

Scott E. Parsons, PHM
Executive Director



January 6, 2025

The Lakewood Housing Authority is seeking proposals for professional services from Independent Public Accountants to conduct a fiscal audit of the Authority's operations for the period January 1, 2024, through December 31, 2024.

The required services will be procured according to the "Competitive Proposals" process outlined in: (a) the HUD Procurement Handbook 7460.8 REV. 2, (b) N.J. Public Contracts Law, (c) HUD Notice PIH90-47, and (d) 24 CFR 85.36. A Proposal rating and ranking system shall be used to evaluate all proposals received in response to this RFP.

All proposals will be received by the Authority at the Authority's Administrative Office, located at 220 East 4th Street, Lakewood, N.J. 08701, until 10:00 A.M. prevailing time on Wednesday, February 19, 2025.

Copies of the "Proposal Package" may be obtained on the Lakewood Housing Authority website, www.lakewoodha.org, by request at sparsons@lakewoodha.org, or by calling 732-364-1300 x109 and requesting an RFP package to be mailed.

The Housing Authority reserves the right to reject any and all formalities of the proposal and the right to reject any and all proposals.

LAKEWOOD HOUSING AUTHORITY

By: _____

Scott E. Parsons
Executive Director

LAKEWOOD HOUSING AUTHORITY

PUBLIC NOTICE ADVERTISEMENT REQUEST FOR PROPOSAL

The Lakewood Housing Authority will accept proposals for its Annual Financial Audit for the fiscal year ending December 31, 2024. The audit will be for a one-year period. It is the Housing Authority's intent to retain and employ a duly qualified Independent Public Auditor (I.P.A.) in order to audit the books, records and accounts of the Authority. LHA created a non-profit to act as property/leasing manager which will need to be included as a discretely presented component unit. All services must be in accordance with the existing rules, orders, directives, regulations handbooks and laws as promulgated by the United States department of Housing and Urban Development ("HUD") and the State of New Jersey (the "State") under the Local Authorities Fiscal Control Act and the Fiscal Affairs Law (including N.J.A.C. 5:31-7). The services that are requested will be as follows and will encompass all of the Housing Authority's programs (including, but not limited to, RAD Project Based Vouchers, Section 8 Housing Choice Vouchers, Section 8 Housing Choice Voucher Homeownership Program, Family Self-Sufficiency Program, etc.):

- 1) Audit the accounts and records of the Authority for the 12-month period January 1, 2024 to December 31, 2024 in accordance with generally accepted government auditing standards (GAAS), Government Auditing Standards, the auditing and reporting provisions in 2 CFR 200(Super Circular), and those auditing standards having been adopted by the Local Finance Board and the Division of Local Government Services, Department of Community Affairs, and The State of New Jersey. The audit performed should be sufficient in scope to enable the auditor to express an opinion as to whether the financial statements fairly present the financial position of the Authority and are free of material misstatements. It must be acceptable to HUD, and the State of New Jersey. The report must include all statements necessary to present the audit in conformity with Generally Accepted Accounting Principles (GAAP).
- 2) The audit report must be in a format which is approvable by HUD, the Single Audit Act as amended and the State under the Local Authorities Fiscal Control Act, N.J.A.C. 5:31-7.
- 3) The report must be completed and submitted to the Housing Authority and the State of New Jersey (Division of Local Government Services) within nine (9) months of the end of the Authority's fiscal year.
- 4) The auditor will also be required to prepare and maintain the completed State's prescribed "Audit Questionnaire" as part of the auditor's working papers.
- 5) Upon completion of the report, sufficient final copies must be submitted in order to provide each PHA Commissioner and senior Staff with a copy as well as other copies for the HUD office, the State of New Jersey, and other applicable agencies as required by all applicable rules and regulations.
- 6) Must attend meetings, as requested, with Housing Authority Commissioners/staff, HUD Auditors/staff and must make work papers available for a period of time dictated by the government.
- 7) The auditor will be required to prepare and submit the state required "Synopsis of Audit" in a format that is acceptable for publication in a newspaper of general circulation.
- 8) The auditor must work with the fee accountant and/or the Authority's CFO in order to prepare the necessary schedules and forms to ensure compliance with GAAP, per HUD instructions.
- 9) Besides the specific requirements of the financing documents the auditor will specifically provide a report addressing the Authority's compliance with HUD regulations regarding submission of the annual and 5 year plans, obligation and expenditure of funds for open capital fund programs. The supplemental report will cover the period of the audit (fiscal year audited) through the date of completion of the auditor's field work.

Qualifications:

- 1) Must be a Registered Municipal Accountant of New Jersey (RMA) or a Certified Public Accountant of New Jersey (CPA) as required by Title 40A:5A-15 of the Fiscal Control Law.
- 2) The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions.
- 3) Must have previous experience auditing Public Housing Authorities.
- 4) Must be approvable by HUD.

Proposal Submission:

All persons interested in submitting a proposal for the Annual Audit should submit a proposal based upon two flat fees. **One flat fee for the Project Based Voucher Program (Component Unit/RAD PBV) and a separate flat fee for the remaining programs.** Proposals should be delivered to the Lakewood Housing Authority, 220 East 4th Street, Lakewood, NJ 08701, on or before Wednesday, February 19, 2025, 10:00 A.M. All proposals will be reviewed in accordance with the Housing Authority's rating system. The proposal, rating system and standard form of contract may be obtained on the Lakewood Housing Authority website, www.lakewoodha.org, by emailing sparsons@lakewoodha.org or by calling 732-364-1300x109 and requesting an RFP package to be mailed.

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Executive Director

January 6, 2025

LAKWOOD HOUSING AUTHORITY
QUALIFICATION and EVALUATION CRITERIA
FOR PROFESSIONAL SERVICES:
Independent Public Accountant/Fiscal Audit
January 1, 2024 through December 31, 2024

Please provide to the Authority (LHA) a concise synopsis of the firm's qualifications to perform the referenced work. The following criteria, listed in order of relative importance and associated weighted ratings, will be used to judge the Qualifications:

IT IS THE RESPONSIBILITY OF THE FIRM TO PROVIDE IN THEIR SUBMITTAL THE INFORMATION REQUESTED. THIS MUST INCLUDE SPECIFIC DATA WHICH ADDRESSES EACH CATEGORY WITHIN THE QUALIFICATION CRITERIA. THE LHA MUST BE ABLE TO CLEARLY DETERMINE FROM THE INFORMATION PROVIDED THE FIRM'S CAPABILITIES IN A PARTICULAR AREA THE FIRM CANNOT PRESUME THAT THE AUTHORITY KNOWS THE EXPERTISE OR EXPERIENCE OF THE FIRM UNLESS IT IS SO STATED. IT IS IMPORTANT THAT THE RESPONSES BE ORGANIZED IN ACCORDANCE WITH THE QUALIFICATION CRITERIA FORMAT SINCE THE SCORE SHEET USED IN THE EVALUATION WILL PARALLEL THIS ORDER. ELABORATE BINDERS, GRAPHICS BROCHURES, APPENDIXES AND ILLUSTRATIONS ARE NEITHER NECESSARY NOR DESIRED. LEGIBILITY, COMPLETENESS AND ADHERENCE TO FORMAT ARE ESSENTIAL.

The maximum **TOTAL SCORE** which can be achieved by a Firm is 35. This is, of course, equal to the summation of the individual Category Scores.

I. QUALIFICATION CRITERIA

CATEGORY 1

**PROFESSIONAL EXPERIENCE AND
TECHNICAL COMPETENCE**

**Maximum
Category Score**
10

Indicate the professional experience and technical competence of your firm and its personnel for this particular project. Include qualification, experience or abilities of your firm, its principals, staff and facilities which will be of special importance and use on this commission.

Experience shall include Quantity (by numbers and tenure) and Size (by scope and dollar amount) on order of importance:

- with Public Housing Authorities (PHAs)
- with public sector housing agencies (i.e. HUD, NJHMFA, etc.)
- with units of local government or public sector agencies, commissions, boards, authorities, etc.
- with private sector.

Experience assessment will be applied in order of importance to: the principal(s) to be assigned to the job: the firm's principals; staff; corporate entity. Background and experience both with the firm and prior to joining the firm, i.e. total career, shall be included.

Similarities to the LHA's size and composition (i.e. number of units in project, age, density, family/senior occupied, decentralized administration, similar programs administered, (e.g., Sec. 8 Housing Choice Voucher Program, Family Self-Sufficiency, etc.) shall be in order of importance as follows: very similar to LHA; larger more complicate; smaller less complicated.

Be sure to address the specific areas of experience and capabilities which are listed below in order of importance:

- a) Work experience of an identical, very similar, comparable or related nature which makes the Firm particularly suitable and especially qualified for this commission
- b) Experience and capabilities of personnel to be used for the services
- c) Professional and technical background of firm's principals and staff especially as it relates to this project. This shall include education, tenure, experience, license, publications, association membership and other background particularly suitable for this commission.
- d) Size (in terms of scope and dollar amount) of past work referenced above in comparison to this project.
- e) Indicate familiarity with the types of concerns and problems applicable to this commission. Provide related past experience or anticipated issues which would be of benefit to the LHA

Score Range

Category 1 - Professional Experience and Technical Competence

10

Identical or very similar work experience with maximum range if with several similar housing authorities; superior related technical competence and background on several projects of similar or larger size; expertise for this commission is apparent.

6

Comparable work experience; has some Housing Authority or public sector experience; private sector experience very comparable; area of expertise is along the lines of this commission; good related technical capabilities and background; past commission sizes compare to this commission.

2

Related work experience in some areas but not other; experience and competence not particularly applicable; technically capable.

U-Unacceptable

Little or no related work experience; apparent area of expertise not pertinent to this commission; no demonstrated evidence that firm is especially suited for this commission; past job sizes are significantly smaller.

CATEGORY 2
Fees for Services

Maximum
Category Score

Cost to perform all the services outlined in the RFP.

8

Category Score

Score Range, Category 2- Fees

8

Within the lower group of prices; price variations are relatively small or insignificant;

5

within the mid group prices; price is reasonable relative to most others.

1.5

Substantially lower or higher than any other prices; where low, ability to perform at a noted fee is suspect; where high, fee is not excessive

U-Unacceptable

So low as to be impossible or impractical to perform satisfactorily to requirements of RFP; significantly higher than most other fees; excessive for work that is requested.

CATEGORY 3
PAST PERFORMANCE ON TYPICAL
OTHER COMMISSIONS

Maximum
Category Score

8

Provide historical information as well as names and telephone numbers of references for prior work which is most similar to this commission. Past performance will be assessed in terms of:

- a) Cost control (budget v. actual cost).
- b) Quality and thoroughness of work (How complete and professional is the work).
- c) Timely responses to questions, inquiries and schedules.
- d) Availability and ease of speaking to and meeting with principals and/or staff
- e) Follow-up to ensure that work complies with contract and agreements.
- f) Letters and minutes of meetings and/or confirming correspondence are automatically provided; file is sufficiently documented.
- g) Requests for additional fees are minimized and confined to out of scope work
- h) Ability to deal professionally, fairly (in context of contract requirements) and reasonably with other parties.

Category Score

Score Range:

Category 3 - Past performance on Typical Other Commission

8

Performance and abilities clearly above norm; very responsive and service oriented; complies with contract scope and requirements; meets schedules and budgets; would not hesitate to use again.

5

Overall performance acceptable; better in some areas than others; requires only occasional follow-up and monitoring; quality and thoroughness of work is good; schedules and budgets are usually very close to requirements.

1.5

Close monitoring advisable; not as thorough as should be; does not always meet schedules or budgets; slow with responses.

U-Unacceptable

Unresponsive; work quality lacking; poor control of budget and schedules; direct cause of problems with commission; would not use again.

CATEGORY 4

ABILITY TO MEET THE TIME SCHEDULE

Detail the firm's ability to provide the professional services in the time frame outlined. Take into consideration the current/planned workload as well as the staffing considerations needed for timely performance. Indicate if new staff will be necessary.

Category Score

Score Range:

Category 4- Ability to meet time schedule

6

Current/pending workload clearly allows for new work; key staffing in place; can easily perform within the required federal and State time frames; can begin immediately.

4

Existing workload would not hamper new commission; key staffing available; can perform within necessary time frame.

1

Time frame tight based on current workload; significant or key staff additions needed in a short time period to meet schedule.

U-Unacceptable

Ability to meet schedule is very suspect if not improbable.

CATEGORY 5

RESPONSE TO INVITATION

3

Well organized and presented; all information required is available; qualifications of Firm for this commission have been completely conveyed.

1

Organization and presentation is acceptable; response essentially complete; good understanding of Firm's qualifications.

**Maximum
Category Score**

6

**Maximum
Category Score**

3

0

Difficult to ascertain information in an organized, reasonable manner; some information not fully complete; minimal effort in preparing submittal.

Maximum Total Score 35

Total Category Scores _____

II. The LHA will assess all proposals on the basis of the criteria noted above. Each category contains a Scale Range as summarized below

Score Range by Category:

#1 Experience/ Competence	#2 Fees	#3 Past Performance	#4 Time Schedule	#5 Response to Invitation
10	8	8	6	3
6	5	5	4	1
2	1.5	1.5	1	0
Unacceptable	Unacceptable	Unacceptable	Unacceptable	NA

An unacceptable score in any area will result in no further review and the Firm will not be considered for the commission.

In Categories 1 (Experience and Competence) and 3 (Past performance), numerous specific areas of the Firm's background are addressed. An overall score will be given to the entire category in consideration of the relative importance of the items within the category.

The Authority will score each category in accordance with the parameter outlines. The descriptions provided may not represent all or every basis for a particular score, but do reflect the overall rationale to be employed.

III. GENERAL INFORMATION

In addition, to the above requirements, the firm shall also provide the following information in the Qualification Package:

- Statement demonstrating understanding of the services required,
- Profiles of the firm's principals, staff and facilities,
- Certified statement that the individual(s)/firm is/are licensed to practice in New Jersey and that neither individuals of the firm nor the firm are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency;

along with the

- Completed and Executed Form of Proposal and Contract, (blank enclosed).

**PROPOSAL AND CONTRACT
BETWEEN PUBLIC HOUSING AUTHORITY AND
INDEPENDENT PUBLIC ACCOUNTANT FOR
AUDIT SERVICES**

THIS AGREEMENT, entered into on the _____ day of _____, 2025, by and between the Lakewood Housing Authority of the Township of Lakewood, State of New Jersey, (hereinafter referred to as the (LHA), and _____, (Full name of accountant, or accounting firm) Independent Public Accountant of _____ with offices (Full name of accountant or accounting firm) _____, (hereinafter referred to as the “Contractor”), (Address of main offices, including State)

WITNESSETH:

WHEREAS the LHA has entered into a contract (contracts) with the United States of America acting through the Department of Housing and Urban Development (hereinafter referred to as the “Government”) for financial assistance for low-income public housing pursuant to the United States Housing Act of 1937, as amended, 42 United States Code Section 1437 et seq; and

WHEREAS, pursuant to said contract (contracts), the Government and the Comptroller General of the United States or his duly authorized representatives have the right to audit the books and records of the LHA pertinent to its operations with respect to such financial assistance; and

WHEREAS, the Government has authorized the LHA to procure such an audit by and Independent Public Account in Lieu of audit by the Government; and

WHEREAS, the LHA desires the Contractor to conduct and perform such an audit;

NOW THEREFORE, the LHA and the Contractor do mutually agree as follows:

1. The Contractor shall audit the accounts and records of the LHA for the twelve-month period ending December 31, 2024, in accordance with generally accepted Government auditing standards and the auditing and reporting provisions of the applicable HUD Audit Guide for Low – Income Housing Program for use by Independent Public Accountant, herein referred to as Audit Guide and 2 CFR 200. The audit performed shall be sufficient in scope to enable the Contractor to express an opinion in the audit report on the financial statements of the PHA.
2. The books of account and financial records to be audited are maintained and are located at the LHA’s administration offices at 317 Sampson Avenue, Lakewood, NJ 08701. These books and records will be made available to the Contractor by the Executive Director of the LHA at the Contractor’s request for the Contractor’s use at the LHA’s office during normal business hours.

3. If the Contractor ascertains that the LHA's books and records are not in a sufficiently satisfactory condition for performing an audit, the Contractor shall disclose this deficiency to the LHA. If the LHA cannot get its books ready for an audit within 15 days, then the IPA should notify the Government. Notification to the Government shall be by written communication addressed to the Regional Inspector General for Audit, Regional Office, U. S. Department of Housing and Urban Development, New York, NY.

The Contractor shall await further instructions from the Regional Inspector General for Audit before continuing the audit.

4. Upon completion of the audit, an Audit Report consisting of those elements described in the Audit Guide shall be simultaneously submitted to the Regional Inspector General for Audit (10) copies and LHA (1 copy for each commissioner and required copies for the Executive Director) as joint addressees.
5. The Audit Report shall be submitted within 9 months after the close of the LHA's fiscal year unless a shorter period is required by State Law.
6. The LHA may, before or during the conduct of the audit, request changes in the scope of the services of the Contractor to be performed under this contract. Such changes, including any increases or decreases in the amount of the Contractor's compensation and any change in the time limitation for submission of the Contractor's report, which are mutually agreed upon by and between the LHA and the Contractor, shall be incorporated into written amendments to this contract and shall be subject to the Government's approval.
7. The LHA agrees to pay the Contractor as compensation for the services and report mentioned herein, lump-sum fee of \$ _____, for the Project Based Voucher Program and a separate flat fee for the remaining programs of \$ _____, inclusive of all costs and expenses. The fees are based on the following:

- a. Partner (Principal) \$ _____ per hour; estimated man-days _____ \$ _____.
- b. Senior (Manager) \$ _____ per hour; estimated man-days _____ \$ _____.
- c. Semi-Senior \$ _____ per hour, estimated man-days _____ \$ _____.
- d. Junior \$ _____ per hour, estimated man-days _____ \$ _____.
- e. Other (describe) _____.

Total _____.

It is estimated that _____ man-days will be required to perform the audit.

- Such lump-sum fee shall be payable after submission of the Audit Report to the LHA and after submission of copies of the report to the Government as provided in paragraph 4 above and the Government's review and approval of the report. The PHA may pay up to 50 percent of the fee upon submission of the Audit Report and copies thereof and the bill form the Contractor without the Governments authorization.
8. The Contractor must be either a Certified Public Accountant or a licensed or registered public accountant licensed on or before December 31, 1970, by a regulatory authority of a State or other political subdivision of the United States and meet any legal requirements concerning registration in which the LHA is located. In addition, those public accountants licensed after December 31, 1970, but prior to December 31, 1975, who performed a PHA Audit prior to December 31, 1975 will be eligible to continue to perform PHA audits. A statement by the state identifying such registration or license shall be attached to this contract.
 9. The Contractor certifies that its principal officer (s) or member (s) do not now have and have not had during any period covered by this audit any interest, direct or indirect, in the LHA or any of its members or officials including the following:
 - a. Family relationship with any LHA member or official:
 - b. Employment by or service as a member or official of a LHA during the period covered by the audit.
 10. The Contractor certifies that it has not provided accounting or bookkeeping services for the LHA during the period covered by the audit except as follows:
_____.
 11. No member, officer or employee of the LHA, no member of the governing body of the locality in which any of the LHA's projects are situated, no member of the governing body of the locality in which the LHA was activated, and no other public official of such locality or localities who exercises any responsibility or functions with respect to the LHA'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.
 12. No member of or Delegate to Congress of the United States or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.
 13. The Contractor warrants that he/she has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the LHA the right to terminate this contract, or, in its discretion, to deduct from the Contractor's fee the amount of such commission, percentage, brokerage, or contingent fee.

14. The Contractor shall not assign or transfer any interest in this contract except that claims for monies due to become due from the LHA under the contract may be assigned to a bank, trust company, or other financial institution. If the contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining members of such partnership.

15. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

16. For a period of four years from the date of the Audit Report, the Contractor shall make its work papers, records, and other evidence of audit available to the Government and to the Comptroller General of the United States of his duly authorized representatives during normal working hours upon written request representatives. The period will be reduced to three years for those Public Housing Authorities for which all projects have had Actual Development Cost Certificates issued. The Government and the Comptroller General shall be entitled to reproduce any or all of such documents at their expense for which provision shall be made at the time the need for reproduction arises.

17. Except for disclosure to the Government, the Comptroller General and the LHA, the Audit Report and the work papers, records, and other evidence of audit, including information and data prepared or assembled by the Contractor under this contract, shall be held in confidential by the Contractor and shall not be made available or otherwise disclosed to any person without the prior written approval of the Government.

IN WITNESS WHEREOF, the LHA and Contractor have executed this agreement the day and year first above written.

(Name of Independent Public Accountant)

LAKESWOOD HOUSING
AUTHORITY

By _____
(Name)

By _____
Scott Parsons, Executive Director

Date _____

Date _____