

**Collier County Housing Authority  
Request For Quotations  
For Financial Audit Services**

**RFQ#- 2020-03**

The Collier County Housing Authority (“Housing Authority”) will receive sealed proposals from “Certified Public Accountants interested in providing Financial Audit Services” at 1800 Farm Worker Way, Immokalee, Florida 34142 until 10:00 a.m. ( Eastern Time) on Tuesday, April 14, 2020, at which time all proposals will be publicly opened and read aloud.

Copies of RFQ#-2020-03 are available on our website [www.cchafl.org](http://www.cchafl.org) or from the Administration Department located at 1800 Farm Worker Way, Immokalee, Florida 34142.(239-657-3649) Attn: Leticia V. Skipper

Sealed Proposals: One (1) original and two (2) copies of the sealed proposal should be delivered to the following address:

CCHA Administration Department  
1800 Farm Worker Way  
Immokalee, Florida 34142  
**By 10:00 a.m. on Tuesday, April 14, 2020.**

Please make sure the envelope is clearly marked **“Sealed RFQ#- 2020-03”**.

Questions regarding the RFP or Financial Audit Services must be received in writing (fax or email acceptable) no later than 10:00 a.m. on April 1, 2020, and addressed to:

CCHA Administration Department  
1800 Farm Workers Way  
Immokalee, Florida 34142  
Fax: (239) 657-7232  
LSkipper@cchafl.org

The Housing Authority reserves the right to accept or reject any and all proposals, and to waive any informalities or irregularities in the proposal or in the bidding.

No member, officer, employee of the Housing Authority shall, during his/her tenure or for one (1) year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

The Housing Authority encourages participation by businesses owned and operated by minorities and women.

An Equal Opportunity Employer

## **CCHA BACKGROUND**

The COLLIER COUNTY HOUSING AUTHORITY ("Housing Authority") was created by an Act of the Florida Legislature in July 1966, for the purpose of providing public housing throughout Collier County, Florida area.

The Collier County Housing Authority administers a 514/516 Farm Labor Housing Program, a HUD Section 8 Housing Choice Voucher Program, a 192-bed Dormitory, a HOME Tenant Based Rental Assistance Program, 276 units of Low-Income Housing and Multi-Family housing units. There is one (1) Not-For-Profit Entity.

The Housing Authority is governed by a five (5) member Board of Commissioners appointed by the Governor of the State of Florida. The Board of Commissioners administers the Housing Authority, independent from any other local governing body.

The Mission of the Housing Authority is to provide choices for families to have decent, safe and affordable housing and opportunities for education and economic upward mobility for the residents of our communities.

The Housing Authority is headquartered in Immokalee with an office also in Naples.

### **Financial Audit Services Requirements:**

1. Must have knowledge with compliance of OMB Circular A133 and Government Audit Standards for all Projects/Entities, Grants, USDA and HUD programs administered by the Agency.
2. The Firm will attest to compliance of GAAP for the Housing Authority and will issue a statement on the internal accounting and other control systems to provide reasonable assurances that they are in compliance with applicable laws and regulations.
3. Prepare a management letter if deemed necessary with recommendations for improvement in internal accounting and other control systems.
4. Conduct compliance audits to determine whether the Housing Authority has any material non-compliance with relevant USDA and HUD regulations and/or Local, State, and Federal statutory requirements applicable to the programs administered by CCHA.
5. Verify that any outstanding Audit Findings from prior years have been cleared.

### **Financial Audit Schedule and Requirements:**

The Financial Audit Services shall not be performed before September 30, 2020 and no later than December 31, 2020. **Completion of all Audit Services will be done by January 30, 2021.**

The Housing Authority requires an Audit Entrance Conference with the Executive Director or designee prior to the start of the audit to establish contact persons, information required and schedule of work. The same parties will meet for an Exit Interview at the close of the audit to discuss any pertinent information and recommendations to the Agency.

In the event that the Auditor becomes aware of any illegal acts, serious contract weaknesses, other material non-conformance or other irregularities, prompt notice must be given to the Executive Director and Chairman of the Board.

### **Financial Audit Presentation:**

Upon completion of the Audit, the Housing Authority requires 15 bound copies for staff and submission to various regulatory agencies.

### **Submission Requirements:**

Proposals should be prepared providing a straight forward concise description of the Firm's ability to meet the requirements of the RFQ. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed by the person signing the proposal.

**Any bidder who fails to submit the following documents with their proposal, in sufficient detail and completeness, may be declared non-responsive and ineligible for consideration.**

Proposal should include all the following information:

1. Cover Sheet-Indicating name of Firm, address, telephone, fax number, and contact person.
2. Firm's Qualifications to include years in business, staff experience in providing the level and type of services specified in the proposal and computerized systems.
3. At least three (3) current references covering similar services capability and experience listed in the proposal. Include name, contact name, and phone number.
4. Provide a schedule for the proposed work that includes a timeline for preparation and submission of audit to the Housing Authority.
5. Completed Non Collusive Affidavit.

6. Completed Bid Form.

7. Additional Information:

- a. Submit a certified statement that the Firm is registered in the State of Florida and actively licensed as a Certified Public Accountant to perform the above services.
- b. A copy of most recent external quality control review report indicating quality of work.
- c. Documentation that staff assigned to perform audit is a certified public accountant with at least five years of accounting experience.
- d. Requests proof of Housing Authority experience with USDA/HUD Program Audit experience.
- e. Proof of Professional Liability Insurance with one (1) million dollar coverage.
- f. Submit a statement certifying an understanding of the government requirements and agreement to comply.
- g. Submit a certified statement that the Firm or any of its employees are not disbarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency.
- h. Submit a statement that proposals shall be valid for 60 days from the date of submission.

Proposal shall be made on unaltered bid forms, which are incorporated within the proposal documents. Proposals shall be signed with name typed below signature. When bidder is a corporation, proposals shall be signed with the legal name of the corporation followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract.

In the event it becomes necessary to revise any part of the RFQ, an addendum will be provided. Deadlines for submission of RFQ's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate.

**Evaluation and Selection Process:**

Each Firm may be asked to make a brief presentation to the review committee. The goal is to award the contract to the Firm deemed best qualified to suit the needs of the Housing Authority.

The submitted proposals will be evaluated by a review committee. The evaluations will be based on the following factors:

1. Responsiveness of the proposal in clearly stating an understanding of the Financial Audit Services requested:
  - a. Comprehensiveness of Financial Audit Services Requested – 10 points
  - b. General response and timely submission – 5 points
2. Technical experience of the Firm:
  - a. Audit experience of Housing Authorities. - 15 points
  - b. Prior audit experience with USDA programs. – 10 points
  - c. Prior audit experience with HUD programs – 5 points
3. Firm Qualifications:
  - a. Qualifications of Staff – 15 points
  - c. Size and Structure of the Firm – 10 points
  - d. Three Current References - 10 points
4. Firm Fixed Price:
  - a. Amount of Bid – 20 points

Maximum possible points – 100

**Additional Information:**

The Housing Authority reserves the right to request additional information from any firms that respond.

The Housing Authority will contract for a one (1) year term with an option to renew for two (2) additional years.

**For  
“FINANCIAL AUDIT SERVICES”**

Attention:

The undersigned, having familiarized (him/herself) (themselves) with the Financial Audit Services Requirements included in the Request for Proposal; Financial Audit Schedule and Requirements, Financial Audit Presentation, and Submission Requirements, this Bid Form, the form of the Non-Collusive Affidavit; and any other associated forms or documents thereto, on file in the Office of the Housing Authority, and hereby proposes to furnish all staff, equipment, services, licenses, and any other materials deemed necessary to the Housing Authority to secure Financial Audit Services.

The following principles shall govern the competitive bidding process:

1. CCHA reserves the right to reject any and all proposals received as a result of this RFQ. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Firm's qualifications and capabilities to provide the specified service and other factors which the Housing Authority may consider.
2. Low bid will be determined by response given on the Bid Form. Collier County Housing Authority reserves the right to reject low bids, to waive irregularities and/or infirmities in any bid, and to make the award in a manner deemed in the best interest of the Housing Authority.
3. All prices and information required on the Bid Form must be typewritten.
4. Any stipulations made as to the bidder's bid shall subject the proposal to rejection. If bidder wishes to include additional information, bidder may do so with attachments. However, alternate proposals will not be considered unless specifically requested in these specifications.
5. Any bidder having a complaint or protest regarding a proposal must submit the complaint or protest in writing to the Housing Authority's Contracting Officer eight (8) or more days prior to the date set for opening of bid proposals. Any bidder protesting a bid opening must submit the protest in writing to the Contracting Officer no later than three (3) days after bid opening for the protest to be considered.

**BID FORM**

**For  
“FINANCIAL AUDIT SERVICES”**

<b>AGENCY NAME</b>	<b>ADDRESS</b>	<b>FIRM FIXED PRICE</b>
Collier County Housing Authority	1800 Farm Worker Way	\$
	<b>TOTAL BASE BID</b>	\$

**ADDENDUMS:**

Bidder hereby acknowledges the following addendums issued during the proposal period:

Addendum #1                    \_\_\_\_\_                    Issued \_\_\_\_\_  
 Addendum #2                    \_\_\_\_\_                    Issued \_\_\_\_\_

**Submittal Statement:**

1. The undersigned certifies that this Proposal is made in good faith, without collusion or connection with any other person or entity proposing on this work.
2. The undersigned Proposer has examined and read all Financial Audit Services Requirements, General Terms and Conditions, and other Contract Documents, and all Addendums thereto; and is acquainted with and fully understands the extent and character of the work covered by this Proposal and the specified requirements for the proposed work.
3. The undersigned Proposer certifies that no officer or agent of the Collier County Housing Authority will directly or indirectly benefit from this Proposal.
4. The undersigned Proposer states that this proposal is made in conformity with the specifications and agrees that in case of any discrepancy or differences between its Proposal and the specifications, the provisions of the latter shall prevail.
5. The undersigned Proposer certifies that it has carefully examined the foregoing Proposal after the same was completed and has verified every item placed thereon; and agrees to indemnify, defend and save harmless the Collier County Housing Authority against any cost, damage or expense which may be incurred or caused by any error in its preparation of same.

6. The undersigned Proposer agrees that if this Proposal is accepted by Collier County Housing Authority, it will keep its Proposal in effect for 60 (sixty) calendar days thereafter. This time period begins at the time Proposals are opened and ends upon the signing of the award by the Executive Director. The Contract will follow thereafter. Approval by the Contracting Officer constitutes acceptance of the Proposal by the Collier County Housing Authority.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Federal Tax ID #

\_\_\_\_\_  
Email Address

The above individual must be authorized to sign on behalf of the company submitting the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

**THE COLLIER COUNTY HOUSING AUTHORITY**  
**Randolph B. Cash, Chairman of the Collier County Housing Authority**

**NON-COLLUSIVE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first dully sworn,  
deposes and says;

That he/she is \_\_\_\_\_,  
(a partner or officer of the firm, corporation, etc.)  
the party making the foregoing proposal or bid an attest to the following:

- (1) that affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than person regularly employed by the affiant whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) that no part of the contract price received by the affiant was paid or will be paid to any persons, corporations, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant;
- (3) that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price of affiant or of any other bidder, or to fix any overheard, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Collier County Housing Authority, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_  
Signature

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

NOTARY PUBLIC \_\_\_\_\_

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