

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

REQUEST FOR PROPSALS

DATE: August 30, 2024

HUD-AUDIT: HUD-specific annual audit for the Traverse City Housing Commission (“TCHC”). TCHC is a small PHA with six (6) full-time employees, HCV, public housing and tax-credit properties. The firm awarded the contract for audit services may be provided a three-year contract with a potential renewal of contract for an additional three year period.

OWNER: **Traverse City Housing Commission (“TCHC”)**
150 Pine Street, Traverse City, Michigan 49684
(T) 231-922-4915, (F) 231-922-2893

SCOPE: **The work consists of the following:**

Comprehensive audit services following US Department of Housing and Urban Development requirements for annual audits of PHAs. The audit company chosen must forward its findings to HUD in the appropriate manner by the appropriate deadline(s). This includes assistance with submitting to the National Audi Clearinghouse.

The audit company should intend to make a 30-45 minute presentation to the TCHC Board of Commissioners to review its findings. This presentation can be done via video conference or phone.

In addition to providing audit services, the audit company should be prepared to cooperate and share baseline financial information with the audit company for the City of Traverse City. REASON: TCHC’s financial statements must be reflected in the city’s annual budget.

TIMELINE: Audit fact-finding and investigation shall commence no later than November 10 (preferably by October 31) of the end of the FY to be audited. For example, FYE 2024’s audit shall be initiated by November 10, 2024.

The final audit documentation and management letter should be submitted to the TCHC prior to December 30 of the same year.

BID SUBMISSION: Bids from audit companies shall reflect the cost of audit services for completing an audit for FYE 2024 and also include projections for services for auditing FYE 2025 and 2026. This would include anticipated cost increases per year.

Bids should also include necessary costs of travel and hourly wages for specific aspects of the work (e.g.: the cost for presentation before the TCHC Board of Commissioners).

Bidding will be closed at **4:00 PM (EST), September 17, 2024** and no additional bids will be accepted. Bids will be reviewed by the Traverse City Housing Commission Executive Director and staff prior to contract award.

Bid packages should be submitted via hard copy (USPS) or electronic copy (e-mail) to (*NOTE: Facsimiles will not be accepted*):

**Traverse City Housing Commission
ATTN: Karl Fulmer, Executive Director
150 Pine Street
Traverse City, Michigan 49684**

kfulmer@tchousing.org

OTHER REQUIRMENTS:

Company description
Resumes of Company's Principals
Three client references
Completed Questionnaire
Latest Peer Review

METHOD OF EVALUATING PROPOSALS:

Experience in conducting HUD-specific audits
Knowledge of HUD Rules and Regulations
Answers provided on attached questionnaire
Price

OWNER'S RIGHT TO REJECT PROPOSALS: *The TCHC reserves the right to reject any or all bids and to waive any irregularities in the bids submitted.*

WITHDRAWAL OF BIDS: *No bid shall be withdrawn for a period of forty-five (45) days subsequent to the review of the submitted bids without the consent of the TCHC.*

Audit Questionnaire

1. Has your firm conducted HUD Specific-Annual Audits in the past?
2. If yes, how many and over what period of time?
3. Will you send a certified CPA to conduct/complete the Audit? If not, who will be on site to conduct the Audit? How many on-site days do you anticipate? Typically, this agency has an auditor on-site for 1.5 days.
4. How many personnel will work on this Audit?
5. How many days (total) do you anticipate an audit of 21 Public Housing Units and up to 327 (208 tenant-based; 119 project-based) Housing Choice Vouchers to take?
6. In your experience, what is the most common finding when reviewing files for PHAs?
7. What is your anticipated start date for conducting FYE 2024 audit?