THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
REQUEST FOR PROPOSALS
AUDIT SERVICES
PHA OWNED PUBLIC HOUSING PROGRAM

FYE 3/31/2027

PROPOSALS DUE BY:

AUGUST 10, 2026
3:00 PM

GARY J. CENTINARO
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HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
REQUEST FOR PROPOSALS
AUDIT SERVICES
PHA OWNED PUTLIC HOUSING PROGRAM

BACKGROUND

The Housing Authority of the Township of Florence (the "Authority") was organized in 1953 with the primary goal to provide a decent home in a suitable living environment for families which could not afford standard private housing. The Authority's program is administered at the local level in accordance with State Law.

The department of Housing and Urban Development (HUD) has entered into a contract with the Authority for annual contributions (financial assistance) for the operation of the PHA Owned Public Housing Program.

General supervision, direction and program guidance are provided through the HUD Regional Office in Newark, New Jersey.

PROGRAM FOR WHICH AUDIT SERVICES ARE REQUIRED

PHA Owned Public Housing Program for the one (1) year period ended March 31, 2027.

The Housing Authority reserves the option of renewing this contract for an additional year at its discretion

The Authority has 50 units under the PHA Owned Public Housing Program.

RANKING OF PROPOSALS

Proposals will be ranked in accordance with Attachment A. Respondents should provide as much information as possible (including experience, composition of firm and how audit will be conducted, etc.) to allow the Authority to determine whose proposal is most advantageous to the program

SECTION I. SCOPE OF AUDIT SERVICES

The Contractor shall perform all the necessary services provided under this contract. The Contractor shall do, perform and carry out, in a satisfactory and proper manner, the following:

a) The Contractor shall audit the accounts and records of the Authority for the twelve month periods ending 03-31-26, in accordance with generally accepted auditing standards and the auditing and reporting provisions of the applicable HUD Audit guide for the Low Income Housing Program for use by Independent Public Accountants, herein referred to as Audit Guide and OMB Circular A-128. Also, the Auditor must use the new compliance requirements outlined in HUD Notice PIH 95-31 (HA) dated May 25, 1995. The audit performed shall be sufficient in scope to enable the Contractor to express an opinion in the audit report on the financial statements of the Authority.

b) The books of account and financial records to be audited are maintained and located at the Authority office at 620 W. Third Street, Florence, New Jersey. These books and records will be made available to the Contractor by the Executive Director of the Authority at the contractor's request for the Contractor's use at the Authority office during normal business hours.

c) If the Contractor ascertains that the Authority's books and records are not in sufficiently satisfactory condition for performing an audit, the Contractor shall disclose this deficiency to the Authority. If the Authority cannot get its books ready for an audit within fifteen (15) days, the Contractor should notify the Government. Notification to the Government shall be by written communication addressed to the Regional Inspector General for Audit, Regional Office, Department of Housing and Urban Development, 26 Federal Plaza, New York, New York, 10007. The contractor shall await further instructions from the Regional Inspector General for audit before continuing the audit.

d) Upon completion of the audit, an Audit Report consisting of those elements described in the Audit guide shall be simultaneously submitted to the Regional Inspector General for audit (20 copies) and Authority, one (1) copy for each Commissioner and required copies to the Executive Director as joint addresses. *

e) In addition, the Auditor must supply the FHA with 15 audit reports. He must submit a suitable format for publication for summary of the audit report and recommendations. He must meet all HUD and State requirements.

* Recipients of more than $100,000.00 in federal funds shall submit one copy of the audit report to a central clearing house: National Clearinghouse for Single Audit Reports, Bureau of Census, 1201 East 10th Street, Jeffersonville, Indiana, 47132.

f) The Audit Report shall be completed within four (4) months of the end of the fiscal year, as required by State Law.

g) The Authority may, before or during the conduct of the audit, request changes in the scope of services of the Contractor to be performed under this contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation and any changes in the time limitation for the submission of the contractor's report, which are mutually agreed upon by and between the Authority and the Contractor, shall be incorporated into written amendments to this contract and shall be subject to the Governments approval.

SECTION II. COST OF SERVICES

a) The Authority agrees to pay the Contractor as compensation for the services and report mentioned herein, a lump sum fee of $_________________, inclusive of all costs and expenses. The fee is based on the following:

1. Partner (Principal): $__________per hr.; estimated man days ____ $ __________

2. Senior Manager : $__________per hr.; estimated man days ____ $ __________

3. Semi-Senior : $__________per hr.; estimated man days ____ $ __________

4. Junior : $__________per hr.; estimated man days ____ $ __________

5. Other__________ : $__________per hr.; estimated man days ____ $ __________
(Describe)

It is estimated that _______________ man-days will be required to perform the audit.

NOTE: One-half of the lump sum fee shall be payable after submission of the Audit Report to the Authority and submission of copies of the report to the Government as provided in Section I, d) above. The remaining one-half will be paid upon approval and authorization by government.

SECTION III. QUALIFICATIONS AND EXPERIENCE

a) The Contractor must be either a Certified Public Accountant or a licensed or Registered public accountant licensed on or before December 31, 1970, by a regulatory authority of the state of other political subdivision of the United States and meet any legal requirements concerning registration in which the Authority is located. In addition, those public accountants licensed after December 31, 1970, but prior to December 31, 1985, will be eligible to continue to perform PHA audits. A statement by the state identifying such registration or license shall be attached to this contract.

b) The Contractor certifies that its principal officer(s) or member(s) do not now have and have not had during any period covered by this audit, any interest, direct or indirect, in the Authority or any of its members or official, including the following:

1) Family relationship with any PHA member or official;

2) Employment by or service as a member or official of a PHA during the period covered by the audit.

c) The Contractor certifies that it has not provided accounting or bookkeeping services for the Authority during the period covered by the audit except as follows:____

d) No member, officer or employee of the Authority, no member of the governing body of the locality in which any of the Authority's projects are situated, no member of the governing body of the locality in which the Authority was activated, and no other public official of such locality or localities who exercise any responsibilities or functions with respect to the Authority's projects, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

e) No member of or delegate to Congress of the United States or resident Commissioner shall be admitted to any share or part of this Contract or to any benefit that may arise there from.

f) The Contractor warrants that he/she has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the Authority the right to terminate this contract.

g) The Contractor shall not assign or transfer any interest in this contract except that claims for monies due or to become due from the Authority under the contract may be assigned to a bank, trust company or other financial institution. If this Contractor is a partnership, this contact shall inure to the benefit of the surviving or remaining member of such partnership.

h) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

i) For a period of four years from the day of the Audit Report, the Contractor shall make its work papers, records and other evidence of audit available to the Government and to the Comptroller General of the United States or his duly authorized representatives during normal working hours upon written request of the Government or of the Comptroller General or his representatives. The period will be reduced to three years for those public housing agencies for which all projects have had actual Development Cost Certificates issued. The Government and the Comptrollers General shall be entitled to reproduce any or all of such documents at their expense for which provision shall be made at the time the need for reproduction arise.

j) Except for disclosure to the Government, the Comptroller General and the Authority, the Audit Report and the work papers, records and other evidence of audit, including information and data prepared or assembled by the Contractor under this contract, shall be held confidential by the Contractor and shall not be made available or otherwise disclosed to any persons without prior written approval of the Government.

SMALL, MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES PARTICIPATION

Set forth the degree of participation by the respondent in the work under this proposal by the above-mentioned interest. Florence Township Housing Authority is an equal employment opportunity and equal opportunity Agency.

SELECTION CRITERIA

Contractor shall be selected based upon his/her responses to the above criteria and evaluation criterion of attachment “A”. The Authority reserves the right to reject any or all the proposals.

PROPOSAL SUBMISSIONS

Responses to Request for Proposals are to be submitted by 3:00 pm August 10, 2026,
To the Authority office, addressed as follows:

PROPOSAL FOR AUDIT SERVICES
Date:

To:
Gary J. Centinaro, Executive Director
Housing Authority of the Township of Florence
620 West Third Street
Florence, NJ 08518