



## **Baltimore Regional Housing Partnership**

### **Request for Proposals Audit and Tax Services**

Issue Date: 10/5/2021

Proposal Due Date: 11/01/2021

#### **Contact Information:**

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**TABLE OF CONTENTS**

**SECTION I: Introduction..... Page 3**

**SECTION II: Overview..... Page 3**

**SECTION III: Scope of Work..... Page 4**

**SECTION IV: Proposal Contents..... Page 7**

**SECTION V: RFP Schedule and Submission Requirements..... Page 10**

**SECTION VI: Evaluation Criteria and Procedure..... Page 11**

**SECTION VII: Conditions of Proposal..... Page 12**

## **I. INTRODUCTION**

The Baltimore Regional Housing Partnership, Inc. (BRHP) is a private nonprofit organization committed to opening pathways to a better future for low-income families in Baltimore City. As Regional Administrator of the Baltimore Housing Mobility Program (Program) since 2013, BRHP has supported thousands of families in finding housing in high opportunities areas throughout the Baltimore region. Uniquely, BRHP is one of the few agencies who administer the Housing Choice Voucher Program on a regional scale and provide housing mobility counseling services to families. The program currently provides over 4,000 families access to housing, educational, and employment in high opportunity areas.

In addition to the rental assistance and counseling program, BRHP is responsible for development services pursuant to a HUD grant, including approximately 120 project-based units throughout the Baltimore region plus a scattered site development program.

BRHP is overseen by an experienced Board of Directors made up of community leaders and program participants. The board is optimistic about BRHP's future growth and current opportunities to continue providing much needed services to the greater Baltimore region, and accordingly, we are seeking a comprehensive solution for audit and tax services.

## **II. OVERVIEW**

BRHP is seeking proposals from only firms who are currently licensed as Certified Public Accountants in the State of Maryland, are in good standing, and maintain an office in the Baltimore/Washington, DC Metropolitan Area or firms including such employees may respond to this RFP.

The purpose of this Request for Proposals (RFP) is to select the most qualified vendors who should have at a minimum, qualifications, and experience necessary to perform the scope of work as described herein and shall be able

to provide the services described in this RFP within the time frame required by BRHP.

BRHP strongly encourages locally owned, minority-owned, and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit a proposal, in response to this RFP.

### **III. SCOPE OF WORK**

BRHP seeks a firm that can perform audit services in compliance with federal government requirements under the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Auditor will conduct an audit of the organization, in compliance with the Uniform Guidance, and preparation of statements based on the audit. The audit is to be performed in accordance with:

- Generally Accepted Auditing Principles as promulgated by the American Institute of for Certified Public Accountants
- The standards of fiscal audits set forth in the U.S. General Accounting Offices' (GAO) Government Auditing Standards
- The provisions of the Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996
- The U.S. Office of Management and Budget (OMB) Circular A-133 and any if its successor compliance requirements such as the Uniform Guidance
- Any other applicable requirements from the Federal Government or the State of Maryland.

#### **Financial and Compliance Audit**

The audit will be a financial and compliance audit, as required by the U.S. Department of Housing and Urban Development (HUD). The Auditor will comply with existing HUD guidelines and requirements, as well as any future requirements for future contract years.

Each audit report should contain:

1. The annual financial statements and any accompanying data required within the scope of the audit.
2. A report of the auditor's study and evaluation of BRHP's system of internal accounting control.
3. Report on Compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB's Uniform Guidance.
4. A statement that the audit was executed in compliance with GAAP standards as well as all applicable laws and provisions.

An exit conference with the BRHP Audit Committee or designee and the firm's representatives will be held at the conclusion of the fieldwork as well as at the end of the audit. Observations and recommendations must be summarized in writing and discussed with BRHP. At the exit conference, findings and recommendations regarding compliance and internal controls shall be discussed. It should include internal control and program compliance, observations, and recommendations.

The Auditor will submit a draft audit to the BRHP Audit Committee. The audit report should include a management letter, if appropriate, which includes recommendations affecting the financial statements, internal control, accounting systems, and legality of actions.

Bound copies of the report, including the management letter, should be typed and reproduced by the firm accepting the contract in a quantity sufficient to meet the needs of BRHP and its Audit Committee. In addition, an electronic PDF file of each audit report and management letter should be provided to BRHP. Under our contact with the Housing Authority of Baltimore City, the audit must be completed, and board approved no later than 120 days after the fiscal year end.

Upon request, the firm will provide a copy of the audit documentation

pertaining to any questioned costs identified in the audit. The audit documentation must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

BRHP officers will provide the auditors with the following information for the auditor's fieldwork:

- Draft Financial Reports
- Detail General Ledger
- Detail List of Cash Disbursements and Cash Receipts
- Schedule of Accounts Receivable
- Schedule of Furniture & Fixtures and Depreciation
- Schedule of Accounts Payable
- Schedule of Accruals
- Schedule of Deferred Revenue
- Copies of all leases
- Copies of all grant letters
- Copies of bylaws and incorporation papers and other applicable organization documents
- Copies of all minutes of the Board of Directors
- Any additional information requested prior to the start of the audit

### **Nonprofit Tax Services**

The Auditor will also prepare the following submissions annually:

1. Form 990 (Federal Income Tax Return) for each year of the contract
2. Preparation of the Maryland Form M-1 (Personal Property Tax Return).

The Auditor will complete and submit the Data Collection form to be filed with the Federal Clearinghouse.

### **BRHP's Accounting Systems**

BRHP's fiscal year runs from January 1 through December 31.

BRHP's accounting records are maintained on QuickBooks computerized

general ledger system. BRHP's Housing Assistance Payments (HAP) records are maintained in the Yardi Voyager system. Payroll records, tax deposits, and required payroll reporting are done through ADP Payroll Services.

### **Service Level Requirements**

BRHP also has expectations of the level of service offered throughout the engagement.

1. Timeliness of response and accessibility to the audit and tax is an important aspect of this service. Accessibility includes the ability to be generally available to attend meetings in person and to be reached within 24 hours or less by telephone and/or e-mail.
2. Service response is also of high importance. The auditor is expected to provide an estimated time of completion for requested services and keep BRHP apprised of any delays or special considerations in a timely manner.
3. Audit firm is expected to have appropriate insurances at all times and be able to provide proof of coverage upon request.
4. Detailed itemized statements shall be provided by the audit firm for work performed and incurred costs on a monthly basis.

### **IV. PROPOSAL CONTENTS.**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below, pages numbered (where applicable), sections tabbed and proposals bound:

- A. Letter of Introduction.** Proposal shall include one to two pages that include the following information:

1. Brief description of firm including its principals, organization, size, structure, areas of practice and office location(s). Please also include whether the firm is in compliance with the registration and permit requirements to engage in the practice of public accounting in Maryland. Indicate, if appropriate, if the firm qualifies under one of the specific categories referenced in Section V(F) of this RFP.
2. Date established and years of experience.
3. Indicate ability to start work according to request.

**B. Table of Contents.** Please include a table of contents that identifies the material by section, page number and a reference to the information to be contained in the proposal.

**C. Professional Experience/Qualifications.** Please include the following information:

1. Details of firm's specific work and expertise with directly related projects and the principal's role as related to the required *Scope of Services*.
2. Description of two recent projects that are of similar nature and scope of work detailed within this RFP.
3. Experience working with HUD programs, regulations and PHAs, specifically, with respect to Housing Choice Voucher and HOPE VI Grant programs.
4. Include resumes and/or biographies of all principals and key professional members who will be assigned to this engagement which specifically outlines extent of their involvement in referenced experience along with anticipated percentage of work performed by principals.
5. Include three references where the firm has provided similar work, one of which must be from a PHA.
6. A statement affirming the continuing professional education of the individual is in compliance with standards as issued by the

Comptroller General of the United States and the Maryland Board of Public Accountancy

7. A statement whether the individual is independent, as defined by applicable auditing standards.
8. Describes the firm's policy on notifications of changes in key personnel.
9. Provide a listing of the number of professionals in the office who are experienced in nonprofit and/or HUD program auditing.
10. Briefly describe the firm's system of quality control to ensure the audit is adequately performed.
11. Include a copy of the firm's latest peer review report.

**D. Scope of Services and Proposed Project Schedule.** Briefly describe the firm's understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter, including the approximate dates the firm would perform field work (in-person or remotely), office review, and report preparation as well as the latest delivery date of the final report.

**E. Cost.** Provide the following information:

- a. Estimated total hours to complete the audit and tax filings.
- b. Estimated out-of-pocket expenses.
- c. Hourly rate by staff classification.
- d. The all-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
- e. The frequency and timing of the firm's billing process.

**V. RFP SCHEDULE AND SUBMISSION REQUIREMENTS.**

**A. RFP Schedule.**

Activity	Date
Issue RFP	10/05/2021
Questions Due	10/15/2021
Answers to Questions Posted	10/22/2021
Proposals Due	11/01/2021
Anticipated Award Date	11/22/2021

**B. Closing Submission Date.** Proposals must be submitted by electronic copy as specified in paragraph D below **no later than 5:00 PM EDT on November 01, 2021.** Proposals received after the deadline will not be accepted. It is neither BRHP’s responsibility nor practice to acknowledge receipt of any proposal. It is the Offeror’s responsibility to assure that a proposal is received.

**C. Inquiries.** Any requests for additional information, clarification or questions regarding this RFP may be sent via e-mail to Blaine Getachew at [bgetachew@brhp.org](mailto:bgetachew@brhp.org). **All such communications must be received by 9:00 AM EDT by October 15, 2021.** All questions, as well as responses, will be posted on a rolling basis in the Request for Proposals section of BRHP’s website.

**D. Instructions to Offerors.** All Offerors shall provide one (1) electronic copy.

Note, the e-mail subject line for the electronic copy must read “RFP, Audit and Tax Services” to Blaine Getachew at [bgetachew@brhp.org](mailto:bgetachew@brhp.org).

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with BRHP staff or members of the Board of Directors regarding the

proposal. Failure to comply with this request will result in disqualification of the proposal.

**VI. EVALUATION CRITERIA AND PROCEDURE.**

**A. Evaluation Criteria.** BRHP’s Audit and Tax Services Committee will evaluate all proposals received based upon the following factors with corresponding ranking points:

<b>Evaluation Factor</b>	<b>Maximum Rating Points</b>
<b>Qualifications and Experience:</b> Level of experience and knowledge of the firm and individual(s) identified to work on matters described in Scope of Work.	<b>35%</b>
<b>Public Housing Experience:</b> Previous experience and similar work related to public housing, HUD regulations and public housing agencies.	<b>30%</b>
<b>Approach to Scope of Work:</b> Understanding of scope of services, quality of approach to meet scope of work in specified time frames.	<b>20%</b>
<b>Cost</b>	<b>15%</b>

**B. Evaluation Procedure.**

1. Review Process. BRHP may, at its discretion, request presentations by, or a meeting with, any or all firms, to clarify or negotiate modifications to the firm’s proposal. However, BRHP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose.
2. Notification of Award. It is expected that a decision selecting the successful firm will be made by November 18, 2021. Upon

conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be notified of BRHP's final decision awarding the contract.

## **VII. CONDITIONS OF PROPOSAL**

**A. Right to Reject.** BRHP reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all Offerors and further reserves the right to select the proposal which furthers the best interests of BRHP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

**B. Contract Ethics.** No employee of BRHP who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decisions which affects his or her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any BRHP employee or board member, or for any BRHP employee or board member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm shall not accept any client or project that places it in a conflict of interest with its representation of BRHP. If such a conflict is subsequently discovered, BRHP shall be promptly notified.

**C. Minority-Owned Businesses.** BRHP strongly encourages small, locally-owned, minority-owned, women-owned, socially and economically disadvantaged and service-disabled veteran-owned

businesses to submit a proposal, in response to this RFP. Efforts will be made by BRHP to utilize these types of businesses.

- D. Consent.** By submitting a proposal to BRHP, Offeror consents to the Scope of Work and general requirements of this RFP noted herein. Exceptions desired must be clearly noted in the submitted proposal.
- E. Assignment.** Offeror shall not assign, sublet or transfer its interest, obligations or rights in any contract entered into with BRHP without BRHP's prior written consent.
- F. Retention Policy.** All submitted proposals become the sole and exclusive property of BRHP.
- G. Effective Period.** Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- H. Expenses.** BRHP shall not be liable for any expenses, including travel expenses, related to the preparation of the proposal and contract negotiation process.
- I. Media.** Written consent from BRHP must be obtained for any media releases or any other public disclosure regarding an award of the contract by BRHP and any work resulting from that award.