

Berks Coalition to End Homelessness



United Way of Berks County

**831 Walnut Street
Reading, PA 19601**

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REQUEST FOR PROPOSALS

for

AUDITOR

Proposals are due by: November 15th, 2022

Request for Proposals – Audit Services

The Berks Coalition to End Homelessness (BCEH), is seeking proposals from qualified Independent Public Accountants (IPA), for auditing services for the twelve-month period ending September 30th, 2022 (BCEH FY), and subsequent twelve-month periods, for all of its accounting books and records. The IPA must be a Certified Public Accountant (CPA) and/or a registered Public Accountant, licensed or registered by a regulatory authority of the State of Pennsylvania. All services must be in accordance with existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development and Pennsylvania State Law. Programs to be audited include ERAP, HAP, ESG-CARES.

Proposal Review

All proposals will be reviewed according to the “Competitive Proposal” process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47. The proposal’s responsiveness to the criteria below will be used to evaluate all proposals received in response to the RFP.

a. Qualifications and Experience (50 points-max)

1. Demonstrate the ability of the specifically named Auditor (Lead Auditor) of the firm who will be personally charged with and have the primary obligation to perform the requested services, by listing prior relevant experience and, in particular, previous experience in conducting HUD Funding Audits.
2. Demonstrate the ability of other specifically named Auditors of the firm who will assist the Lead Auditor to perform the requested services by listing prior relevant experience, including previous experience in conducting HUD Funding Audits.
3. Demonstrate the ability of other specifically named non-Auditors to assist the Lead Auditor to perform the requested services by listing prior relevant experience in executing similar responsibilities.

b. Cost of Services (10 points-max)

1. BCEH desires to receive a fixed price, inclusive of all costs and expenses, for the audit of all applicable BCEH programs.
2. Set forth the hourly rate of compensation, which shall include all costs and expenses for unforeseen services, if any.

c. Requirements (30 points-max)

1. BCEH requires these services to be fully completed and filed by the appropriate IRS deadline of each year.
2. Respondents must be Certified Public Accountants, duly licensed by the State of Pennsylvania or Public Accountants, duly licensed by the State of Pennsylvania.
3. Respondents must be willing to submit any requested documents regarding qualifications at any time.
4. The Respondents must all also meet the standards and qualification set forth in 24 CRF 44 as amended and supplemented and HUD Notice PIH 95-31 and New Jersey State Statutes and Regulations, New Jersey Administrative Code.

d. Small Audit Firms Including Minority and Women Owned and Controlled Audit Firms (10 points-max)

Set forth the degree of participation by the respondent in the services to be performed under this proposal by the above-mentioned interests.