

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

REQUEST FOR BIDS

DATE: June 13, 2017

HUD-AUDIT: HUD-specific annual audit for the Traverse City Housing Commission (“TCHC”). The firm awarded the contract for audit services will be provided a three year contract.

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

US Department of Housing & Urban Development (“HUD”)
Detroit Field Office

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).

The audit company may also make a 30-60 minute presentation to the TCHC Board of Commissioners to review its findings.

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. The TCHC’s financial statements must be reflected in the city’s annual budget.

TIMELINE: Audit fact-finding and investigation shall commence no later than October 31 of the end of the FY to be audited. For example, FYE 2017’s audit shall be initiated by October 31, 2017.

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 2017 and also include projections for services for auditing FYE 2018 and 2019.

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), July 17, 2017** and no additional bids will be accepted. Bids will be reviewed by the Traverse City Housing Commission Board.

Bid packages should be submitted to:

**Traverse City Housing Commission
ATTN: Tony Lentych, Executive Director
150 Pine Street
Traverse City, Michigan 49684**

Facsimiles will not be accepted.

**OTHER
REQUIREMENTS:**

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

**METHOD OF
EVALUATING
PROPOSALS:**

Length of time in conducting HUD-specific audits/experience
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 complete the Audit? If not, who will be on site to conduct the Audit? How many on-site days do you anticipate?
4. How many personnel will work on this Audit?
5. How many days (total) do you anticipate an audit of 136 Public Housing Units and up to 208 Housing Choice Vouchers to take?
6. What is the most common finding when reviewing files for PHAs?