

WARREN HOUSING AUTHORITY

Request for Qualifications Independent Public Accountants for Annual Audit Services

Qualification Opening: April 30, 2021 at 9:00AM

**Qualification Opening Location*:
Warren Housing Authority
20 Libby Lane, Warren, RI 02885**

****Please be advised: We are adhering to CDC guidelines and require all in attendance to wear proper face coverings and keep social distance of 6 feet part.***

**Contact:
Michael J. Abbruzzi
Executive Director
401-245-7019 ext. 10**



WARREN HOUSING AUTHORITY

Request for Qualifications Independent Public Accountants for Annual Audit Services

Notice is hereby given that, Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA", will receive sealed Qualifications for "**Independent Public Accountants for Annual Audit Services**" for all programs for the fiscal years ending June 30, 2021, June 30, 2022, and June 30, 2023 at Warren Housing Authority, Warren, Rhode Island. This audit is to be conducted in accordance with the Federal "single Audit Act of 1984," Public Law #98-502 (OMB Circular A-128 and compliance supplement dated April 1985). In addition, adherence to generally accepted auditing standards for financial and compliance audits, as published in the AICPA "Audits of State and Local Government Units" audit and accounting guide revised edition, is required.

Interested parties are invited to submit Qualifications in sealed envelopes labeled "**Independent Public Accountants for Annual Audit Services**". The sealed qualifications shall be delivered before 9:00AM, local time, on Friday, April 30, 2021 to the Warren Housing Authority, at which time the bids will be opened publicly. While the office remains closed the public, sealed Qualifications may be placed in the secure Document Drop-Box located in the Main Office Lobby. Qualifications received after the above time will not be accepted. Qualifying candidates may be interviewed prior to final selection.

Qualification Specifications will be available on or after March 31, 2021 by email request to Michael Abbruzzi, Executive Director, at mabbruzzi@warrenhousing.org or via the Warren Housing Authority website <https://www.warrenhousing.org/opportunities/>.

Individuals requesting interpreter services for the hearing impaired must notify the Warren Housing Authority at **(401) 245-7019** seventy-two (72) hours prior to the bid opening.

"Warren Housing Authority is an Equal Employment Opportunity/Affirmative Action Employer"

Michael J. Abbruzzi
Executive Director

Warren Times Gazette: March 31, 2021

Solicitation Number: 20210331
State of Rhode Island: Division of Purchases

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The Warren Housing Authority was last audited for the year ending June 30, 2020.
Programs requiring auditing services include:

1. Federal Conventional Housing consisting of 153 units.
2. Federal Leased Housing (Certificate, Voucher and Mod Rehab) comprised of the following:
Section 8 Housing Choice Vouchers. Total of 224 Vouchers can be issued
3. Various Federal Modernization Projects under the Capital Fund Program.
4. Special short-term grants or programs may arise on a per diem basis which will require attention.
5. Preparation of Financial Statements.

Proposal must include all programs which are delineated above. An hourly rate must also be provided for any additional work.

You may call the Warren Housing Authority to arrange to review copies of the previous audit report as well as copies of the current monthly general ledgers and journals. Office hours are Monday – Friday, 8:00AM- 3:30PM.

Solicitation of the request for qualifications does not commit the Warren Housing Authority to pay any costs incurred in the preparation or submission of qualifications.

All Proposals Must Include:

- A resume that demonstrates knowledge and experience both with public housing authorities and non-profit corporations.
- A work plan that describes how the accounting will be performed, including estimates of time for field work.

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- A schedule showing the details of the calculation of the proposed total cost. Also included should be the hourly rate (referred to above) for any additional work.
- A Certificate of Non-Collusion; a copy of which is attached. Proposal will be rejected if not included.

The specific criteria and the weight given to each are as follows:

- Extent of experience in accounting for housing programs subsidized by the U.S. Department of Housing and Urban Development. **40 Points**
- Qualifications of the staff as related to performing accounting in an efficient, accurate and timely manner. Attention given to the personnel which are Certified Public Accountants or Licensed Public Accountants holding valid licenses to practice in Rhode Island. **20 Points**
- Total Annual Audit cost, as well as an hourly rate for special projects is required. Also, a pro-ration between Federal Leased and Conventional. **30 Points**
- A verifiable list of other authorities for which accounting services are or have been provided. **10 Points**

The following clauses will be an integral part of the resulting contract:

- There shall be no discrimination against any employee of the accountant providing services under the contract because of race, creed, color, sex, sexual orientation, religion, age, national origin, veteran status or handicap.
- No member, officer or employee of the Warren Housing Authority, no member or governing body of the locality in which any of the projects are situated, no member of the governing board of the Town of Warren where the Warren Housing Authority was activated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Warren Housing Authority's projects during his/her 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 the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.
- The accountant warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the Warren Housing Authority the right to terminate the contract, or in its discretion, to deduct from the auditor's fee the amount of such commission, percentage, brokerage or contingent fee.
- The auditor shall not assign or transfer any interest in the contract without prior approval of the Warren Housing Authority.

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- The auditor covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, in the projects and/or programs of the Warren Housing Authority or any other interest, which would conflict with the performance of his/her auditing functions.

The Warren Housing Authority reserves the right to reject any or all proposals.

Questions concerning these matters must be addressed to:

**Michael J. Abbruzzi
Executive Director
(401) 245-7019**

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Independent Public Accountants for Annual Audit Services Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word "person" shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity or group of individuals.

Signature of Person Signing Proposal

Printed Name of Person Signing Proposal

Name of Business

Date

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Independent Public Accountants for Annual Audit Services

Conflict of Interest Statement

RESPONDENT:

The owner(s), corporate members or employees of [_____], shall not derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Warren Housing Authority. Each individual shall disclose to the Warren Housing Authority any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [_____] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the Warren Housing Authority, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Warren Housing Authority which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Warren Housing Authority.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Warren Housing Authority.

Date: _____

Signature: _____

Printed name: _____

Respondent: _____

Address: _____

Telephone: _____