



*2751 Fifth Street
P.O. Box 231
Berwick, LA. 70342
(985) 385-1546 Office
(985) 385-5840 Fax*

E-mail: berwickhousing@berwickhousingauthority.com

REQUEST FOR QUALIFICATIONS

The **Berwick Housing Authority** (PHA) will receive proposals from interested CPA firms until **3 PM on Friday, January 14th 2022**. The audit engagement agreement will be for three years which will include separate audits for the fiscal years ending **2021, 2022 and 2023**.

The audit will be in conformance with GAAP, OMB Uniform Guidance, Government Auditing Standards, the Single Audit Act, and the applicable HUD Compliance Supplement for Audits, all as applicable.

The CPA firm will assist the PHA with the audited submission to REAC and include the cost of that assistance in the proposal.

The CPA firm will complete the agreed-upon procedure (AUP) section of the submission by submitting the “Agree” section of the REAC internet submission as part of the fixed fee audit contract.

The audit firm will, prior to publishing the audit report, communicate the following to the PHA. The audit firm will attempt to gain a written agreement with the PHA regarding appropriate composition of:

- Any audit findings
- Any Management Letter Comments
- Responses to audit findings and Management Letter Comments
- Audit Adjusting Journal Entries
- Passed Audit Adjusting Journal Entries
- Audited Upper-Level Financial Statements
- Audited FDS
- Audit Footnotes

The PHA will provide the General Ledger and the unaudited FDS using One (1) proprietary/enterprise fund. The PHA will provide the MD&A for inclusion with the audit report.

The PHA manages the following:

Units Program Name

128 Public Housing Unit Program

Capital Fund Program

The PHA reserves the right to reject any proposal. The PHA will evaluate all proposals using the attached Evaluation Criteria and will award a contract to the responsible proposer whose proposal is determined to be the most advantageous to the PHA. The PHA reserves the right to negotiate a fee and/or other terms with the firm whose proposal is considered the most favorable to the agency.

AUDIT PROPOSAL EVALUATION CRITERIA

Firm Experience in Performing PHA audits	30
Staff Member Experience in Performing PHA Audits	25
GAAP Experience	20
UFRS SUBMISSION SUCCESS RATE FOR THE LAST CALANDER YEAR	20
Cost	5
Total	100

Sincerely,

Clarence Robinson, Jr./ Exec. Director
Berwick Housing Authority