

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

PUBLIC NOTICE REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES RFP-16-001

Sealed proposals will be received by The Housing Authority of Gloucester County, Administrator for the Housing Authority of the Borough of Glassboro, at their main administrative office 100 Pop Moylan Blvd., Deptford NJ 08096, until 3:00 P.M. **September 15, 2016.** Proposals are for the Audit of the Authority for FY 2016, in accordance with the Single Audit Act and HUD and State requirements. Said proposals must conform to the specifications outlined in the Request for Proposal (RFP). The Authority reserves the right to waive non-material formalities. If you are interested in responding, please prepare three (3) copies of a proposal and submit to this office by the date indicated.

The Authority reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted will be notified in writing.

Negotiations may be conducted with businesses who submit proposals with a reasonable chance of being selected for the award. The Housing Authority of Gloucester County is soliciting proposals through a fair and open process in accordance with 200.320(d) and N.J.S.A. 40A:11-4.3 et seq. The Housing Authority of the Borough of Glassboro reserves the right to waive informalities in proposals and/or reject all proposals.

The Proposal selected shall comply with all applicable federal, state and local statutes, rules and regulations. Proposal chosen will be required to comply with P.L. 1975 c.127 (affirmative action requirements), N.J.S.A. 52:32-44 (Business Registration), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. ,Contract compliance and Equal Employment Opportunities

A complete set of specifications may be obtained by contacting:

**Kimberly Gober, Executive Director
Housing Authority of Gloucester County
100 Pop Moylan Blvd
Deptford, New Jersey 08096
(856) 845-4959 ext 221**

Late offers will be rejected

The Housing Authority of the Borough of Glassboro is a fair housing provider. We do not make any preference, limitation or discrimination because of race, color, religion, sex, handicap, familial status, or national origin. The Housing Authority of the Borough of Glassboro is an equal opportunity employer and complies with all federal and state laws, regulations and executive orders regarding employment.



The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

REQUEST FOR PROPOSAL FOR

PROFESSIONAL AUDIT SERVICES

RFP-16-001

HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

JANUARY 1, 2016 TO DECEMBER 31, 2016

SUBMISSION DEADLINE

3:00 P.M.

SEPTEMBER 15, 2016

**ADDRESS ALL PROPOSALS CLEARLY MARKED
"RFP PROPOSAL" ON THE FRONT OF THE ENVELOPE TO:**

**KIMBERLY GOBER
EXECUTIVE DIRECTOR
THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO
C/O HOUSING AUTHORITY OF GLOUCESTER COUNTY
100 POP MOYLAN BLVD.
DEPTFORD, NEW JERSEY 08096**

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

TABLE OF CONTENTS

Section	Description
1	Introduction
2	Purpose Background Information Organizations
3	Contract Provision Scope of Services
4	Deliverables
5	Qualifications
6	Proposal Requirements
7	HUD Requirements
8	Format
9	Evaluation of Proposals
10	Required Documents



THE HOUSING AUTHORITY
BOROUGH OF GLASSBORO

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

SECTION 1



GENERAL INFORMATION

NAME OF ORGANIZATION AND ADDRESS

HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO
C/O 100 POP MOYLAN BLVD.
DEPTFORD, NEW JERSEY 08096

TELEPHONE

(856) 845-4959 X 221

CONTACT PERSON

KIMBERLY GOBER
Executive Director

SERVICES REQUESTED

The Housing Authority of the Borough of Glassboro is requesting proposals from qualified certified accounting firms to perform the fiscal year (FY) 2016 audit of the Authority. Solicitation is subject to the satisfactory negotiation of terms and availability of funding.

PERIOD OF CONTRACT

One Year (January 1, 2016 to December 31, 2016)

METHOD OF PAYMENT

Payment made subsequent to the detailed listing of invoices/vouchers for payment on the bill list of the Authority, itemized by project, with certification that the billing is for work completed, as specified, and delivered to the HAGC and as may otherwise be convenient to the Authority. Billings must be received no later than Tuesday of the week before the Board meeting in order to be listed for Payment.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

SECTION 2

PURPOSE

The Housing Authority of the Borough of Glassboro (the Authority) hereby solicits, by virtue of this Request for Proposal (RFP), an offer by your firm to perform the annual audit of the Housing Authority of Gloucester County (including the Single Audit) which will involve the expression of your opinion on the fairness of presentation of the Authority's 2016 financial statements and supplemental information. The procedures followed in auditing these financial statements are to be within the framework of generally accepted auditing standards and **Government Auditing Standards**, issued by the Comptroller General of the United States, and audit requirements as prescribed by the Local Finance Board, Department of Community Affairs and the State of New Jersey. The selection of auditing procedures within the framework of the standards is a matter of the auditor's professional judgment, guided by your firm's policies and preferences, with due regard to the significance and materiality of individual items, account balances, and classes of transactions.

The successful bidder will be hereinafter referred to as the Auditor.

DISCREPANCIES, ERRORS, AND OMISSIONS

- Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the Authority. Should it be found necessary, a written addendum will be incorporated into the RFP and will become part of the purchase agreement (contract documents). The Authority will not be responsible for any oral instructions, clarifications, or other communications.

ADDENDUM AND SUPPLEMENT TO REQUEST FOR PROPOSAL

- If it becomes necessary to revise any part of this RFP, or if additional data is necessary to enable an exact interpretation of the provisions of this RFP, revisions will be provided to all firms who receive or request this RFP.

QUESTIONS AND INQUIRIES

- Questions and inquiries, which must be written, will be accepted from any and all firms. Questions will be answered in writing, and both questions and answers will be distributed to all firms who receive the RFP provided that all questions are received at least seven days in advance of the proposal acceptance date.

COMPETITION INTENDED

- It is the Authority's intent that this RFP permit competition. It shall be the bidders responsibility to advise the Authority if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing, and must be received by the Authority not later than fifteen (10) days prior to the date set for acceptance of proposals. A review of such notifications will be made.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

BACKGROUND INFORMATION

GOVERNING BODY

- **The governing body of the Housing Authority of the Borough of Glassboro is comprised of six commissioners. The Board of Chosen Freeholders of Gloucester County appoints four commissioners for five-year terms, and the Mayor appoints a Commissioner, also for a five-year term. The Commissioner of the New Jersey Department of Community Affairs appoints one commissioner for a term of five years.**

REPORTING ENTITY

- The financial statements include all of the programs of the Authority and instrumentalities over which the Board of Commissioners exercises operating control, or provides oversight management.

ORGANIZATION AND ACTIVITY

- The Authority was organized as a Public Housing Authority under the supervision of the U.S. Department of Housing and Urban Development in October 1972. As of December 31, 2015, the activities of the Authority included the ownership and/or management or oversight management of the following subsidized housing programs:

<u>PROGRAM</u>	<u>Number of Units</u>
Housing Choice Voucher Program	168
Public Housing Program	104
Capital Grant Component	
ROSS Grant	
Home Support Program	

- The Section 8 Rental Housing Choice Voucher program provides housing assistance payments to participating owners on behalf of eligible tenants. Assistance this type of program is provided by the U.S. Department of Housing and Urban Development (HUD) to the Authority.
- The PHA Owned Housing Program consists of rental units constructed or purchased and operated by the Authority. The purpose of this program is to provide housing to eligible low-income families and the elderly. HUD provides assistance to the Authority in the form of operating subsidies and the Capital Fund Program for capital improvements.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

- The Authority operates Congregate Housing Services Program in its Buildings providing affordable meals, housekeeping, laundry, and personal services on a Formula Driven Fee Schedule
- Other Non-Major Programs may be operated by the Authority to supplement our major programs in similar but a much smaller scope.

BASIS OF ACCOUNTING

- The accounting principles of the Authority conform to the accounting principles and practices prescribed for housing authorities by the U.S. Department of Housing and Urban Development and the State of New Jersey. Under this method of accounting, the Authority accounts for its financial transactions as an enterprise fund. Land, structures, and equipment are carried at cost less depreciation.

LOCATION OF RECORDS

- Computerized files, accounting records, documents, vouchers, reports, etc. will be found at the following locations:
Administrative Offices
The Housing Authority of the Borough of Glassboro]
c/o 100 Pop Moylan Blvd
Deptford, New Jersey 08096

ASSISTANCE AVAILABLE

- **Internal Audit Section** - Although the Authority has no internal audit section, the Authority employs a compliance officer, who has some responsibility for monitoring the Authority's compliance with federal and state laws and regulations. Compliance reports are issued monthly, and additional information may be obtained by appointment with the compliance officer.
- **Administrative Office** - The Authority has a limited number of personnel in the administrative office that prepare books of original entry, bank reconciliation's, maintain the general ledger, and perform purchasing and personnel functions. Audit assistance from these personnel is minimal, and contact may be made by appointment only so as not to disrupt their daily activities.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

- **Furniture and Office Space**-The Auditor shall be provided workspace suitable for no more than two persons at a time. The Auditor shall furnish all necessary supplies and equipment. No working papers or other supplies of the Auditor shall be left on the Authority's premises when the Auditor is absent. The Auditor's personnel shall be physically located in space provided by the Authority for the duration of the engagement.
- **The Auditor's Personnel** shall perform all necessary tasks in the space provided. All work conducted on the Authority's premises shall be accomplished between the hours of 8:30 a.m. and 4:30 p.m., Mondays through Fridays, exclusive of holidays. While Auditor personnel are at the Authority's site, they are required to comply with all rules and regulations of the Authority, specific mention being made of complying with rules and regulations governing conduct with respect to health and safety, not only as they relate to themselves, but also to Authority personnel.

MISCELLANEOUS INFORMATION

- Approximate number of Authority employees – **3**
- Approximate number of payroll checks issued every two weeks – **6= 144 checks per year**
- Approximate number of expenditure checks issued (2015) - **480**
- Approximate number of rent checks issued (2015) - **900**
- Total expenses (approximately- no component units) (2015) - **\$3,053,000**

MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS

- Housing Choice Voucher Program
- Section 8 New Construction
- Section 8 Moderate Rehabilitation Program
- Capital Fund Program
- Federal Cognizant Audit Agency - US Department of Housing and Urban Development

SECTION 3

CONTRACT PROVISIONS

CONTRACT PERIOD

- The contract that results from this RFP will commence on the award of the contract, terminating in accordance with applicable regulations or upon completion of the tasks specified for 2016.

SCOPE OF SERVICES

- The scope of the successful proposer's work will encompass performing a financial and compliance audit of the financial statements of the Housing Authority of Gloucester County, New Jersey for calendar year 2016 in accordance with generally accepted

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

auditing standards, **Government Auditing Standards**, the Single Audit Act of 1984, OMB Circular A-133, US Department of Housing and Urban Development and the State of New Jersey requirements. The Auditor will perform such tests of the accounting records and such other auditing procedures as is considered necessary.

- The auditor must comply with HUD requirements regarding the expression of an opinion concerning closeout of Capital Fund Grant Program years. One or more programs years may be closed out in 2016.

SECTION 4

DELIVERABLES

THE CONTRACTOR WILL BE REQUIRED TO PROVIDE THE FOLLOWING PRODUCTS IN THE PERFORMANCE OF THE CONTRACT.

- **Audit Report** - Upon completion of the audit, an Audit Report consisting of those elements required by the Single Audit Act and the US Department of Housing and Urban Development shall be simultaneously submitted to HUD and the Authority (one copy for each Commissioner and required copies for the Executive Director). The audit report shall be addressed to the Board of Commissioners.
 - The Auditors shall review the Financial Data Schedule (FDS) electronically submitted to HUD for accuracy and make all Attachments of financial Notes and other Audit Documents as required.
- **Management Letter** - The Auditor will prepare and deliver a management letter suggesting improvements in controls and other recommendations noted during the audit.
- **Exit Conference** - An exit conference will be held upon completion of the fieldwork.
- **Acceptance of Offer**-The signed proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon execution of a contract in a form prepared by the Authority.
- **Compliance with Laws**-The Auditor shall comply with all local, State, and Federal directives, orders, laws, rules and regulations as applicable to the Contract.
- **Termination for Convenience** - In the event that this contract is terminated or canceled upon request and for the convenience of the Authority, without the required thirty days advance written notice, then the Authority shall negotiate reasonable termination costs, if applicable.
- **Termination for Cause** - Termination by the Authority for cause on the part of the

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

Auditor shall be excluded from the foregoing provisions. In the case of such termination, the Authority shall be entitled to all remedies available to it at law or in equity.

MISCELLANEOUS CONTRACT PROVISIONS

- **No Assignment or Transfer** - The Auditor 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 the Auditor is a partnership, this contract will inure to the benefit of the surviving or remaining member of such partnership.
- **Examination of Records** - For a period of three years from the date of the auditor's report, the Auditor shall make his work papers, records, and other evidence of audit available to the US Department of Housing and Urban Development and to the Comptroller General of the United States or their duly authorized representatives during normal working hours upon written request of the US Department of Housing and Urban Development or of the Comptroller General or their representatives.
- **Independent Contractor** - The Auditor is, for all purposes arising out of this RFP, an independent contractor and shall not be deemed an employee of the Authority. It is expressly understood and agreed that the auditor shall in no event as a result of the contract arising from this RFP be entitled to any benefits to which Authority employees are entitled, including, but not limited to overtime compensation, any retirement benefits, worker's compensation benefits, and injury leave, or other leave benefits.
- **Indemnification and Hold Harmless Clause** - Auditor shall be responsible for, shall keep, save and hold HAGC harmless from, and shall indemnify HAGC against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of Auditor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice (including the failure to safeguard the work) of any of its officers, directors, employees, agents, servants or independent contractors, or from Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract, whether or not due solely to the negligence, fault, or default of Auditor. Auditor's liability under this agreement shall continue after the termination of this contract for the applicable period of limitations with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

- ❑ **Invoicing and Payment** - The Auditor shall submit an invoice and Payment Voucher which shall be payable after submission of the Audit Report to the Authority and after submission of copies of the report to the US Department of Housing and Urban Development and the Department's subsequent review and acceptance of the report. The Authority may pay up to fifty percent of the fee upon submission of the Audit Report copies and the bill from the Auditor without the Department's authorization.
- ❑ **Confidentiality and Safeguarding of Information** - The Auditor agrees to protect the confidentiality of files, data, and other materials provided by the Authority and to restrict their use to purposes of performing this contract only. The Auditor shall take all steps necessary to safeguard any data, files, reports or other information from loss, destruction, or erasure. Any costs or expenses of replacing, or damages resulting from the loss of such data, shall be borne by the Auditor when such loss or damage occurred partly or entirely through its negligence or intentional act or omission.

SECTION 5

AUDITORS QUALIFICATIONS

LICENSING

- ❑ The Auditor must be either a Certified Public Accountant, or registered public accountants licensed on or before December 31, 1970 by the Board of Accountancy of the State of New Jersey and meet any legal requirements concerning registration in the State. Auditor shall attach to the proposal a copy of such state license or registration, which license or registration shall be current, in good standing, and shall not be subject to any current action to revoke or suspend. A condition of any contract to be awarded shall be that the license or registration shall remain in such good standing throughout the term of the contract.
- ❑ Any contract entered into by the Authority with the Auditor shall provide that the Auditor shall notify the Authority immediately in the event of suspension, revocation, or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or registration held by Auditor or its agents.

INDEPENDENCE

- ❑ The Auditor must be independent of the Authority in appearance, as well as in fact, in accordance with generally accepted auditing standards, **Government Auditing Standards**, and US Department of Housing and Urban Development policies and procedures.
- ❑ The Auditor may not provide accounting, bookkeeping, or management services to the Authority during the period covered by the audit or the contract.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

PEER REVIEW

- The Auditor must have had a Peer Review of its accounting and auditing practice within the previous three-year period. The Report of Peer Review must be unqualified. A copy of the report, letter of comments, and letter of response must be submitted with the proposal. Failure to provide these documents will result in rejection of the proposal.

CONTINUING PROFESSIONAL EDUCATION

- The Auditor, and all professional staff assigned to the audit of the Authority, must meet the continuing professional education requirements of **Government Auditing Standards**, issued by the Comptroller General of the United States. The Auditor must provide an affirmation that the partner responsible for the engagements and all staff members have completed 40 hours of continuing professional education per year within the past two years, with 12 hours per year in governmental accounting and auditing. A copy of the continuing professional education records for each firm member to be assigned to the audit must be submitted with the proposal.

EXPERIENCE IN GOVERNMENTAL ACCOUNTING AND AUDITING

- The Auditor must demonstrate sufficient familiarity with the auditing and reporting provisions of the applicable HUD Handbook, **Audits of Public Housing Agencies by Independent Public Accountants**, and OMB Circular A-133, "Audits of State and Local Governments", and other HUD and state requirements. To this end, the Auditor shall submit a statement detailing experience in performing audits of public housing authorities and other governmental units.

NONDISCRIMINATION

- The offeror shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, or national origin. The offeror shall take affirmative action to ensure that all applicants are employed without regard to race, color, religion, sex, age, handicap, 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.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

CONFLICT OF INTEREST

- ❑ The Auditor agrees to inform the Authority of all of the Auditor's interests, if any, which are or which the Auditor believes to be in conflict with any interest of the Authority.
- ❑ 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 exercises any responsibilities or functions with respect to the Authority during his tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- ❑ 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.
- ❑ The Auditor may not employ 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, or, at its discretion, to deduct from the Auditor's fees the amount of such commission, percentage, brokerage, or contingent fee.
- ❑ The Auditor shall not use personal gain or make other improper use of privileged information, which is acquired in connection with the award of a contract as a result of this RFP.

INSURANCE

- ❑ The Auditor shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this RFP:
 - ✓ **Professional Liability** - \$1,000,000 errors and omissions per occurrence
 - ✓ **Workers Compensation and Employers Liability** - Statutory coverage for New Jersey and \$500,000 employers' liability.
 - ✓ **General Liability Insurance**
Prior to commencing work under a resultant contract, the Auditor shall furnish the Authority with a certificate of insurance naming the Authority as additional insured, giving a sixty-day notice of cancellation, nonrenewable, or change in the insurance coverage.

OTHER QUALIFICATIONS

- ❑ The Auditor must provide a positive affirmation that the firm and its professional staff members have no record of substandard audit work with the State of New Jersey (or any other state) or any Federal agency or department.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

- ❑ The Auditor must provide a positive affirmation that the firm and its professional staff members meet all other qualification requirements imposed by Federal and State law.
- ❑ The Auditor must provide a positive affirmation that the firm and its professional staff members have not been the subject of any disciplinary actions by any Federal or State agency or department relating to the firm's audit practice.

SECTION 6

☒ PROPOSAL REQUIREMENTS

PREPARATION AND SUBMISSION OF PROPOSALS

- ❑ All proposals, both technical and price, shall be signed in ink by the individual or authorized principles of the firm.
- ❑ Proposals are to be returned in a sealed envelope containing the price and all other information. The face of the envelope shall indicate the RFP number, time, and date of public acceptance, and the title of the proposal (i.e. Audit Services).
- ❑ The Authority must receive proposals no later than **3:00 P.M., September 15, 2016**. Requests for extensions of time will not be granted. Firms mailing their proposals should allow for normal time to ensure receipt of their proposals by the Authority prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to proposals received by the Authority after the acceptance date will not be considered.
- ❑ Each firm shall submit **three copies** of its proposal to the Authority as indicated on the cover sheet of this Request for Proposal.
- ❑ All responses, inquiries, or other correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the bidders, will become the property of the Authority when received.
- ❑ Only information, which is received in response to this RFP, will be evaluated. Reference to information previously submitted will not be considered.
- ❑ Any firm which receives a copy of the RFP but which declines to make an offer is requested to send a formal "Decline to Offer" to the Authority. Failure to respond as requested may subject the firm to removal from consideration on future RFPs.
- ❑ Failure to follow the instructions in the RFP may be cause for rejection of offer.
- ❑ All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

- ❑ Proposals may be withdrawn by written request from the proposer at the address shown in the solicitation prior to the time of acceptance.
- ❑ Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of proposals.

MISCELLANEOUS PROPOSAL REQUIREMENTS

- ❑ The Housing Authority of the Borough of Glassboro will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.
- ❑ The contents of the proposal submitted by the successful firm and this RFP will become part of any contract awarded as a result of this solicitation. The successful firm will be expected to sign said contract with the Authority.
- ❑ The Authority reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted will be notified in writing.

SECTION 7

FORMAT

To ASSURE CONSISTENCY, PROPOSALS MUST CONFORM TO THE FOLLOWING FORMAT:

- ❑ **Cover letter**
- ❑ **Table of contents**
- ❑ **Sections**
 - A. Introduction**
 - B. Audit specifications**
 - C. Performance**
 - D. Resumes**
 - E. Facilities**
 - F. Other information**
 - G. Fees and basis for charges**

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

ALL SECTIONS ARE TO BE ADDRESSED AND SPECIFICALLY REFERENCED. THE FOLLOWING EXPLAINS WHAT IS EXPECTED IN EACH OF THE MAJOR SECTIONS:

Section A - Introduction

- This section should contain your understanding of the Authority's needs and objectives. You should indicate your familiarity with our environment and your qualifications for providing the required service.

Section B - Audit Specifications

- This section should contain your understanding of the scope of services to be provided.
- A summary of your audit plan, which describes how the audit will be completed in a timely and cost effective manner.

Section C - Performance

- This section should detail the performance standards you will meet and the deliverables to be provided under the contract.

Section D - Resume

- This section shall address areas as outlined below:
- Name and address of your firm and the contact individual or corporate officer authorized to execute agreements as the Auditor for the Authority.
- Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
- Include a statement of the firm's experience in governmental accounting and auditing and the following:
 - ✓ An affirmation that the proposer is properly licensed for public practice as a Certified Public Accountant/Licensed Public Accountant in the State of New Jersey. Attach a copy of such license(s) to the proposal.
 - ✓ An affirmation that the proposer meets the independence requirements of generally accepted auditing standards, **Government Auditing Standards**, and US Department of Housing and Urban Development policies.
 - ✓ An affirmation that the proposer participates in Peer Review, indicating the last year a peer review was conducted and the year in which the firm's next review is scheduled. A copy of the latest Report of Peer Review, including letter of comments and letter of response, must be attached to the proposal.
 - ✓ An affirmation that the partner responsible for the engagement and all staff members have completed continuing professional education courses in accordance with the requirements of **Government Auditing Standards**. Attach Continuing Professional Education records to the proposal for all professional staff assigned to the engagement.
 - ✓ An affirmation that the proposer does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, or national origin. A copy of the proposer's Certificate of Employee Information Report must be attached to the proposal.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

- ✓ Affirmations regarding the conflict of interest issues addressed in this RFP.
 - ✓ A description of the firm's professional liability, general liability and worker's compensation and employers liability policies, including certificate of insurance.
 - ✓ Provide a statement of assurance that the firm and its professional staff members have no record of substandard audit work with the State of New Jersey (or any other state) or any Federal agency or department.
 - ✓ Provide a statement of assurance that the firm and its professional staff members meet all other qualification requirements imposed by Federal or State law.
 - ✓ Provide a statement of assurance that the firm and its professional staff members have not been the subject of any disciplinary actions by any Federal or State agency or department relating to the firm's audit practice.
- **COMPLETE EXHIBIT B, "CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION, LOWER TIER COVERED TRANSACTIONS," APPLICABLE FOR PROVIDERS OF FEDERALLY REQUIRED AUDIT SERVICES.**
- ✓ Complete certification regarding lobbying in accordance with attached form.
 - ✓ Complete non-collusion affidavit in accordance with the attached form
- Provide certification that the proposer has a drug-free workplace policy in substantial compliance with the Federal Drug-Free Workplace Act and that such policy is in place and communicated to all employees.

Section E - Facilities

- For your firm's facilities, which are located closest to Deptford, New Jersey, provide the location, firm personnel assigned to this location, and the activities of the firm performed at this location.
- For those facilities and activities located elsewhere, please explain activities performed and why they are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

Section F - Other Information

- This section is for any further pertinent data and information not included elsewhere in this RFP and found necessary by your firm to include.

Section G - Fees and Basis for Charges (under separate cover)

- Please quote a not-to-exceed fee for FY 2016.
- Please disclose the worker hours by staff level (i.e. partner, manager, senior, junior, etc.) allocated to complete the audit.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

SECTION 8



EVALUATION OF PROPOSALS

This RFP sets forth certain criteria, which will be used in the review of proposals and selection of the successful firm.

- ❑ An unqualified peer review report is mandatory for consideration of the proposal. In addition, the criteria set forth below will be considered.
 - ✓ Proven record of expertise and independence in the auditing of public housing authorities and other governmental units. **(20 points)**
 - ✓ Experience and professional qualifications of the audit team, including licensing and continuing professional education programs in government accounting and auditing. **(20 points)**
 - ✓ Audit Plan (work performance, timing, assistance needed). **(10 points)**
 - ✓ Experience in auditing programs financed by the Federal government. **(10 points)**
 - ✓ Overall completeness, clarity, and quality of proposal. **(10 points)**
 - ✓ Organizational size, structure, and location of offeror firm. **(10 points)**
 - ✓ Cost of services for contract period. **(20 points)**

- ❑ At its option, the evaluators may request oral presentations or discussions with any or all offerors for the purpose of clarification or to amplify the material presented in any part of the proposal. However, offerors are cautioned that this provision is not mandatory; therefore, all proposals should be complete and concise and reflect the most favorable terms available from the offeror.
- ❑ Furthermore, the Authority will use other evaluation criteria, which, in its sole judgment, are necessary for selecting the best offeror.
- ❑ Upon completion of the proposal evaluation, the "not-to-exceed" cost offered will then become a matter of public record. Interested parties are cautioned, however, that these costs and their components are subject to further evaluation and possible negotiation and, therefore, may not be an exact indicator of an offeror's pricing position.
- ❑ The award of the contract to one offeror does not mean that the other proposals lacked merit, but that the proposal was deemed to provide the best value to the Authority.

SECTION 9

ATTACHMENTS

- ✓ **Statement of Qualifications**
- ✓ **Non-Collusion Affidavit**
- ✓ **Owner Disclosure Statement**
- ✓ **Certification Regarding The Debarment, Suspension, Ineligibility and Voluntary Exclusion of Lower Tier Covered Transaction**
- ✓ **Affirmative Action Statement**
- ✓ **General Terms and Conditions**
 - ❑ **Affirmative Action**

The Proposers must certify that it does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Department of Civil Rights of the State of New Jersey; and that it does not discriminate against any person or persons on the basis of race, creed, age, color, sex, national origin, ancestry, marital status and affectional or sexual orientation or handicap.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

Public Records

Under this RFP constitutes a public document that will be made available to the public upon request. The Proposing Agent may request to deem certain sections of its Proposal non-disclosable, as permitted by N.J.A.C. 19:9-4.2(a)4 and the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., which determination shall be in the sole discretion of the Authority's Attorney and designated OPRA custodian of records. Each page that the Agent believes to be non-disclosable because of the applicability of an OPRA exception or for another reason (such as Federal law) shall be specifically identified with a stamp or other notation indicating that the page is to be deemed confidential and not disclosed. The Proposing Agent shall also identify the specific OPRA exception or other law or regulation that it believes to exempt the designated information from public disclosure. OPRA exceptions are listed at N.J.S.A. 47: 1A-1.1 through N.J.S.A. 47: 1A-3.

Notwithstanding any such request or determination, the Authority cannot and does not provide any assurance that any information provided to the Authority will remain confidential. All Proposing Agents are deemed to have submitted their Proposals and all information provided to the Authority will remain confidential. All Proposing Agents are deemed to have submitted their Proposals and all information within or relating to same, the understanding that the New Jersey Government Records Council or a court of competent jurisdiction may direct that any or all such information be released to the public without restriction.

Division of Revenue Registration

Pursuant to the terms of N.J.S.A. 52:32-44, the successful Proposing Agent is required to provide to the Authority proof of valid business registration with the Division of Revenue in the Department of the Treasury, prior to entering into a contract with the Authority. No contract shall be entered into by the Authority unless the Agent first provides proof of valid business registration. In addition, the successful Proposing Agent is required to receive from any subcontractor and/or sub-consultant it uses for goods and services under this contract, proof of valid business registration with the Division of Revenue. No subcontract shall be entered into by any contract with the Authority unless the subcontractor and/or sub-consultant first provide proof of valid business registration. Please include a copy of the Agent's Certificate of Registration with the proposal submission.

Affidavit of Moral Integrity

Together with the Proposal, the Agent must submit an Affidavit of Moral Integrity on the form attached hereto for review by the Authority's Director of Law.

Proposer shall include:

- Affirmative Action Information Sheet
- Mandatory Equal Employment Opportunity Language
- Non-collusive Affidavit
- Certification for Contracts
- Grants, Loans and Cooperative Agreements (anti-lobbying certification)
- Affidavit of Moral Integrity
- Owner Disclosure Statement

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

STATEMENT OF QUALIFICATIONS

All questions must be answered. All information must be clear and complete. Attach additional pages if needed.

1. Name of Bidder

2. Names and Titles of Principals

3. Names of Authorized Signatories

2. Permanent main office address

3. Phone Fax _____ Email _____

4. When organized _____

5. Where incorporated _____

6. Number of years engaged in business under your present name

7. List at least five private or public firms that you have supplied/provided with similar services to that in this solicitation. Include a contact name and telephone number.

8. Have you ever defaulted on a contract? [] Yes [] No

If yes, what was the name of the contract?

What was the reason for default?

9. Have you refused to sign a contract after award of the bid?

[] Yes [] No

If yes, what was the name of the contract?

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

What was the reason for refusal?

11. List the number of current employees and any branch offices:
 12. Upon request, will you complete a detailed Financial Statement and furnish any other information required by the HAGC? [] Yes [] No
-

By: _____
Signature of Bidder's Representative

Title: _____

Date: _____

AFFIRMATIVE ACTION INFORMATION SHEET

IN ACCORDANCE WITH THE TERMS OF THE ATTACHED AGREEMENT PROPOSERS ARE REQUIRED SUBMITTING ONE OF THE FOLLOWING FORMS RELATING TO COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS. PLEASE COMPLETE AND RETURN THIS FORM WITH THE PROPOSAL.

1. The proposer has submitted a Federal Affirmative Action Plan Approval which consists of a valid letter from the Office of Federal Contract Compliance Programs (Good for one year of the date of letter).

YES_____ NO_____

If yes, a photo copy of the Letter of Approval is to be submitted with the bid.
(OR)

2. The proposer has submitted a Certificate of Employee Information Report pursuant to (NJAC 17.27-1.1) and The State Treasurer has approved said report.

YES_____ NO_____

If yes, a photo copy of the Certificate is to be submitted with the bid.
(Expiration Date on Certificate)

Certificate of Approval Number _____
(OR)

3. If Proposer has already submitted Form AA-302 to the States' Affirmative Action Office, please return a copy of it with the proposal.

If you are the successful proposer and have none of the above, please contact the Purchasing Department at **(856) 845-4959 ext. 219** within five (5) days of notification of award for an Affirmative Action Employee Information Report (AA-302). This form (AA-302) must be forwarded to the States' Affirmative Action Office.

The signature below certifies that one of the above forms of Affirmative Action evidence has been submitted, and all information contained above is correct to the best of my knowledge.

Signed _____ **Date Signed** _____

Print Name and Title

Proposers Company Name

Address _____

Telephone Number _____ **Fax Number** _____

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

AFFIRMATIVE ACTION STATEMENT

The undersigned confirms that the Contractor agrees that in the hiring of any employees, laborers, workmen and mechanics for the performance of work under this bid that said contractor or any person on his behalf shall not be reason of race, creed, color or national origin or ancestry, discriminate against any employee in hiring who is qualified and available to perform the work to which the employment relates. The contractor shall not discriminate against any individual because of marital status or sex/age and shall comply with all statutes relating to contract on behalf of the Housing Authority of the Borough of Glassboro

SIGNATURE

TITLE

DATE:

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

- A. The Contractor or Subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- B. The Contractor or Subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, or expression, disability, nationality or sex.
- C. The Contractor or Subcontractor, where applicable will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding a notice to be provided by the agency contracting officer advising the labor union or worker's representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor or Subcontractor where applicable agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.
- E. The Contractor or Subcontractor agrees to make good faith efforts to employee minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C. 17:27-5.2** or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2** .
- F. The Contractor or Subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- G. The Contractor or Subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

H. In conforming with the applicable employment goals, the Contractor or Subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity, or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

I. The Contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report form AA302

The Contractor and its Subcontractors shall furnish such reports or other documents to the Division of Contract Compliances & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and Public Agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

The parties to this contract do hereby agree that the provision of **N.J.S.A. 10:5-31 et seq.** dealing with discrimination in employment on Public Contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made a part of this contract and are binding upon them.

Submitted by:

Broker Name: _____

By: _____

Title: _____

Date: _____

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:

COUNTY OF _____

I, _____ of the City of _____

In the County of _____ and the State of _____

I am of full age, being duly sworn according to law on my oath depose and say that:

_____ of the firm of _____

the bidder making the Proposal for the above-named Project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named Project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Housing Authority of the Borough of Glassboro relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by .

(N.J.S.A. 52:34-15).

(Also type or print name of affiant under signature)

Subscribed and sworn to
before me this _____ day of _____, 20 _____.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, 201_____.

By: _____

(Typed or Printed Name)

(Title, if any)

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

AFFIDAVIT OF MORAL INTEGRITY

STATE OF _____

Ss:

COUNTY OF _____

I, _____ the _____ (Pres., Vice Pres., Owner/Partner) of _____ (Proposer), being first duly sworn, deposes and says:

1. That the _____ (Proposer) wishes its Proposal to be considered with respect to the Services outlined in this RFP as follows:
2. That the _____ (Proposer) wishes to demonstrate moral integrity in accordance with the Services to be rendered herein.
3. That in accordance with said Procedures as of the date of signing this Affidavit, neither the _____ Proposer, or any of its Principals, Owners, Officers, or Directors are involved in any Federal, State or other Governmental Investigation concerning criminal or quasi criminal violations, except as follows: **(If none, so state):**
4. Proposer further states that neither the Proposer, nor any of its Principals, Owners, Officers or Directors, has ever engaged in any violation of a Federal or State Criminal Statute; or ever been indicted, convicted, or entered a plea of guilty, non vult or nolo contendere to any violation of a Federal or State Criminal Statute; or ever engaged in violation of any nature regarding work on contracts performed by it, except as follows: **(If none, so state):**
5. That any depository, Proposer or other agency named (herein or later) is hereby authorized to supply the Authority with any information necessary to verify any statement made in this Proposer's Affidavit of Moral Integrity.
6. That as of the date of signing this Affidavit, outstanding liens filed against this Proposer are as follows: **(if none, so stated).**
7. That the undersigned, being authorized to act on behalf of _____ Proposer, certified that I am personally acquainted with the operations of said Proposer, have full knowledge of the factual basis comprising the contents of this Affidavit of Moral Integrity and that the same are true to my knowledge.
8. That if a corporation, the Proposer _____ (is, is not) incorporated in the State of New Jersey. If not a New Jersey Corporation the Proposer _____ (is, is not) authorized to do business in the State of New Jersey (attach Certificate of Authorization from New Jersey Secretary of State).
9. That this Affidavit of Moral Integrity is made to induce the Authority to accept a Proposer as a qualified provider of the Services and be permitted to submit a response to the RFP knowing that the said GHA relies upon the truth of the statements herein contained.

Proposer

Sworn and Subscribed to Before Me This

_____ Day of _____ 20_____

Signature

Notary Public Title
(Corporate Seal)

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES 16-001

NEW JERSEY UNIFORM ETHICS CODE FOREWORD

Pursuant to *N.J.S.A.* 52:13D-23, the State Ethics Commission has adopted this Uniform Ethics Code to govern and guide the conduct of State officers and employees and special State officers and employees in State agencies in the Executive branch of State Government.

The Uniform Ethics Code shall be the primary code of ethics for State agencies. It shall be supplemented by an agency code of ethics formulated with respect to the particular needs and problems of the agency to which said code is to apply. Each agency, in consultation with the Attorney General's Office, must review its enabling legislation to ensure that any agency specific conflicts provisions are included in any supplemental agency code. An agency code must be approved by the Commission.

OWNER DISCLOSURE STATEMENT

Date: _____

The Company known as _____

Is a: (Check One)

- Partnership Sole Proprietorship
 Corporation Limited Liability Co.
 Other: _____

The following persons are the partners and/or officers of the company (attach an additional list if needed):

_____ NAME	_____ SIGNATURE	_____ SOCIAL SECURITY NO.
_____ NAME	_____ SIGNATURE	_____ SOCIAL SECURITY NO.
_____ NAME	_____ SIGNATURE	_____ SOCIAL SECURITY NO.
_____ NAME	_____ SIGNATURE	_____ SOCIAL SECURITY NO.

GENERAL TERMS AND CONDITIONS

The undersigned confirms that the proposer will comply with the General Terms and Conditions required by the Housing Authority of the Borough of Glassboro

SIGNATURE

DATE