



**REQUEST FOR PROPOSALS**  
**INDEPENDENT AUDIT SERVICES**  
**RFP2505-02**

**Issued by:**  
Housing Authority of Fulton County, Georgia

**Issue Date:**  
Tuesday, May 20, 2025

**Proposals Due By:**  
5:00 pm ET Thursday, June 12, 2025

## CONTENTS

<b>I. PURPOSE .....</b>	<b>2</b>
<b>II. MINIMUM QUALIFICATIONS.....</b>	<b>3</b>
<b>III. INSTRUCTIONS TO PROPOSERS.....</b>	<b>4</b>
A. RFP GENERAL INSTRUCTIONS.....	4
B. PROPOSAL SUBMISSION.....	4
<b>IV. PROPOSAL CONTENT &amp; EVALUATION CRITERIA.....</b>	<b>5</b>
I. PROPOSAL CONTENT .....	5
II. PROPOSAL EVALUATION CRITERIA AND PROCESS.....	6
EXHIBIT A – SCOPE OF WORK .....	9
EXHIBIT B – CONSULTAN’S PROPOSED AGREEMENT FOR SERVICES.....	11
EXHIBIT C – PROPOSAL SUBMISSION INSTRUCTIONS.....	12

# REQUEST FOR PROPOSALS

## Independent Audit Services

**OWNER:** Housing Authority of Fulton County, Georgia

**PROJECT:** Independent Audit Services RFP2025-02

### 1. PURPOSE

The Housing Authority of Fulton County, Georgia (“HAFC”) is soliciting proposals from qualified, independent certified public accounting firms to perform financial audits of its financial statements, books, and records for the three fiscal years beginning October 1, 2021, and ending September 30, 2024. The contract may be extended for an additional two fiscal years, covering October 1, 2024, through September 30, 2026, at the discretion of HAFC.

HAFC administers a variety of housing programs including, but not limited to, the Housing Choice Voucher Program (HCVP), which consists of approximately 960 vouchers—comprised of 100 Rental Assistance Demonstration (RAD) Project-Based Vouchers (PBV), 158 PBVs, 34 Emergency Housing Vouchers (EHV), 12 Homeownership vouchers, and 7 Family Unification Program (FUP) vouchers. Additionally, HAFC manages approximately 350 Port-In vouchers, and 132 Public Housing units funded through the Operating and Capital Fund Program (CFP), and the Family Self-Sufficiency Grant (FSS). The proposer must also provide tax return preparation and related services for HAFC’s not-for-profit and for-profit affiliate corporate entities.

The audit must be conducted in accordance with Generally Accepted Auditing Standards (GAAS) and the Generally Accepted Government Auditing Standards (GAGAS), also known as the "Yellow Book." The scope of services must include attestation functions as required by the Real Estate Assessment Center (REAC) under the U.S. Department of Housing and Urban Development (HUD).

The selected firm must demonstrate compliance with all applicable federal regulations and requirements, including but not limited to:

- 2 CFR Part 200, Subpart F – Audit Requirements
- 24 CFR Part 5, Subpart H – Uniform Financial Reporting Standards
- 24 CFR Part 85 – Administrative Requirements for Grants and Cooperative Agreements (for applicable fiscal years)
- HUD Audit Guide (Handbook 7476.1, as amended)
- U.S. Government Accountability Office’s Government Auditing Standards ("Yellow Book")

All audit services must conform to current rules, orders, directives, and regulations issued by HUD, including but not limited to the HUD Accounting Handbook, Financial Management Handbook, Audit Guidelines, and the Annual Contributions Contract (ACC). Compliance is required to ensure audits are conducted in the best interest of the Authority and in accordance with applicable laws.

Procurement actions shall be conducted only with responsible contractors who have the technical and financial competence to perform, who have the fiscal responsibility in business dealings, and who have a satisfactory record of integrity. Before awarding a contract, HAFC shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, compliance with public policy, record of past performance on HAFC and other jobs (including contacting previous clients of the contractor), and financial and technical resources. HAFC shall not award a new contract or conduct new business with a bidding contractor, vendor or applicant who (i) has past due financial obligations or indebtedness to HAFC pursuant to a contract or other transaction and has not fulfilled the obligation prior to submission of a bid, proposal or application for a contract, (ii) has an existing claim, demand, litigation action, investigation, hearing, or other legal, administrative, arbitral or similar proceeding or dispute against HAFC, whether civil or criminal (including any appeal or review of any of the foregoing) or (iii) in HAFC's reasonable discretion, has taken action that may give rise to or threatened to assert a claim, demand, litigation action, investigation, hearing, or other legal, administrative, arbitral or similar proceeding or dispute against HAFC, whether civil or criminal (including any appeal or review of any of the foregoing) or other dispute against HAFC. The Executive Director may waive the requirements of this paragraph for good cause shown as determined by the Executive Director and if it is otherwise in HAFC's best interests.

The proposer and its agents will be held to be an independent contractor and will not be an employee of HAFC.

This procurement may be funded, in whole or in part, by grant funds provided by the U. S. Department of Housing and Urban Development. HAFC will not be bound to any contract if funding has been disallowed by HUD.

All applicable State of Georgia and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the proposer and the scope of services. Any contract between HAFC and the proposer, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the services, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

## 2. MINIMUM QUALIFICATIONS

To be considered eligible, responding firms must meet the following minimum qualifications:

1. Licensure: The firm must be comprised of Certified Public Accountants (CPAs) licensed to practice in the State of Georgia, and shall also hold any additional licenses and certifications from all other regulatory agencies necessary to complete the audit services. All required licenses certifications shall remain active and valid during the entire duration of the contract. HAFC may require any or all respondents to submit evidence of proper licensure and certification.
2. Relevant Experience: The firm must have demonstrated experience conducting audits for public housing agencies and an understanding of HUD funded programs and related federal regulations and state of Georgia funded programs and regulations.
3. Regulatory Expertise: The firm must possess comprehensive knowledge of federal and state audit regulations applicable to Public Housing Authorities (PHAs), including but not limited to those governing the Housing Choice Voucher Program.
4. Compliance and Integrity: The firm must not be currently suspended, debarred, or otherwise prohibited from contracting with any federal, state, or local government agency. The firm must also have no history of legal or ethical violations that would compromise its ability to perform the audit services with integrity.

## 3. INSTRUCTIONS TO PROPOSERS

### A. RFP GENERAL INSTRUCTIONS

1. Interested parties may obtain Independent Audit Services RFP2505-02. Request for Proposal package from [www.HAFC.org](http://www.HAFC.org)
2. Submit proposals to Housing Authority of Fulton County, Georgia in accordance with the instructions found at Exhibit C no later than 5:00 PM ET, on Thursday, June 12, 2025.

### B. PROPOSAL SUBMISSION

1. Please see Proposal Submission Instructions, Exhibit C, for instructions regarding the electronic submission of proposals.
2. Proposal Submission should include a Proposed Agreement between the Consultant and HAFC.
3. Submit information that represents proposer will meet HAFC expectations as provided by Exhibit A “Scope of Work” attached herein.

4. Submit proposals online or a hard copy to Housing Authority of Fulton County, Georgia no later than 5:00 PM ET, on Thursday, June 10, 2025. Proposals received after the due date and time will be deemed non-responsive and will not be considered.

#### 4. PROPOSAL CONTENT & EVALUATION CRITERIA

Proposals to this RFP must be organized as outlined below. Proposals not organized as outlined below, not containing the information specified, or not containing sufficient detail, will receive a lower rating when evaluated. The proposal must address the following areas at a minimum:

##### A. PROPOSAL CONTENT

1. Proposal Response Cover Sheet. This is to be the first document of the proposal. It must include the legal name of the proposer, the name of a contact person and title and contact information. It must be signed by a person authorized to submit a proposal in response to this RFP.
2. Letter of Introduction. Please provide a letter of introduction as the second document of the proposal. Briefly introduce your company, provide the location of the office that will be primarily responsible for the work, and identify the contact person in your organization for correspondence with HAFC. Also include email and telephone numbers for the contact person. Provide the name of the person legally authorized to sign an agreement for your company.
3. Company History. Provide a brief history of your company. Include the number of offices, location, total number of employees, and type of services that your company performs. Also provide the number of employees that work in the office that will service this contract, broken down into technical, clerical and other. If applicable, please provide information regarding any arbitration and/or litigation which your firm is currently involved, as well as the dates and resolution of any reorganization or bankruptcy for which you or your company have filed within the past five (5) years.
4. Unique Qualifications. Please present information concerning your company's unique qualifications for performing the services required in this RFP.
5. Experience with Comparable Projects. Please provide a summary of your company's experience in providing the services required in this RFP, in which your company was the prime consultant, within the last three (3) years. Detail the locations, types of services performed, and examples or provide links to web-based products (limit the number of examples to between three and five projects). In particular, highlight previous experience with other housing authorities.

6. References. Please provide at a minimum three (3) client references (including names, titles, telephone numbers and e-mail addresses) for similar services, as required in this RFP, that your company has provided in the last five (5) years. By providing such references you agree that neither HAFC nor the clients referenced shall have any liability regarding the provision of such references or the HAFC's use of such references in making selections under this RFP.
7. Key Personnel. Provide a list of key personnel who have specialized experience and expertise relating to the services required in this RFP. List only those that are likely to actually perform the work described in this RFP. Provide curriculum vitae for each that details their education, experience, and special expertise. Also include the company name and key team members of any subcontractors you anticipate using for this Project.
8. Proposed Approach to Project. Please explain your company's overall approach to performing the services identified in the Scope of Work attached as Exhibit A and the coordination of activities necessary to provide the products/services as required in this RFP.
9. Additional Information. Please provide any other information you believe is applicable to the evaluation of the proposal or your qualifications for providing the proposed services, including any aspects of your services that may distinguish your firm from others.
10. Affirm that your company is willing to enter into an agreement with HAFC.
11. If your company is unable to provide details on any specific item, please state the reason.

## **B. PROPOSAL EVALUATION CRITERIA AND PROCESS**

An evaluation committee (Committee) will review all written proposals. The review process may involve requesting clarification of portions of the proposal and/or a request for additional business financial records. From that review process, the Committee will rank the proposals in an order representing the Committee's evaluation of the proposer's ability to provide the services required in this RFP, using the established Evaluation Criteria listed below.

HAFC reserves the right to accept or reject any or all proposals.

1. Evaluation Criteria. The following criteria will be used to evaluate and rank all proposals. Evaluation scoring will be based on a 100-point system as described below.
  - a. Compliance with the RFP Proposal Requirements. Ten (10) points possible.
  - b. Approach to the Project. Thirty (30) points possible. The proposer's proposed approach to meeting HAFC's specific needs and requirements, as well as the ability to meet timeframes for responding to service

requests, delivering customizations, and completing projects within a reasonable period.

- c. Experience in providing the services required, particularly with public agencies. Twenty (20) points possible. The proposer’s demonstrated
  - i. experience in performing similar work and the proposer’s demonstrated and
  - ii. successful past performance of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.

NOTE: The Agency will place particular emphasis on the proposer’s above-described experience and past performance with public housing authorities and services of this type.
- d. References and the quality of service provided for similar services Ten (10) points possible. The proposer's previous customer satisfaction, including references from prior clients, experience with HAFC (if applicable), testimonials, and any case studies demonstrating successful projects.
- e. Anticipated Costs for the project. Thirty (30) points possible.

<b>Evaluation Criteria Rating</b>		<b>Rating Weight Score</b>		
1	Compliance with RFP Requirements 10%		2	
2	Approach to Project 30%		6	
3	Experience 20%		4	
4	References 10%		2	
5	Cost 30%		6	

(Rating x Weight) = Score (100 total points maximum)

Rating Points:

5.0 – Excellent

4.0 – Good

3.0 – Meets Minimum Expectations

2.0 – Unsatisfactory

1.0 – Poor

0.0 – No Information Provided

2. Presentation and Interview. (Optional and worth 50 points.) If deemed helpful, the Committee may request Proposers to give a presentation of their proposal and answer questions. The Committee is not required to hold presentations or interviews but may request presentations and/or interviews of the top ranked proposers from the initial evaluation. Proposers will be ranked on the quality of the presentation and/or interview up to a maximum of 50 additional points. Any points awarded during the presentation and interview phase will be added to the proposer's existing cumulative points as per the other evaluation criteria described above, increasing the maximum total points to 150.

### **Approximate Selection & Contracting Process**

HAFC is dedicated to swiftly selecting a vendor and finalizing a contract. The selection process will be expedited, with a decision expected within approximately three weeks of the proposal submission deadline. Once a firm is chosen, HAFC will prioritize contract execution to facilitate the prompt start of services.

## EXHIBIT A - SCOPE OF WORK

The selected independent certified public accounting firm shall provide comprehensive audit services to the Housing Authority of Fulton County, Georgia (HAFC) in accordance with applicable federal, state, and local regulations. The audits shall cover all financial operations, including the Public Housing and Housing Choice Voucher (HCV) programs, and any other HUD-funded or managed programs under HAFC's jurisdiction.

The scope of work shall include, but is not limited to, the following:

### 1. Annual Financial Audits

- Conduct annual audits of HAFC's financial statements for each fiscal year covered under the contract period.
- Prepare audited financial statements in accordance with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and Government Auditing Standards (GAGAS or "Yellow Book").
- Ensure that audits conform to the requirements set forth by the U.S. Department of Housing and Urban Development (HUD), including HUD's Uniform Financial Reporting Standards.
- Evaluation of internal controls, file sampling, and compliance with HUD regulations
- Review of HAFC's compliance with applicable federal and state laws

### 2. Programs to Be Audited

The audit shall include, but is not limited to:

- Housing Choice Voucher Program (HCV), including RAD Project-Based Vouchers (PBV), traditional PBV, Emergency Housing Vouchers (EHV), Homeownership Vouchers, and Family Unification Program (FUP) Vouchers
- Portability (Port-In) vouchers
- Public Housing Operating Fund and Capital Fund Programs (CFP)
- Family Self-Sufficiency Grant (FSS)
- Not-for-profit and for-profit affiliate corporate entities
- Any other federal, state, or locally funded programs managed by HAFC

### 3. Tax Preparation and Filing

The selected firm must prepare tax returns for HAFC's three (3) not-for-profit and one (1) for-profit affiliate corporate entities. The initial returns will be for HAFC's fiscal year ending September 30, 2025. Copies of prior year's tax returns are available upon request.

### 4. HUD REAC Submission

Prepare and submit audited financial data and required schedules for the HUD Real Estate Assessment Center (REAC) via the Financial Assessment Subsystem (FASS-PH), in accordance with HUD guidelines and submission deadlines.

## 5. Federal Compliance

- Perform the audit in accordance with 2 CFR Part 200, Subpart F – Audit Requirements (Uniform Guidance).
- Ensure compliance with the HUD Audit Guide (Handbook 7476.1, as amended), 24 CFR Part 5, Subpart H – Uniform Financial Reporting Standards, and other applicable HUD regulations.

## 6. Reporting Requirements

- Issue audit reports that include:
- Independent auditor’s report on financial statements
- Internal control and compliance reports
- Schedule of Expenditures of Federal Awards (SEFA), if applicable
- Findings and recommendations with management responses
- Present the final audit report to HAFC’s Board of Commissioners, senior management, and other designated stakeholders.
- Provide up to five (5) bound copies and one (1) electronic version of the final report for HAFC’s records.

## 7. Management Letter and Recommendations

- Provide a Management Letter summarizing observations, findings, and recommendations for improving internal controls, compliance, and overall financial operations.

## 8. Audit Timeline

- Coordinate with HAFC staff to ensure timely fieldwork, draft reporting, and submission of final audit reports in accordance with HUD and federal requirements.
- Final audit reports should be completed and submitted no later than 90 days after the end of each fiscal year (e.g., by December 31st for a fiscal year ending September 30th).
- **Due to previous delays, HAFC requires that the audits for the three fiscal years (FY 2022, FY 2023, and FY 2024) be expedited and completed as soon as practicable to meet HUD reporting obligations and restore compliance.**

## 9. Communication and Coordination

- Maintain ongoing communication with HAFC throughout the audit process, including planning meetings, entrance and exit conferences, and status updates.
- Work cooperatively with HAFC staff to ensure access to all required documents, systems, and personnel.

**EXHIBIT B - CONSULTANT’S PROPOSED AGREEMENT FOR SERVICES**

## EXHIBIT C - PROPOSAL SUBMISSION INSTRUCTIONS

### PLEASE READ CAREFULLY:

ISSUE DATE: Tuesday, May 20, 2025

PROJECT TITLE: Independent Audit Services RFP2505-02

DELIVERY DUE DATE/TIME: 5:00 PM ET, Thursday, June 12, 2025

- Proposals will be accepted until 5:00 PM Thursday, June 12, 2025. Proposals received after 5:00 PM, Thursday, June 12, 2025, even if sent for submission earlier, may not be accepted. This is a Request for Proposals solicitation.
- Proposals must include a proposed Agreement between the Consultant and HAFC.
- Proposals may be submitted electronically at the following email address(es):

[rfp@HAFC.org](mailto:rfp@HAFC.org)

- Proposals may be submitted in hard copy form by ground mail at the following address:

Housing Authority of Fulton County, Georgia

ATTN: Monica Baugh, Executive Assistant

4273 Wendell Drive SW

Atlanta, GA 30336

All questions and/or requests for additional information on this solicitation should be put into writing and directed to Monica Baugh at [rfp@HAFC.org](mailto:rfp@HAFC.org). The last date to submit questions is by 5:00 PM ET Thursday, June 5, 2025.

Any questions received before or on Thursday, June 5, 2025, will be addressed and provided to all proposers no later than 5:00 PM ET Monday, June 9, 2025.