

# HOUSING FINANCE AUTHORITY OF LEON COUNTY REQUEST FOR QUALIFICATIONS FOR AUDITOR

## I. GENERAL INFORMATION

### A. Purpose and Background on the HFA of Leon County

The Housing Finance Authority of Leon County "Authority" is soliciting responses to a Request for Qualification for auditor from certified public accounting firms, hereinafter referred as the "Offeror," in order to select a firm to perform an annual financial and compliance audit of its general fund.

The Authority is a dependent Special District created by the Board of County Commissioners (BOCC) of Leon County, Florida. The Authority has been determined to be exempt from Federal income tax under the Internal Revenue Code. The Authority is governed by a seven-member volunteer Board of Directors who are appointed by the BOCC. Administrative offices and all official records are located at 918 Railroad Avenue, Tallahassee, Florida 32310. Additional documents are held by the Authority's Administrator, at 1404 Alban Avenue, Tallahassee, FL 32301.

Prior to Fiscal Year 2017-2018, the Authority's funds were held by Leon County, with all deposits, expenditures, and budgeting under County control. For FY 2017-2018, the County transferred all funds of the Authority to the Authority, and granted the Authority independent budgeting and expenditure powers. Prior to Fiscal year 2017-2018, the audit of the Authority was performed as part of the Leon County auditing process.

Beginning in Fiscal Year 2017-2018, the Authority opened a checking account with Capital City Bank and an investment account with the State Board of Administration. As of June 1, 2018, there were under seventy-five (75) transactions in these two accounts.

The Authority has contractual relationships with its Administrator and General Counsel. It has Interlocal Agreements with Leon County and with the Escambia County Housing Finance Authority.

While the Authority has the power to issue tax-exempt bonds, there are no outstanding bond issues that require an HFA audit.

### B. Who May Respond

Only licensed Certified Public Accountants (CPA's) may respond to this RFQ.

### C. Instructions on Submittal Guidelines on the Response to RFQ:

1. Closing Submission Date: Responses to the RFQ must be Submitted and received no later than **4:00 p.m. on July 19, 2018.**

2. Conditions of Response to the RFQ

The Authority shall have no financial obligation to make any reimbursement or compensation with respect to any charges or costs in preparing or submitting any responses to the RFQ hereunder, and in preparing for or attending any interviews.

3. Upon request, a copy of the Authority's Financial Statement will be provided to potential Offerors.
4. Examples of audits of local Housing Finance Authorities can be found on the websites of the various authorities.
5. The submission of one Original, seven (7) copies, and one electronic copy of the Response to the RFQ prior to the deadline,

It is important that the Offeror's response to the RFQ be submitted in a sealed envelope clearly marked "**Response to RFQ for Auditing Services**" in the lower left-hand corner. Failure to do so may result in premature disclosure of your response to the RFQ.

It is the responsibility of the Offeror to ensure that the response to the RFQ is received by the Authority by the date and time specified above. Responses to the RFQ received after the deadline will not be considered.

6. All inquiries regarding this RFQ must be addressed to:  
Andrew Gay, Treasurer, HFA of Leon County  
c/o Grimsley and Company, CPA's  
1427 Piedmont Drive, East  
Tallahassee, Florida 32308  
850.385.1120

7. Right to Reject

The Authority reserves the right to reject any and all responses to the RFQ. A contract for the accepted response to the RFQ will be based upon the factors described in this RFQ.

8. Equal Opportunity

The Respondent, as contractor, and all its subcontractors, shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

9. Notification of Award

It is expected that a decision selecting the successful audit firm will be made within 45 days of the closing date for the receipt of responses to the RFQ. Upon conclusion of final negotiations with the successful audit firm, all Offerors

submitting responses to the RFQ will be informed of the name of the successful audit firm.

**D. Options**

At the discretion of the Authority, this audit contract can be extended for two (2) additional one-year periods. The cost for the option periods will be agreed upon by the Authority and the Offeror.

**II. SPECIFICATION SCHEDULE**

**A. Scope of Services**

The Scope of Services to be provided includes the annual financial and compliance audits of the Authority's financial statements. The audit must include:

- Audit of Financial Statement
- Management Letter
- Any other information required by the State of Florida Auditor General, GASB, and/or GAAP
- Any other requirements related to a Housing Finance Authority or Dependent Special District
- The Authority requires the Offeror to prepare and submit the annual financial statement required to be filed with the State of Florida.
- The Offeror is required to work with Leon County to provide the information they require to incorporate the Authority's audit into their system/audit

The Authority is not listing the items required by these standards in detail. It is the responsibility of the Offeror to demonstrate an understanding of these items.

**B. Delivery Schedule**

Offeror is to transmit one copy of the draft audit report to the Authority's Treasurer, Andrew Gay. The draft audit report is due no later than 30 days after the end of the calendar year.

The Offeror shall deliver ELEVEN (11) final audit reports to the Authority's Board of Directors no later than 10 days after delivery of the draft audit report.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this RFQ, the Authority may, by written notice of default to the Offeror, terminate the whole or any part of the agreement between the Authority and the Offeror. Under certain extenuating circumstances the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

**C. Fee**

The Offeror's response should include a fixed price fee.

**D. Payment**

Payment will be made when the Authority has determined that the total work effort has been satisfactorily completed.

Upon delivery of the ELEVEN (11) copies and an electronic copy of the final reports to the Authority and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

**E. Exit Conference**

An exit conference with the Authority's representatives and the Offeror's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with the Authority. It should include internal control and program compliance observations and recommendations.

**F. Working Papers**

Upon request, the Offeror will provide a copy of the working papers pertaining to any questioned costs determined in the audit. The working papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem. The working papers will be retained for at least three years from the end of the audit period.

**III. OFFEROR'S TECHNICAL QUALIFICATIONS**

The Offeror, in its response to the RFQ, shall, as a minimum, include the following:

**Profile of Firm:**

1. Describe the firm on an overall basis, both locally and nationally.
2. Summarize the firm's qualifications regarding the audit of Housing Finance Authorities and other Dependent Special Districts.
3. Give the firm's present complement of personnel by specialty, division, and employment classification in the Tallahassee office.
4. Describe your local audit staff turnover experience within the past three years and how you would provide continuity of assigned personnel on this engagement.
5. Describe the overall results of your firm's most recent peer review.

**Quality of Audit:**

1. Describe the firm's audit approach, including review of internal controls.
2. Describe how your firm will obtain a basic understanding of the Authority's operations and activities for planning the audit.
3. Describe the local office's experience in dealing with other nonprofit Housing Finance Authority or governmental clients similar to the Authority.
4. Describe the local office's capability to audit in a computer environment.
5. Describe the key personnel to be utilized on the engagement along with résumés of key personnel. Indicate their degrees of expertise and prior experiences as appropriate for the engagement.

6. Describe any services, other than audits, offered by the local office especially as related to internal controls and EDP operations.
7. Describe your firm's staff training and development policies and programs.

**Responsiveness to the Authority:**

1. Describe procedures utilized to monitor the progress of the work for periodic evaluation and communication to management of the Authority so that problems can be resolved.
2. Identify key local engagement personnel who will be continuously available for consultation or discussion.
3. Describe any relationships with your existing clients that might jeopardize your objectivity or independence.

**Responsiveness to the Authority:**

1. Estimate total fees and hours by employment classification and out-of-pocket costs annually for each of three years, given the services required as outlined in the attached letter.
2. Estimate the "first time through" hours, which would be required of your firm and our staff.
3. Estimate the "internal control review" hours, which your firm is committed to provide to our staff.

**Responsiveness to the Authority:**

1. Submit client references for each key member of the proposed client service team.
2. Submit Housing Finance Authority, Dependent Special District and other governmental client references.
3. Provide any other information you deem necessary.

**Fee:**

1. Submit fixed price fee for audit and related activities.