



REQUEST FOR PROPOSALS FOR AUDITING SERVICES

February, 2019

I. NOTICE OF THE REQUEST FOR PROPOSALS

The Housing Authority of Kansas City Kansas (KCKHA) is seeking proposals from qualified firms for an external financial and compliance audit of its books and records.

Written proposals in response to this Request for Proposal (RFP) may be delivered in person or by mail to KCKHA, 1124 N. 9th Street Kansas City, Kansas Housing Authority or by email to smartin@kckha.org to arrive no later than 3:00 pm Central Time, February 20, 2019.

In selecting the successful proposer to perform these services, consideration will be given to qualifications and fees. All qualified firms including minority-owned and small businesses, and women's business enterprises are invited to submit proposals.

II. INSTRUCTIONS FOR SUBMITTING A PROPOSAL IN RESPONSE TO THIS RFP

- A. The KCKHA will be awarding a two-year contract with the option to extend the agreement for additional years on a year-by-year basis. The first audit period in the two-year contract is April 1, 2018 through March 31, 2019 and the second audit period is April 1, 2019 through March 31, 2020. Proposers should propose a total price covering each year of the two-year contract and a separate price for the third year.
- B. The KCKHA reserves the right to terminate the agreement by giving written notice to the successful proposer under the following circumstances:
 1. If the successful proposer fails to materially comply with any of the terms of the contract.
 2. In the event of default, inability, or failure to perform on the part of the successful proposer.
 3. When the successful proposer and KCKHA agree to terminate or suspend the contract in whole or in part, for convenience.
- C. Proposers must include the following information in their proposals:
 1. Certification that the firm is not suspended or otherwise prohibited from practice by federal, state, or local governments.
 2. Evidence that their firm is licensed to conduct business in the State of Kansas.
 3. Evidence of worker's compensation, comprehensive general liability and automobile insurance.

4. Basic information about their company, including the following:
 - a. Full legal name of the company;
 - b. Name of Parent Company, if any;
 - c. Office address(es), telephone and fax number(s) and e-mail addresses of personnel who will be involved in the audit;
 - d. Legal structure of the company (e.g. sole proprietorship, partnership, corporation, etc.);
 - e. Number of years the company has been in business under its present name;
 - f. Number of employees; and
 - g. Names and titles of principals and key personnel. Key personnel are defined as those licensed accountants who will have primary responsibility for furnishing services to KCKHA.
5. Qualifications and experience of key personnel. Please provide by name and title, the following information:
 - a. Professional licenses (permits); certifications and training, to include GA-GAS CPE requirements met for persons planning, directing, performing field work, or reporting on these audits, and evidence of Kansas licensure (permit) for one or more persons involved in the audit.
 - b. Experience in the accounting profession as an accountant (please include number of years in practice);
 - c. Number of governmental audits completed by the firm during the past two years (2016 – 2018).
 - d. References: Provide a contact name and phone number or email address for at least three governmental audit references for this period, housing authorities preferred.
6. Experience of firm's principals (if not key personnel) in providing accounting services to federally-subsidized housing agencies, Public Housing Authorities, and Moving to Work Housing Authorities;
7. If the firm has been terminated for cause from a project within the last five years, explain the reasons and circumstances surrounding the termination;
8. Rate schedule including names, titles and hourly rates for all personnel who will be furnishing services under the contract. If one or more rates is anti-

pated to change during the term of this engagement, please provide additional schedules indicating changes and when they will become effective, and;

9. Completed "Certifications and Representations of Offerors" form (HUD-5369-C).
- D. Submit the proposal to the KCKHA by the specified deadline. All proposers will be notified by mail approximately two weeks after the submittal deadline
 - E. Requests for any information concerning this solicitation should be referred to Benice Meeks, Director of Finance, at 913-281-3300. E-mail bmeeks@kckha.org. To review any records prior to submitting a proposal, please call for an appointment.
 - F. Protests concerning the Request for Proposals shall be made in writing, and delivered to KCKHA's Contracting Officer at least ten working days prior to the submittal deadline. Protests concerning the outcome of the selection process must be made in writing to the Contracting Officer within ten working days of the selection of the successful firm. Although KCKHA will endeavor to notify each proposer regarding the outcome of the selection process, it shall be the responsibility of each proposer to determine if it was successful.

III. SCOPE OF SERVICES

- A. The accounts and records of KCKHA include the following. (See summary sheet for details.)
 1. Low Rent Public Housing
 2. Section 8 (Housing Choice Vouchers) / VASH program
 3. Capital Funds Program
 4. The KCKHA may obtain additional grants and contracts during the contract period in addition to the above.
- B. The successful proposer shall initially audit the accounts and records of KCKHA in accordance with Generally Accepted Auditing Principles (GAAP) for state and local governments; the auditing and compliance supplement provisions of PIH Handbook 74761, Rev. 1, CHG.2; the Single Audit Act of 1984, OMB Circular A-133 and Compliance Supplement; and the Government Accounting Standard Board (GASB).
- C. The Capital Fund Program will be treated as a major program.
- D. The audit performed shall be sufficient in scope to enable the Independent Certified Public Accountant to express an opinion in the audit report on the financial statements of KCKHA. All audit reports required by OMB Circular A-133 are to be issued in hard copy to KCKHA.

- E. The Independent Certified Public Accountant shall issue a hard copy report on the Financial Data Schedule in accordance with Statement on Auditing Standards No. 29 and a hard copy of the A-133 audit report.
- F. All audits will begin on or after July 1 of each year and be completed by September for presentation to the KCKHA Board of Commissioners. Compliance testing may begin earlier by mutual agreement between the Independent Certified Public Accountant and KCKHA. Final reports will be issued by October of each year.
- G. The Independent Certified Public Accountant shall complete the electronic submission of the auditor's report to the U.S. Department of Housing and Urban Development (HUD) and will include the transmission of the Management Discussion and Analysis. The electronic submission will be successfully completed by October 31 of each year. The Independent Certified Public Accountant will provide the KCKHA with electronic files of the required auditor's reports. The Independent Certified Public Accountant will also be required to review the unaudited Financial Data Schedule before it is submitted to REAC. The submission date is May 31. The unaudited Financial Data Schedule is prepared by KCKHA staff.
- H. A data collection form, SF-SAC, shall be submitted to the Federal Audit Clearinghouse (FAC) at the completion of the audit. The KCKHA Asset Management accounting in conformance with various federal appropriations acts. Although an independent agency of City government, the KCKHA is considered to be a structural component of the Unified Government of Wyandotte County/Kansas City, Kansas, and its Audit Report is to be mailed to and included in the City's audit no later than November 30 of each year or earlier by mutual agreement between the Independent Certified Public Accountant and KCKHA.

IV. PROGRAM SUMMARY

The table below shows audited prior year expenditures and current year estimated expenditures for the named programs.

A. Low Rent Public Housing	
2018 Audited Expenditures	\$ 7,388,901
2018 Final HUD Operating Subsidy	\$ 7,388,901
B. Section 8 Housing Choice Voucher/VASH Program	
2018 Audited Expenditures	\$11,599,530
2018 Final HUD Subsidy	\$11,671,769

C. Capital Funds Program \$ 7,310,586*

*This reflects a combination of 2015, 2016, 2017 & 2018 Capital Funds Program Expenditures spent over the last three years.

V. METHOD FOR EVALUATING PROPOSALS:

A. Evaluation of proposals will be made using the following factors:

1. Base Price for Services Provided	-	30 points
2. Previous Experience in Conducting PHA Audits of Comparable Size to KCKHA	-	35 points
3. Qualifications of Assigned Staff	-	15 points
4. Scope of Services Provided in Base Price	-	20 points
Total Possible Points for Consideration		100 points

B. At the discretion of KCKHA, the selected firms submitting the highest-rated proposals may be interviewed and may also be asked to submit final proposals. Based on the above criteria, responding audit firms are encouraged to provide detailed information in their RFP response materials. The award will be made to the responsible firm whose proposal is most advantageous to the agency, with price and other factors considered. Please be sure that your proposal includes separate costs for audit services for each of the three years that are being requested.