



## **REQUEST FOR PROPOSALS RFP #23-005**

### **Audit of Financial Statements and Single Audit(s)**

**Issue Date:** 07/26/2023

**Proposal Due Date:** 09/15/2023 @ 4:00 pm

#### **I. Background**

The Baranof Island Housing Authority (BIHA) is a State of Alaska Regional Housing Authority and is the Tribally Designated Housing Entity for the Sitka Tribe of Alaska located in Sitka, Alaska. BIHA administers a federally funded Indian Housing Block Grant as authorized under the Native American Housing and Self Determination Act. This revenue, along with program income rents received, funds the management and operation of approximately 60 low-income housing units. Other active BIHA grants include HUD ROSS grant, IHBG-ARP grant, and AHFC Supplemental grant. Additionally, BIHA operates 24 senior housing units. BIHA's mission is to assist Sitka Tribal citizens and other Sitka residents achieve self-sufficiency and pride through affordable housing opportunities.

#### **II. Objective**

Baranof Island Housing Authority, primarily funded by the Department of Housing and Urban Development, with other Federal, State and private grant fund sources, seeks a responsive and responsible vendor to audit the financial statements of Baranof Island Housing Authority and issue an opinion on those financial statements in accordance with the single audit requirements of 2 CFR 200 Subpart F – Audit Requirements, and State of Alaska Single Audit in accordance with provisions of State of Alaska 2 AAC 45.010 regulations, as appropriate to the particular entity. A copy of the Baranof Island Housing Authority FY2022 Audited Financial Report is available upon request.

The financial audit services will be conducted in accordance with generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **III. Scope of Services**

The awarded Contractor will:

1. Conduct an audit of the financial statements in accordance with generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
2. Conduct an audit of BIHA financial statements in accordance with the Single Audit requirements of 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
3. Perform auditing procedures on BIHA financial statements in accordance with State provisions of *State Single Audit Act, State of Alaska 2 AAC 45.010*.
4. Provide financial audit services that will cover the fiscal years ending September 30, 2023, and 2024 with an option to extend contract one (1) additional year, for a total of three (3) years. BIHA will be responsible for preparing for the financial statements, footnotes, statement of cash flow, required supplemental information and the Management Discussion & Analysis in accordance with GASB34, *Basic Financial Statements and Management's Discussion & Analysis for State and Local Governments*. It is expected the successful responder will provide technical assistance with regard to presentation and required notes as well as editing and formatting of the above documents at no additional charge.
5. Conduct audit fieldwork, to begin no later than January 31 of each year. Audited financial statements will be issued no later than May 31 of each year, with a final report presented by the auditor to the BIHA Board of Commissioners.
6. Provide technical assistance as requested by BIHA throughout the year with regard to accounting transactions, generally accepted accounting principles, and reporting requirements as deemed appropriate by BIHA staff.

### **IV. Period of Performance.**

The awarded contract will be in effect for a period of two (2) years with an option to extend for one additional year based on satisfactory performance, mutual consent and agreed upon pricing. The contract extension shall be automatically renewed for one year unless either party gives written notice of sixty (60) days prior to the start of the third fiscal year for which audit services are to be provided.

## **V. Indemnity and Insurance Requirements**

The successful awardee will provide a certificate of insurance that covers the dates of this contract and shall provide updated certificates annually.

## **VI. Proposal Submittal Requirements.**

Proposals should include the appropriate narrative and supporting materials to adequately address the scoring criteria. Proposals not containing all of the items listed below may be determined nonresponsive.

For consistency and to facilitate evaluation of all responses, proposers must organize their proposals as defined below:

### **1. Cover Page**

Proposals must be signed and include the firm name, local address, telephone number, the name of the person authorized to submit the proposal, along with the person's title and telephone number, and the name and title of the person authorized to execute a contract. The firm must be represented by a Certified Public Accountant, licensed in the state of Alaska.

### **2. Executive Summary**

Each proposal shall include an Executive Summary section indicating the respondent's:

- a. Brief understanding of the scope of the proposal.
- b. General overview of proposed plan to provide the requested services.
- c. A statement as to the respondent's qualifications to perform the services.
- d. Proposed team and resources available to perform the audit services, and the principal contact.

### **3. Qualifications and Experience**

- a. Describe the qualifications of the firm (persons) to perform these services.
- b. Each proposal shall include a fully detailed resume of proposed primary and backup resources including job assignments, educational backgrounds, and certifications. The proposal shall also include a listing of support personnel, if applicable, and a brief description of their technical qualifications and professional experience.
- c. Names and contact information for three (3) references from clients of a similar size/nature. Include a brief description of scope of work provided for each.

### **4. Work Proposal and Approach**

This should fully explain the Proposer's timelines, approach and plan for addressing the requirements as specified. Proposer shall include a brief understanding of the scope of the proposal as well as explain how their plan meets or exceeds the Scope of Work.

5. Proposed Fees

Each cost proposal shall indicate specifically what is included in the proposed fees. Break down the costs by activities, plus any additional fee-for-service items if applicable. Provide details for education opportunities and discounts.

**VII. Terms and Conditions.**

1. BIHA reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal or quote.
2. BIHA reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The contract resulting from acceptance of a proposal by BIHA shall be in a form supplied by BIHA, and shall reflect the specifications in this RFP.
4. BIHA shall not be responsible for any costs incurred by the Contractor in preparing, submitting or presenting its response to the RFP.
5. BIHA reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
6. BIHA is under no obligation to award this project to the proposer offering the lowest fee proposal. The Evaluation Criteria included in this document shall be used in evaluating the proposals.

**VIII. Instructions for Submitting Proposals.**

1. **Deadline.** The deadline for submission of proposals is 4:00 pm, Friday, September 15, 2023. All proposals shall be received no later than the aforementioned deadline. Any proposal received after this deadline will only be considered if an insufficient number of qualified proposals are received prior to the deadline.
2. **Submittal.** Proposals will be accepted in either hard copy or electronic format. An original and two (2) copies must be submitted if mailed or hand-delivered. A single PDF may be submitted if emailed. Faxed submittals will not be accepted.

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3. **Questions.** For questions please contact Taylor Vieira, Finance & Administrative Director at 907-747-5088 or email [taylor@bihasitka.org](mailto:taylor@bihasitka.org).

## **IX. Evaluation Process**

Proposals received in response to this RFP will be reviewed by the Evaluation Committee. The committee may, at its discretion, decide to interview the proposers. The Evaluation Committee, through the Finance & Administrative Director, will make an award recommendation to the BIHA Board of Commissioners.

- An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the bidder to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the proposer. The evaluation process shall be based on a 100-point scale. The proposal that accrues the highest point total shall be recommended for award subject to the best interests of Baranof Island Housing Authority. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds the requirements. The Evaluation Criteria table, found below, lists the maximum points associated with each category.
- Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the RFP requirements, terms and conditions, pricing, and overall responsiveness to the Request for Proposals.
- Vendor submission of a proposal implies vendor acceptance of the evaluation technique and vendor recognition that some subjective judgments shall be made by the evaluators.
- All contractors who submitted a proposal will be notified in writing of the results after the scoring and subsequent due diligence is completed.
- Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. This RFP and its attachments shall form the basis of the Contract terms and conditions.
- Any requested exceptions or deviations to this RFP must be described in a separate cover letter with proposer's submission. Any requested exceptions to the terms and conditions will be taken into consideration when evaluating proposals submitted. BIHA reserves the right to reject any or all requested proposed modifications.

	<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
1	Qualifications of the firm's staff as it relates to this project. This list shall include the entire audit team, including partners, managers, and audit staff, and shall specify qualifications (CPA, CPA candidate, and experience of the senior and manager) have on performing the audits of similar size and entity type.	<b>20</b>
2	Alaska Native/American Indian owned business preference (if applicable)	<b>5</b>
3	Small/Minority/Woman-Owned/ Section 3 Business Concern (if applicable).	<b>5</b>
4	Experience auditing Tribes federal grants, including NAHASDA, For profit, Not-for-profit and companies involved in social enterprise. Provide a list of clients served in the last five years by the above categories.	<b>20</b>
5	Technical assistance team: BIHA is seeking qualified and experienced staff that can answer technical questions regarding accounting, presentation and audit of various business types, including capital development, property management, social enterprise, and general governmental, for-profit, not-for-profit companies.	<b>20</b>
6	Peer review and references from parties that are familiar with the accounting firm's practice and former audits.	<b>10</b>
7	Price: Include price for audit of combined financial statements, statement of cash flow, notes to financial statements, and supplemental information, including the management discussion and analysis, as well as standalone financial statements and tax returns. If price is subject to change based on major programs with regard to state and federal single audit requirements, price structure must be clearly defined. In addition, price structure should reflect experience of senior and manager of audit team.	<b>20</b>

## **X. Preference Factor**

Alaska Native, American Indian and Minority preference in contracting is applicable to this Request for Proposals and any contractor/firm/vendor stating a preference must submit a signed HUD 5369-A Form (Representations, Certifications, and Other Statements of Bidders) with their submitted bid to qualify for a preference; ownership must be a minimum of 51% and be active in the day-to-day control and operation of the business. Baranof Island Housing Authority shall reserve five percent (5%) of the total of available rating points for qualified Alaska Native/American Indian-owned organizations or economic enterprises and five percent (5%) for Small-, Minority- and Women-owned, and Section 3 businesses.

The prospective contractor must provide, to the greatest extent feasible, preference in employment and training opportunities created as a result of this Request for Proposal.

## **XI. Award**

Rejection of Proposals: BIHA reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and reject the proposal of any proposer who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal from a proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.

Selection: BIHA desires to enter into negotiations and ultimately reach an agreement with a Proposer, or Proposers, who demonstrate the best combination of attributes to conduct the project, and who also negotiate(s) a project cost with BIHA that is fair and reasonable. BIHA may conduct discussions with any proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful proposer is selected. BIHA is not required to accept the proposal with the lowest cost estimate.

No proposal shall be withdrawn for a period of ninety (90) days subsequent to the deadline date for receipt of the proposals without the written consent of BIHA. In no way does this request for proposal constitute a contract or obligate BIHA in any way.

A contract for the work will be awarded to the successful respondent that submits the highest rated proposal and the awarded Contractor will be required to provide the following:

- State of Alaska Business License and applicable professional license(s)
- Certificate of Insurance as defined by this RFP
- Completed IRS Form W-9