

NORTHERN REGIONAL HOUSING AUTHORITY

REQUEST FOR PROPOSALS FOR INDEPENDENT PUBLIC ACCOUNTANT AUDIT SERVICE

The Northern Regional Housing Authority (NRHA) is a public body organized and validly operating under the laws of the State of New Mexico. The principal office of the Authority is located in Las Vegas, within San Miguel County New Mexico. The Authority was created in order to assist in providing decent, safe and affordable housing for persons of low to moderate income residing in the aforementioned counties. Since 2015, the Authority has been a designated public housing agency (“PHA”) by HUD, and as a result, participates in various housing programs.

The Authority prides itself in its diversity in meeting the overwhelming need to provide affordable housing for families in Northern New Mexico. The Authority currently provides rental assistance to approximately 645 families in San Juan, Rio Arriba, Taos, Colfax, McKinley, Sandoval, Los Alamos, Mora, Cibola and San Miguel Counties through the Section 8 Housing Choice Voucher Program, and currently under a management agreement with El Camino Real Housing Authority, in Socorro, New Mexico.

The Authority also owns and/or operates 8 Public Housing Sites Taos, Penasco, Questa, Grants, Cimarron, Maxwell, Raton and Las Vegas New Mexico. With the Raton and Las Vegas Housing Authorities joining NRHA on January 1, 2021

In keeping with its mandate to provide effective and efficient services, Northern Regional Housing Authority is now soliciting proposals from qualified and licensed entities to provide independent public accountant audit services for Northern Regional Housing Authority. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined in this document in its entirety.

RFP INFORMATION AT A GLANCE

NORTHERN REGIONAL HOUSING AUTHORITY CONTACT PERSON	Natasha Martinez, Executive Director Telephone No.: (505) 425-9463 Fax No.: (505) 425-7204
RFP PICK-UP AND SUBMITTALS	NORTHERN REGIONAL HOUSING AUTHORITY E-mail at nmartinez@northernregional.org
PRE-PROPOSAL CONFERENCE	N/A
RFP DOCUMENT PICK-UP DEADLINE	N/A
PROPOSAL SUBMITTAL DEADLINE	*Date: September 1, 2026 *The proposal submittal must be received by Northern Regional Housing Authority Office, 2400 Sagebrush Las Vegas, NM 87701 or via email at nmartinez@northernregional.org

NRHA'S RESERVATION OF RIGHTS NOTICE:

- The NRHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- The NRHA reserves the right not to award a contract pursuant to this RFP.
- The NRHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
- The NRHA reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
- The NRHA reserves the right to retain all proposals submitted and not permit withdrawal after the deadline for receiving Proposals.
- The NRHA reserves the right to negotiate the fees proposed by the proposer entity.
- The NRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to: incomplete Proposals and/or Proposals offering alternate or non-requested services.
- The NRHA shall have no obligations to compensate any proposer for any costs incurred in responding to this RFP.

I. SCOPE OF PROPOSAL

The NRHA is seeking Proposals from qualified, licensed and bonded entities to provide the following detailed annual audit services:

A. Technical Specifications

1. General Requirements

- a. Any audit that is performed by award of this RFP shall be performed in accordance with generally accepted auditing standards, and will additionally require compliance testing and a study of internal accounting controls. The successful proposer will be required to certify that each and every audit is performed in accordance with all applicable federal and state laws and regulations, and in accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards (GAGAS) and New Mexico State Audit Requirements.

- b. All adjusting journal entries must be reviewed with the Authority's Executive Director. A separate attestation (AU-C 725) where the auditor compares the electronically submitted data in the REAC staging database to the hard copy of the audit report and Financial Data Schedule must be conducted in accordance with the Uniform Financial Reporting Standards (UFRS) Rule, AICPA Statement on Auditing Standards NO. 29 and OMB 2 CFR 200.
- c. Prospective proposers may contact the NRHA Executive Director, Natasha Martinez at nmartinez@northernregional.org for copies of past Reports.
- d. The NRHA was last audited for the fiscal year end June 30, 2020. Programs the NRHA will require the successful proposer to audit for the fiscal year ending June 30, 2020 include:
- e. With the Merger of the Raton Housing Authority and The City of Las Vegas Housing as of January 1, 2021 only 6 months will be audited.

(1) **Subsidized Housing Programs** – NRHA operates 645 public housing units

Taos	118 units	Public Housing
Penasco	24 units	Public Housing
Questa	27 units	Public Housing
Grants	20 units	Public Housing
Cimarron	16 units	Public Housing
Las Vegas	262 units	Public Housing
Raton	156 units	Public Housing
Maxwell	22 units	Public Housing

(2) **Section 8 Choice Voucher Program** – NRHA currently has 561 budgeted units under the Section 8 Program. Under this program the landlord/tenant relationship is between the housing owner and a family rather than the authority and the family as in conventional programs.

(3) **Capital Fund Program (CFP)** – NRHA currently has the 2017, 2018, 2019 and 2020 Capital Fund Grants open.

(4) **HUD Funding** –

- Public Housing – NRHA currently receives operating subsidies.
- Section 8 Program. – NRHA currently receives funding
- Capital Fund Program (CFP) –

HRHA 2017 CFP Grant
NRHA 2018 CFP Grant

NRHA 2019 CFP Grant
NRHA 2020 CFP Grant
NRHA 2021 CFP Grant
NRHA 2022 CFP Grant

RHA 2017 CFP Grant
RHA 2018 CFP Grant
RHA 2019 CFP Grant
RHA 2020 CFP Grant
RHA 2021 CFP Grant

LVHA 2017 CFP Grant
LVHA 2018 CFP Grant
LVHA 2019 CFP Grant
LVHA 2020 CFP Grant
LVHA 2021 CFP Grant

2. Time Frame

NRHA would like the auditor to begin the audit AS SOON AS POSSIBLE.

B. Conduct of Audit

NRHA is the reporting entity for purposes of OMB 2 CFR 200.

The auditor shall conduct an entry interview and an exit conference exclusively with NRHA personnel and at least one Board Member.

The audit will be conducted under the Single Audit Act of 1966 as amended, single audit organizations and separate nonprofit organizations (in accordance with OMB 2 CFR 200). IPA's who bid on this work should be familiar with the scope of work including the compliance with HUD requirements as defined under the compliance supplement to OMB 2 CFR 200, its requirements, and any necessary reports or forms. The auditor should also follow standards established by the comptroller General of the United States and must be in conformity with Generally Accepted Accounting Principles (GAAP) for governmental entities, as prescribed by the Governmental Accounting Standards Board (GASB). Further attestation by auditors on the Financial Data Schedule (FDS) as to its "fair presentation in relations to audited basic financial statements" in accordance with the audit provisions of the American Institute of Certified Public Accountants (AICPA) Statement of Auditing Standards (SAS) No. 29, *Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents*, and a separate attestation agreed-upon procedures engagement under AICPA Statement on standards for Attestation Engagements (SSAE) No. 4, *Agreed-Upon Procedures Engagements* where the auditor compares the electronically submitted data in the REAC staging database to the hard copy of the audit report and FDS. Further guidance can be found at the REAC website <http://www.hud.gov/reac/>.

II. PROPOSAL FORMAT

The NRHA intends to retain the successful proposer(s) on the “Best Value” basis, not a “Low Bid” basis. Therefore, so the NRHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by index dividers numbered (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the NRHA has published herein or has issued by addendum.

Tab 1: Form of Proposal: The Form of Proposal is attached hereto and incorporated herein by reference as Attachment A. It must be fully completed and executed and submitted as a part of the Proposal

Tab 2: Profile of Firm Form: Attach a fully completed firm profile.

Tab 3: Proposed Service Description: As more fully detailed within Section I, *Scope of Proposal/Technical Specification*, the proposer’s proposed service description must list all services the proposer proposes to provide, must incorporate the technical specifications referenced in Section I of this RFP as well as a description of the plan and/or methods that the proposer will utilize to deliver the proposed services. The detailed work plan shall also show the sequential steps and a timetable fully describing how the proposer proposes to provide the services.

Tab 4: Proposed Fees Form: The Proposed Fees Form is attached hereto and incorporated by reference as Attachment B. It must be fully completed and executed and submitted as a part of this Proposal. **Please note that NRHA reserves the right to negotiate all fees.**

Tab 5: Managerial Capacity/Financial Viability: The proposer entity must submit a concise description of its managerial and financial capacity to deliver the proposed services.

Tab 6: Client List: The proposer entity must submit a list of at least three (3) former or current clients for whom the proposer has performed similar or like services to those being proposed herein, within the preceding twelve (12) months. The list must include:

- The client’s name
- The client’s contact name
- The client’s telephone number
- A description of the service(s) provided

A. Proposal Submission:

All Proposals must be submitted and time-stamped received in the NRHA Office no later than the submittal deadline stated herein (or within any ensuing addendum). Three exact (3) copies (including cover and extending tabs) of the Proposal submittal, including one original signature copy, shall be placed unfolded in a sealed package and addressed to:

NORTHERN REGIONAL HOUSING AUTHORITY

Attention: Natasha Martinez, Executive Director

nmartinez@northernregional.org

2400 Sagebrush Las Vegas, NM 87701

The package exterior must clearly denote RFP Audit Services and must have the proposer's name and return address. Proposals submitted after the published deadline will not be accepted.

1. Submission Conditions:

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED.

Proposers are not allowed to change the Conditions or Specifications contained herein by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the NRHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the NRHA decides that any such entry has not changed the intent of the proposal that the NRHA intended to receive, the NRHA may accept the proposal and the proposal shall be considered by the NRHA as if those additional marks, notations for requirements were not entered on such. By requesting the proposals documents each such prospective proposer is agreeing to abide by all terms and conditions published herein and any addendum pertaining to this RFP.

2. Submission Responsibilities:

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the NRHA, including the **Instructions to Bidders**, these **Conditions/Specifications** and **Form of Proposal**, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the instructions, conditions and requirements set forth within those documents. Written notice from the proposer not NRHA requirements contained within the documents may cause that Proposer to not be considered for award.

III. PROPOSAL EVALUATION CRITERIA

A. Evaluation Criteria

NRHA criteria will be Capability, Audit Approach, Experience and Price.

B. Evaluation Method

The NRHA shall select a minimum of a three-person panel to evaluate each proposal submitted in response to this RFP for the applicable administrative area, and in accordance with the evaluation criteria referenced in Attachment C of this document.

All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the NRHA evaluation panel. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the NRHA evaluation panel.

C. Contract Conditions:

The following provisions are considered mandatory conditions of any contract award made by NRHA pursuant to this RFP:

1. Assignment of Personnel:

The NRHA shall retain the right to demand and receive a change in personnel assigned to the work if the NRHA believes that such change is in the best interest of the NRHA and the completion of the contracted work.

2. Unauthorized Sub-Contracting Prohibited:

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the NRHA Executive Director, Natasha Martinez or the State Auditor Office. Any purported assignment of interest or delegation of duty, without the prior written consent of the NRHA Executive Director shall be void and may result in the cancellation of the contract with the NRHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the NRHA.

3. Contract Period

It is anticipated that the NRHA will initially award a contract to perform these services for FY2022. However, NRHA requests a multi-year proposal to provide services, not to exceed a term of 8 years including all extensions and renewals. The term of the contract shall be one year with the option to extend for two successive one-year terms at the same price, terms and conditions as stated on the proposal.

4. Right to Negotiate Final Fees:

The NRHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such negotiations may begin after the NRHA evaluation panel has chosen an apparent successful proposer. If such negotiations are not, in the opinion of the NRHA evaluation panel, successfully concluded within five (5) business days, the NRHA shall retain the right to end such negotiations and begin negotiations with the next rated proposer. The NRHA shall also retain the right to negotiate additional fees with any proposer, if the NRHA's needs in these areas change.

5. Billing/Payment Methods:

As may be further detailed within the contract, to receive any payment due to the successful proposer, he/she shall submit to the NRHA a monthly or as work is completed invoice detailing the service provided, the dates of the service. All invoices will be paid on the net thirty-day (30) basis.

6. Contract Service Standards:

All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal laws.

FORM OF PROPOSAL

ATTACHMENT A

Instructions: The items listed below must be completed and included in the Proposal unless otherwise specifically noted. Please complete this form by marking X, where provided to indicate that the referenced information has been included. Also, complete The Proposer's Statement as indicated below:

X = ITEM INCLUDED	SUBMITTAL ITEMS (Three copies of each Proposal, including one with original signatures)
	Tab 1 Form of Proposal
	Tab 2 Profile of Firm Form
	Tab 3 Service Description
	Tab 4 Proposed Fee Form
	Tab 5 Managerial Capacity / Financial Viability
	Tab 6 Client List

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the NRHA discovers that any information entered herein is false, that shall entitle the NRHA to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP documents, the Form of Proposal, and all attachments pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the NRHA with the services described herein for the fees noted following and within Tab No 4:

Signature

Date

Printed Name

Company Name

PROPOSED FEES FORM

ATTACHMENT B

A. Work for FY2022 (07/01/2021 – 06/30/2022):

<u>Break Down</u>	<u>Dedicated Hours</u>	<u>Proposed Cost</u>
Number of Firm Team Members _____		
Financial Statement Audit _____		\$ _____
Federal Single Audit _____		\$ _____
Financial Statement Preparation _____		\$ _____
Other Services _____		\$ _____

(Please describe other services) _____

Total Hours _____	
Total Cost _____	\$ _____
Gross Receipts Tax _____	\$ _____
Total Compensation _____	\$ _____

FIRM FIXED FEE FOR FY2022 WORK = \$ _____

B. Proposed % increase for FY2023: _____ %

C. Proposed % increase for FY2024: _____ %

D. Proposed % increase for FY2025: _____ %

E. Proposed % increase for FY2026: _____ %

Company Name

Address, City & Zip Code

Telephone Number

Email Address

Signature

Printed Name

Date

EVALUATION CRITERIA

ATTACHMENT C

Section I. Capability of Firm

- A. Timeliness of availability**
0-20 Points
- B. The firm has the resources to perform the type and size of audit required.**
0-15 points
- C. Results of Reference Check.**
0-5 Points

Section II. Work Requirements and Audit Approach

- A. Auditor knowledge of agency needs and produce to be delivered timely.**
0-15 Points
- B. Proposal contains sound plan and timeline to complete audit.**
0-10 Points

Section III. Experience

- A. Governmental audit experience of firm.**
0-15 Points
- B. Audit team experience of Housing Authority Audit.**
0-15 Points

Section IV. Price

- A. Lowest price.**
0-5 Points