proposal must be received at the LJHA administrative offices by Monday, July 11th, 2022 at 4:00 PM in a sealed envelope clearly marked and labeled on the outside referencing the applicable RFP and RFP submission date:

Name of Individual/Firm  
Proposal for Auditing Services  
DUE DATE: July 11th, 2022 at 4:00 PM  
Attn: Ruben O. Villarreal, Executive Director  
LaJoya Housing Authority  
945 S. Leo Ave.  
La Joya, TX 78560

Each respondent package shall include the submission of one (1) original and one (1) unbound copy of their proposal. No faxed, emailed, or late proposals shall be accepted.

**7. DUE DILIGENCE**

All procurement transactions shall be conducted only with responsible Contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Where warranted and before awarding a contract, LJHA shall review the proposed Respondent's ability to perform the contract successfully, considering factors such as the Respondent's integrity, compliance with public policy, record of past performance (including vendor performance reports and contacting previous clients of the Respondent), and financial and technical resources (an extensive financial review is normally conducted on all non-bonded procurement transactions over \$100,000 in total contract value). Contracts shall not be awarded to debarred, suspended, or ineligible Respondents. LJHA shall not contract with firms and/or individuals listed on *List of Parties Excluded from Federal Procurement and Non-*

*procurement Programs.* If a prospective Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared, and the prospective Respondent shall be advised of the reasons for the determination.

**8. FORMAT OF PROPOSALS**

All proposals shall include the following sections and documentation:

- B. **Executive Summary** – Provide a brief non-technical overview of the Respondent's business including the range of services offered. Respondents should provide information reflecting how and why their services meet the LJHA's needs.
  - C. **Company Profile** – Provide a history of the business and resumes of key staff to be involved in all aspects of the auditing process including the names and qualifications of all training personnel. This shall include both the company's history providing general auditing services as well as its experience providing such services to public housing agencies.
  - D. **Audit Services** – Describe in detail each aspect of the auditing services proposed, including the evaluation of financials, the audit report, training of staff, and implementation of recommendations for current fiscal year and beyond.
  - E. **References** – Vendor is required to submit a minimum of three (3) housing authority references as well as a redacted sample audit report.
  - F. **Proposed Costs** – Describe in detail a breakdown of the proposed cost for the required services. Include any and all rates, etc. necessary to calculate the final proposed fee.
  - G. **Required Documentation:**
- O) **Required Documentation:**
- a. Profile of Firm; and
  - b. Executed copy of HUD-5369-C (Certifications and Representations of Offerors).

**9. INSURANCE REQUIREMENTS**

The following insurance coverage shall be carried by the Respondent during the term of this contract and will be subject to approval by LJHA. The premium cost of all insurance purchased by the Respondent for protection against risks assumed by virtue of the contract shall be borne by the Respondent and is not reimbursable by LJHA.

- A. The Respondent shall carry Professional Liability Insurance with combined minimum limits of coverage of \$100,000 per occurrence.
- B. **Proof of insurance shall be provided to LJHA prior to execution of the Contract.** LJHA specifically reserves the right to require the Respondent to provide certified copies of such policy or policies.

Each such policy will not be canceled or materially changed or altered without first giving thirty (30) days' written notice thereof to Ruben O. Villarreal, Executive Director, LJHA Housing Authority, 945 S. Leo Ave. La Joya, TX 78560, sent by certified mail, return receipt requested.

**10. COMPLIANCE WITH LAW**

The Respondent 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 programs, 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 those laws and regulations concerning the abatement and remediation of asbestos and lead-based paint, and shall provide for such compliance in the contract documents. To the extent the work required under this contract is related to development, Respondent shall further comply with the applicable Annual Contributions Contract (ACC) related to such development. To the extent such work is related to a mixed finance development, Respondent shall comply with the provisions of 24 CFR 941.208.

**11. EVALUATION CRITERIA**

**Comprehensive Proposal**

**A. Technical Approach**

The evaluation of the proposals for this factor will be based on the Respondents' understanding and awareness of the various functions required to perform the activities and requirements of the RFP. The evaluation of the Respondent's proposal will be based upon the degree to which the Respondent has presented a quality approach to the specific dynamics of the RFP. The quality of the approach will be evaluated in terms of the Respondent's areas of staffing, proposed procedures and methodologies, the proposed work plan and schedule and the expected outcomes and deliverable as follows:



1. **Responsiveness** – Proposal clearly states the respondent understands the work to be performed including a complete understanding of all state and federal guidelines applicable to public housing agencies and has the capabilities and staff to perform such services. **(30 points)**
2. **Respondent's Experience** – This includes not only the firm's technical experience in representing other Texas public housing authorities and similarly situated clients, but the individual experience of key personnel who will be conducting the services. Respondents shall be evaluated on their submission of detailed information on Respondent's experience in providing similar services to similar agencies, providing information on the Respondent's financial and audit experience. Respondents shall have a demonstrated minimum of five (5) years experience in conducting the required services, which can be documented through the references/work experience provided. **(30 points)**
3. **Work Plan** – Respondents shall be evaluated on their overall work plan including proposed schedule, availability of key personnel, and quality and effectiveness of proposal. **(15 points)**
4. **Section 3/MBE/WBE Requirements** – Respondents shall be evaluated based on respondent's ability to help Housing Authority reach its Section 3 and MBE/WBE compliance goals. **(5 points)**

**B. Fee Proposal**

5. All respondents shall submit a price proposal which shall include a proposed fixed-fee for all Services to be performed under the terms and conditions of this RFP. Any such proposal shall also indicate the rates at which such fees have been calculated. **(20 points)**

**Total Possible Points- 100 Points**

