

**FERNDALE HOUSING COMMISSION**

415 WITHINGTON FERNDALE, MICHIGAN 48220-29-03

TELEPHONE: (248) 547-9500

FAX (248) 547-1137

Hearing Impaired Response • (800) 545-1833 ext. 818

*Assisted Housing*

- *Autumn House*
- *Withington West*
- *Rent Subsidy Programs*

**February 13, 2017**

**FERNDALE HOUSING COMMISSION  
REQUEST FOR COMPETITIVE PROPOSALS  
SINGLE ANNUAL AUDIT SERVICES**

**A. SCOPE**

The Ferndale Housing Commission (FHC) is requesting proposals from Certified Public Accountants for Single Annual Audit Services (Audit).

The term of the initial engagement shall be for two (2) years, fiscal year ending (FYE) December 31, 2016 and FYE December 31, 2017. An optional third year may be added at the sole discretion of the Commission provided that delivered services have been acceptably performed for the initial term and a reasonable price has been established herein.

Audit shall include all required and necessary reviews, research, tests and worksheets needed to determine and report on both the financial condition and program compliance of the Ferndale Housing Commission under the program of the Department of Housing and Urban Development (HUD) that it administers. Audit is to be conducted in compliance with the Controller General of the United States' Single Audit Act Amendments of 1996 and OMB Circular A-133 and its most recent Compliance Supplement, together with HUD regulations promulgated at 24 CFR Parts 5 and 902.

Additionally, the Audit shall include all necessary and required submissions and/or electronic transmissions to the State of Michigan Department of Treasury, within six months of the end of the fiscal year audited; HUD Field Office and HUD's Real Estate Assessment Center (REAC) through its Financial Assessment Subsystem (FASS), unaudited within 2 months and audited within 9 months of the end of the fiscal year audited; and the Federal Audit Clearinghouse.

Special attention is made to the requirements of 24 CFR Parts 902 detailing the Public Housing Assessment System (PHAS), the standard by which financial condition and program compliance of Public Housing Agencies is measured by HUD. Audit professionals are directed to 24 CFR 902 Subpart C, Financial Condition, as well as to related requirements of 24 CFR 5 Subpart H, Uniform Financial Reporting Standards, for a complete enumeration of the requirements for GAAP reporting and audit submission deadlines there under.

**B. BACKGROUND**

The Ferndale Housing Commission currently administers the following programs subject to audit under this RFP: 166 units of low rent public housing, 975 section 8 housing choice vouchers,



and Capital Fund Programs. All financial records are maintained in compliance with Generally Accepted Accounting Standards (GAAP).

### C. SELECTION CRITERIA

Selection shall be based upon an evaluation of the responses received addressing the following criteria, listed together with their relative weight of importance:

- ✓ Evidence of the firm's ability to perform the work as indicated by profiles of the audit professional(s) to be assigned, including professional and technical competence and demonstrated ability to comply with HUD electronic submission requirements, and current license. (0 - 25 points)
- ✓ Capacity to provide professional services in a timely manner. (0 - 25 points)
- ✓ Prior experience, including three references for similar organizations. (0- 25 points)
- ✓ Proposed flat fee for the work and any estimated reimbursable expenses. (0- 25 points)

Please include a certified statement that the auditor is not debarred, suspended nor otherwise prohibited from professional practice by any Federal, State or local agency; certification that the auditor will comply with the provisions of Section 3 of the HUD Act of 1968 as amended; certification that the auditor has not colluded with nor arranged with any other party whom may have any interest herein to determine its price.

HUD-5369-B (Instructions to Offerors Non-Construction) and HUD-5370-C (General Contract Conditions Non-Construction)

### D. RESPONSE SUBMITTALS

Submit an unbound proposal by mail or email. All responses received within the prescribed time shall be evaluated and ranked in accordance with the rating system described above. After evaluation, the contract shall be awarded to the responsible firm or individual whose qualifications, price and other factors considered are the most advantageous to the Commission. The Ferndale Housing Commission reserves the right to seek, through subsequent negotiations, clarification with regard to responses and advise respondents of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No respondent shall be provided information about any other respondent's proposal, and no respondents shall be assisted or directed in bringing its proposal up to the level of any other proposal.

The Ferndale Housing Commission reserves the right to reject any or all proposals received or to waive any irregularities in the solicitation process. Answers to questions regarding this RFP shall be posted on the Ferndale Housing Commission website, [www.ferndalehousing.com](http://www.ferndalehousing.com)

Interested firms or individuals shall respond to this RFP by the close of business (5:00 pm) on or before Wednesday, March 1, 2017, to the following address:

Heather Van Poucker  
Ferndale Housing Commission  
415 Withington  
Ferndale, MI 48220  
(248) 547-9500 extension 101  
[hvanpoucker@ferndalehousing.com](mailto:hvanpoucker@ferndalehousing.com)