

**Housing Authority of the Township of Neptune
Request for Proposals**

**Independent Public Auditor
Annual Financial Audit - FYE September 2023 to September 2024**

The Housing Authority of the Township of Neptune will accept proposals for its Annual Financial Audit. It is the Housing Authority's desire to retain and employ a duly qualified Independent Public Auditor (I.P.A.) in order to audit the books and accounts of the Authority. All services must be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development.

The services that are requested will be as follows and will encompass all the Housing Authority's programs (including, but not limited to Public Housing (345 units), Section 8 Choice Vouchers (317 units), Comprehensive Grant Program.

1. Audit the accounts and records of the Authority for the 12-month period ending in accordance with generally accepted government auditing standards (as defined in Standards for Audit Government Organizations, Programs, Activities and Functions) and the auditing and reporting provisions in OMS circular A-133. The audit performed should be sufficient in scope to enable the auditor to express an opinion on whether the financial statement fairly presents the financial position of the Authority in accordance with generally accepted accounting principals (GAAP). The engagement will also include a separate Agreed-Upon Procedures Attestation of the Authority's electronic data in the REAC staging database to the Audit Report and Financial Data Schedule (FDS). The attestation should be performed in accordance with the REAC Guidelines for Public Housing Authorities and Independent Auditors under the Uniform Financial Reporting Standards for Public Housing Authorities.

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 Guide (7476.1 REV-1), The Single Audit Act of 1984 and any relevant government regulations.
3. The report should be completed within four (4) months of The Independent Auditor's engagement letter.
4. Upon completion of the report, sufficient copies should be made in order to provide each PHA Commissioner and staff (11) with a copy and four (4) copies for the HUD Regional office.
5. Must attend meetings, as requested, with Housing Authority Commissioners/Staff, HUD auditors and HUD staff and must make work papers available for a period of time dictated by the government.
6. All proposals should include separate fees for the completion of each year's audit.

Qualifications

1. Must be licensed in the State of New Jersey as a Certified Public Accountant (CPA).
2. The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions.
3. Should have previous experience audition Public Housing Authorities (including experience with your proposal).
4. Must present a New Jersey Business Registration Certificate.

Proposal Review

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47. Attached please find the rating system which will be used to evaluate all proposals received in response to this request for proposals.

Proposal Submission

All persons interested in submitting a proposal for the Annual Audit should complete the attached standard HUD Form "Proposal and Contract between Public Housing Agency and Independent Public

Accountant for Audit Services". This proposal is based on a lump sum fee. A copy of the candidate's resume should be attached to the proposal listing all previous experience and qualifications.

All persons/firms submitting proposals must have in effect and maintain liability insurance of not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.

Please submit all proposals to Bart J. Cook, Executive Director, Neptune Township Housing Authority, 1810 Alberta Avenue, Neptune, New Jersey 07753 not later than 10:00 A.M. June 8, 2023. Attention: Proposal for Independent Public Accountant for Audit Services.

Office Hours: Monday through Friday (excluding holidays) 8:00 A.M. To 3:00 P.M. Office telephone number: 732-774-7692Ext 101.