

# REQUEST FOR PROPOSALS

## AUDITING SERVICES



Proposals Due by: Monday, September 9th, 2024, at 10:00 AM

Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601  
201 342-4280

## **REQUEST FOR PROPOSALS**

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for its Annual Financial Audit for the fiscal year ending 9/30/2024. The audit will be for a one-year period. It is the Housing Authority's desire to retain and employ a duly qualified Independent Public Auditor (I.P.A.) to audit the books and accounts of the Authority. All services must be in accordance with the existing rules, orders, directives, regulations handbooks and laws as promulgated by the United States Department of Housing and Urban Development and the State of New Jersey under the Local Authorities Fiscal Control Act and the Fiscal Affairs Law (including N.J.A.C. 5:31-7). The services that are requested will be as follows and will encompass all the Housing Authority's programs (including, but not limited to- Section 8 Project Based Assistance, Rental Assistance Demonstration Program, Community Development Program, 1) Audit the accounts and records of the Authority for the 12-month period 10/1/2023 to 9/30/2024 in accordance with generally accepted government auditing standards (GAAS), Government Auditing Standards, the auditing and reporting provisions in OMB audit circular, and those auditing standards having been adopted by the Local Finance Board and the Division of Local Government Services,

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Dept. of Community Affairs, State of New Jersey. The audit performed should be sufficient in scope to enable the auditor to

express an opinion on whether the financial statements fairly present the financial position of the Authority and are free of material misstatements. It must be acceptable by the U.S. Department of Housing & Urban Development and the State of New Jersey. The report must include all statements necessary to present the audit in conformity with Generally Accepted Accounting Principles (GAAP).

2) The audit report must be in a format which is approvable by the United States Department of Housing and Urban Development as detailed in the HUD Audit Guide (7476.1 REV-1), the Single Audit Act of 1984 and the State of New Jersey under the Local Authorities Fiscal Control Act, N.J.A.C. 5:31-7 and GASBY.

3) The report must be completed and submitted to the Housing Authority and the State of New Jersey (Division of Local Government Services) within four (4) months of the end of the Authority's fiscal year.

4) The auditor will be required to utilize the state prescribed "Audit Questionnaire" as part of the auditor's working papers.

5) Upon completion of the report, sufficient certified copies should be made to provide each PHA Commissioner and Staff with a copy and other copies for the HUD office, State of New Jersey, Local Governing Body and other applicable agencies as required by all applicable rules and regulations.

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6) Review OCAF Adjustment.

7) Must attend meetings, as requested, with Housing Authority

Commissioners/staff, HUD Auditors/staff and must make work papers available for a period of time dictated by the government.

8) The auditor will be required to prepare and submit the state required "Synopsis of Audit" in a format that is acceptable for publication in a newspaper of general circulation.

9) The auditor must work with the fee accountant to prepare the necessary schedules and forms to ensure compliance with GAAP, per instructions of the U.S. Dept. of HUD.

Qualifications:

1) Must be a Registered Municipal Accountant of New Jersey (RMA) or a Certified Public Accountant of New Jersey (CPA) as required by Title 40A:5A-15 of the Fiscal Control Law.

2) The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions.

3) Must have previous experience auditing Public Housing Authorities.

4) Must be approvable by the U.S. Department of Housing & Urban Development

Proposal Submission:

All persons interested in submitting a proposal for the Annual Audit should submit a proposal based upon a lump-sum fee.

Proposals should be delivered to the Housing Authority of the City of Hackensack, New Jersey on or before Monday, September 9th, 2024, by 10:00 AM. All proposals will be reviewed in accordance

with the Housing Authority's rating system. The proposal rating system and the standard form of contract are attached to this Request for Proposals. The following items must be submitted with the proposal:

- 1) Proposal Submission Sheet.
- 2) Listing of similar projects that the firm has previously completed.
- 3) Listing of references.
- 4) Evidence that the firm is licensed in the State of New Jersey.
- 5) An insurance certificate indicating that the firm has professional liability insurance.
- 6) Valid New Jersey Business Registration Form
- 7) Non-Collusive Affidavit
- 6) Certification that neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.

This Request for Bids is being made as a "fair and open" solicitation in accordance with the New Jersey "Pay to Play" requirements.

ANTHONY FEORENZO

Executive Director

**Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601**

Auditing Services

**PROPOSAL SUBMISSION SHEET**

- 1) Name/Address of Firm:
  
- 2) Telephone Number:
  
- 3) Contact Person:
  
- 4) Amount of Fee:
  
- 5) Amount of any expected reimbursables:
  
- 6) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by: William F. Snyder

Type of Service: Auditing

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Housing Authority's Programs in specific and HUD rules and regulations in general (30 Points).
- 3) Capability and capacity to accomplish work within the required time period (30 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (5 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (25 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 7) Price (10 Points)

Total Point Score:

Narrative                      Review                      of                      Proposal:

**Legal Advertisement  
Request for Proposals**

The Housing Authority of the City of Hackensack will receive Proposals for Audit Services of an Independent Public Accountant to audit the financial records of the Authority for the twelve (12) month period ending September 30, 2024, in accordance with general accepted and government auditing standards, the auditing and reporting provisions of OMB Circular A-133 and HUD notice PIH 97-30 and in conformance with the State of New Jersey Statutes and Regulations, New Jersey Administrative Code 5:31.7. The authority reserves the right to reject any and all proposals submitted and to waive any information thereto, and to request additional information from all auditors. The proposal package can be obtained at the Housing Authority office, 65 First St., Hackensack, NJ and returned there on or before September 9th, 2024, by 10:00 AM. This solicitation is being undertaken in accordance with NJSA 19:44A-29.4 et seq. as a "fair and open" competitive process and in compliance with the rules & restrictions set forth by the State's Local Unit Pay-to-Play law.

ANTHONY FEORENZO  
Executive Director



**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant)

(name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so 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 \_\_\_\_\_

\_\_\_\_\_ relies upon the truth of the statements contained in said Proposal  
(name of contracting unit)

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

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)