

REQUEST FOR PROPOSAL FOR

**PROFESSIONAL
AUDIT SERVICES FYE 12/31/22**

RFP
GHA 22-003

**HOUSING AUTHORITY OF THE BOROUGH OF
GLASSBORO**

SUBMISSION DEADLINE

2:45 P.M.

NOVEMBER 10, 2022

HOUSING AUTHORITY

ADDRESS ALL PROPOSALS TO:

THE BOROUGH OF GLASSBORO

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

The Housing Authority of the Borough of Glassboro

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SECTION 1

 **GENERAL INFORMATION**

NAME OF ORGANIZATION AND ADDRESS

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

TELEPHONE

(856) 845-4959 X218

CONTACT PERSON

KIMBERLY GOBER
Executive Director

SERVICES REQUESTED

The Housing Authority of the Borough of Glassboro is requesting proposals from qualified certified public accounting firms to perform the fiscal year (FY) 2022 audit of the Authority. Solicitation is subject to the satisfactory negotiation of terms and availability of funding.

PERIOD OF CONTRACT

The contract that results from this RFP will commence on the award of the contract, terminating after oversight agencies have accepted and approved the audited Financial Statements for the specified period.

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 GHA and as may otherwise be convenient to the Authority. Payment vouchers must be received no later than Tuesday of the week before the Board of Commissioners meeting in order to be listed for Payment.

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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 the Borough of Glassboro (including the Single Audit) which will involve the expression of your opinion on the fairness of presentation of the Authority's financial statements and supplemental information for the fiscal year ending December 31, 2022. 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 offeror 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 shall be incorporated into the RFP and shall become part of the contract documents. The Authority shall 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 shall be provided to all individuals and firms who receive or request this RFP.

QUESTIONS AND INQUIRIES

- Questions and inquiries, which must be written, shall be accepted from any and all individuals and firms. Questions shall be answered in writing, and both questions and answers shall be distributed to all individuals and firms who receive this RFP provided that all questions are received at least seven (7) days in advance of the proposal acceptance date.
- Please note receiving a bid package via the Authority's website is NOT recognized by law as a certified means of receiving a bid package and in the event that addenda are issued it is the obligation of the prospective bidder receiving a bid package from the website, to contact GHA no later than 7 days prior to the receipt of bids (weekends and holidays excepted) to determine if any addenda were issued by the Authority. All proposals must include an Acknowledgement of Receipt of Addenda(s), if issued.

COMPETITION INTENDED

- It is the Authority's intent that this RFP permit competition. It shall be the proposer's 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 shall be

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submitted in writing and must be received by the Authority not later than ten (10) days prior to the proposal acceptance date. A review of such notifications shall be made.

BACKGROUND INFORMATION

GOVERNING BODY

- The governing body of the Housing Authority of the Borough of Glassboro is comprised of seven Commissioners who serve five-year terms. An Executive Director is appointed by the Authority's Board to manage the day-to-day operations of the Authority.

REPORTING ENTITY

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

ORGANIZATION AND ACTIVITY

- The Housing Authority of the Borough of Glassboro (the "Authority") was created under federal and state housing laws as defined by state statute (N.J.S.A. 40A:12A-1, et seq., the "Housing Authority Act"). The governing Board is autonomous but is responsible to the U.S. Department of Housing and Urban Development and the New Jersey State Department of Community Affairs. The Authority is responsible for administering housing assistance programs and for the development, maintenance, and management of Housing Assistance Programs for low- and moderate-income families residing in the Borough of Glassboro, New Jersey. The Housing Authority of Gloucester County serves as the managing agent for the Authority through a Management Agreement. GHA activities include the ownership and/or management or oversight management of the following subsidized housing programs:

PROGRAMS

S8 Housing Choice Vouchers
Project Based Vouchers
Rental Assistance Demonstration (RAD)

- The Housing Assistance Payments Programs includes tenant and project-based vouchers. This program provides housing assistance payments to participating owners on behalf of eligible program participants to provide decent, safe, sanitary, and affordable housing for extremely low and very low-income families as defined by the Housing Act of 1998. The U.S. Department of Housing and Urban Development (HUD) provides assistance for approximately 160 tenant-based vouchers to the Authority. Additionally, HUD also provides tenant-based relocation voucher assistance for approximately 21 units related to the demolition and disposition of a former Public Housing Project.
- The Rental Assistance Demonstration (RAD) program was created to assist housing authorities with preserving and/or improving public housing properties. The RAD program allows housing authorities to leverage public housing stock and public and private debt to make these improvements in the absence of federal funding for this purpose. In addition, converting to RAD provides for a more stable funding stream. Effective November 30, 2017, the Authority converted the Public Housing portfolio to RAD, converting 104 Public Housing units to project-based vouchers.

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RELATED ENTITY:

The Affordable Housing Corporation of Glassboro ("AHCG"): AHCG is a 501c (3) entity incorporated September 12, 2017. AHCG is separate from the Housing Authority of the Borough of Glassboro but related by common management. AHCG is a blended component unit which is included in the financial statements of the Authority. The purpose of AHCG is to provide low- and moderate-income individuals with affordable housing opportunities and without limitation, providing, developing, building, managing, promoting, constructing, operating, selling, leasing, rehabilitating, renovating, and disposing of safe and affordable housing.

MANAGEMENT:

- The Housing Authority of Gloucester County (HAGC) is the Managing Agent for the Housing Authority of the Borough of Glassboro (GHA). HAGC is autonomous from GHA and obtains its own Audit Services.

LOCATION OF RECORDS

- Computerized files, accounting records, documents, vouchers, reports, etc. will be found at the following locations:
 - 1) **Housing Authority of the Borough of Glassboro - Administrative Offices**
100 Pop Moylan Blvd
Deptford, New Jersey 08096
 - 2) **Housing Authority of the Borough of Glassboro**
181 Delsea Manor
Glassboro, NJ 08028

ASSISTANCE AVAILABLE

- **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.
- **Furniture and Office Space**-The Auditor shall be provided workspace suitable for no more than three 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 8:00 a.m. and 5:00 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. Nothing in this section is intended to prohibit auditor's personnel from performing remote work as long as auditor's personnel recognize and protect the identity of participants in the Authority's programs. Auditor's personnel are aware of the Authority's obligations under the Federal Privacy Act and other HUD requirements.

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MISCELLANEOUS INFORMATION

- ❑ Approximate number of Authority employees – 3
- ❑ Approximate number of payroll checks issued - 80
- ❑ Approximate number of expenditure checks issued (2021) – 1,630
- ❑ Total expenses (including component units) (2021) - \$3,629,607

MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS

- ❑ Housing Choice Voucher Program
- ❑ Federal Cognizant Audit Agency - US Department of Housing and Urban Development

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SECTION 3

 **CONTRACT PROVISIONS**

CONTRACT PERIOD

- The contract that results from this RFP will commence on the award of the contract, terminating after oversight agencies have accepted and approved the audited Financial Statements for the specified period.

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 the Borough of Glassboro, New Jersey for calendar year 2022 in accordance with generally accepted 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 2022.

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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), **before HUD's deadline of September 30, 2023.**
 - 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.
- **Entrance and Exit Conferences** - An Entrance and Exit conference will be held upon commencement and completion of the fieldwork.
- **Acceptance of Offer**-The signed proposal shall be considered an offer on the part of the offeror. 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 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.

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- **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 GHA harmless from, and shall indemnify GHA 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.
- **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.

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SECTION 5

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 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.

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 has 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

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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; selection for training, including apprenticeship; and familial status.

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 Auditor must provide a positive affirmation that the firm and its professional staff members meet

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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.

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SECTION 6

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

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.

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- ✓ 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(s) 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.
 - ✓ 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 employer's 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 FYE 2022.
- ❑ Please disclose the worker hours by staff level (i.e. partner, manager, senior, junior, etc.) allocated to complete the audit.

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SECTION 7

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.
- It is the obligation of the prospective bidder receiving a bid package from the website, to contact GHA no later than 7 days prior to the receipt of bids (weekends and holidays excepted) to determine if any addenda were issued by the Authority. All proposals must include an Acknowledgement of Receipt of Addenda(s), if issued.
- 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 shall receive proposals no later than **2:45 P.M., NOVEMBER 10, 2022**. Requests for extensions of time shall 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 shall not be considered.
- Each firm shall submit **three (3) copies** of its proposal to the Authority, in a sealed envelope, as indicated on the cover sheet of this RFP.
- 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 proposers, shall become the property of the Authority when received.
- Only information which is received in response to this RFP shall be evaluated. Reference to information previously submitted shall not be considered.
- Any firm which receives a copy of this RFP, but which declines to submit a proposal is requested to send a formal "Decline to Propose" 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 this 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.
- Proposals may be withdrawn by written request from the proposer at the address shown in this RFP prior to the time of acceptance.

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- 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 shall 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 shall become part of any contract awarded as a result of this RFP. The successful firm shall 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 shall be notified in writing.

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SECTION 8

EVALUATION OF PROPOSALS

GHA shall determine the most qualified proposer(s) based on the following evaluation factors. However, cost is important to GHA. GHA shall attempt to negotiate an acceptable fee with the most qualified proposer(s). If negotiations do not produce a fee proposal in the best interest of GHA, GHA shall negotiate with the next most qualified proposer(s) and so forth until an agreement is reached with a proposer(s) that is in the best interest of GHA. GHA may determine to contract with more than one firm. **NOTE:** An interview may be required

- ✓ Proposal contains all required information **(0-5 points)**
 - ✓ Relevancy, Quality and Quantity of Qualifications, Experience, and Training of Personnel to be assigned **(0-30 points)**
 - ✓ Relevancy, Quality and Quantity of Engagements performed. **(0-25 points)**
 - ✓ Plan for performing engagement is realistic, thorough, and demonstrates knowledge of requirements. **(0-20 points)**
 - ✓ Cost of services for contract period. **(0-20 points)**
- At its option, the evaluators may request oral presentations or discussions with any or all proposers for the purpose of clarification or to amplify the material presented in any part of the proposal. However, proposers 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 proposer. Furthermore, the Authority shall use other evaluation criteria, which, in its sole judgment, are necessary for selecting the best proposer.
- Upon completion of the proposal evaluation, the "not-to-exceed" cost offered shall then become a matter of public record. Proposers 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 a proposer's pricing position.
- The award of the contract to one proposer does not mean that the other proposals lacked merit, but that the proposal was deemed to provide the best value to the Authority
- HAGC shall structure an Evaluation Panel that shall rank order all submitted proposals using the Ranking Criteria described above. The Evaluation Panel may, at its option, interview one or more proposers depending on whether they are considered, according to the Ranking Criteria, to have a reasonable chance of eventually obtaining an award. The interviews would serve to clarify each interviewee's submittal and could lead to a refinement of the ranking by the Evaluation Panel.
- The Evaluation Panel may, at its option, seek supplemental submissions from one or more interviewees, termed a Best and Final Offer ("BAFO"). The BAFO would serve to further clarify each BAFO invitee's proposals and could lead to a refinement of the invitee's technical ranking by the Evaluation Panel.
- GHA's Review Committee shall make a recommendation to the HAGC's Board of Commissioners for the Executive Director to enter into a contract with selected firm.
- GHA reserves the right to reject all proposals.

The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDIT SERVICES FYE 12/31/22 RFP 22-003

SECTION 9

ATTACHMENTS

Affirmative Action

A proposer 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.

Public Records

This RFP constitutes a public document that shall be made available to the public upon request. The proposer 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 Solicitor and designated OPRA custodian of records. Each page that the proposer 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 proposer 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 ***1A-3***.

Notwithstanding any such request or determination, the Authority cannot and does not provide any assurance that any information provided to the Authority shall remain confidential. All proposers are deemed to have submitted their proposals and all information provided to the Authority shall remain confidential. All proposers 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 proposer 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 proposer first provides proof of valid business registration. In addition, the successful proposer 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 contractor with the Authority unless the subcontractor and/or sub-consultant first provide proof of valid business registration. Please include a copy of the proposer's Certificate of Registration with the proposal submission.

Affidavit of Moral Integrity

Together with the Proposal, the proposer must submit an Affidavit of Moral Integrity on the form attached hereto for review by the Authority.

In addition to the Proposal Cover Sheet, the Proposer shall include ALL required information/forms listed on the Proposal Cover Sheet (initials, amounts, signatures, etc.)