

Crawford County Public Facilities Board

Request for Proposals

For

Independent Public Auditor

Annual Financial Audit – FYE December 31, 2025 and 2026

The Crawford County Public Facilities Board (hereinafter referred as “CCPFB”), will accept, until 12:00 noon CST, on July 18, 2025, proposals from qualified accounting firms or individuals to conduct the following audits:

- An audit of the CCPFB’s books and records.

The audits will cover fiscal years ending December 31, 2025 and 2026 with the CCPFB reserving the right to renew the contract term for a subsequent period not to exceed two (2) years, contingent upon funding availability, for all its programs. It is the CCPFB’s desire to retain and employ a duly qualified Independent Public Accountant (IPA) to audit the books and accounts of the CCPFB.

The audit shall be conducted in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. The audit and financial statements shall meet the requirements of federal single audit regulations as prescribed by OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations; OMB Circular A-128, Audit for State and Local Governments; GASB-34 Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments; and the U.S. Department of Housing and Urban Development’s Public and Indian Housing Compliance Supplement. The financial statements are to be prepared by the auditor in accordance with Generally Accepted Accounting Principles (GAAP) and HUD’s timetable for submission. This includes assistance with electronically submitting Financial Data Schedules (FDS) via the internet as required by the Real Estate Assessment Center (REAC).

The CCPFB is an equal opportunity employer and does not discriminate against any person because of age, race, color, religion, sex, national origin, or disability. Attention is called to the Equal Employment Opportunity provisions stipulated in paragraph 16 of the Proposal and Contract between the CCPFB and IPA for audit services (attached hereto). Minority- and Women-Owned Business Enterprises are encouraged to submit proposals solicited by this request.

All services rendered in conducting the audit must be in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by the United States Department of Housing and Urban Development.

**SCOPE OF SERVICES**

The CCPFB is seeking proposals from each qualified accounting firm or individual for the below scopes of service. The CCPFB reserves the right to select the proposal that best supports its need.

1. Financial statements of the CCPFB for fiscal years ending December 31, 2025 and 2026 performed in accordance with paragraph 2 of the RFP cover letter.

Financial statements should include the following:

- Management’s Discussion and Analysis
- Statement of Net Position
- Statement of Revenues, Expenses, and Changes in Net Position
- Statement of Cash Flows
- Notes to Financial Statements
- Schedule of Expenditures of Federal Awards
- Notes to Schedule of Expenditures of Federal Awards

2. Compliance audit of the CCPFB for fiscal years ending December 31, 2025 and 2026 performed in accordance with paragraph 2 of the RFP cover letter.

Report on Compliance with Applicable Laws, Regulations, and Grant Agreements for:

- Housing Choice Voucher Program

The audit should be performed in accordance with OMB Circular A-133, Government Auditing Standards, and the Public and Indian Housing Compliance Supplement.

- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards
- Report on compliance for each major federal program, report on internal control over compliance, and report on the schedule of expenditures of federal awards required by OMB A-133

3. Attestation by auditors on Financial Data Systems (FDS) data as to its “fair presentation in relation to audited basic financial statements” in accordance with Government Auditing Standards.

- Financial Data Schedule – Net position accounts
- Financial Data Schedule – Revenues, expenses, and changes in net position accounts

4. If the need for other audit services arises concerning the fiscal year under audit, the CCPFB expects to be able to negotiate with the selected auditor to obtain the additional services needed.

5. Audit reports

- a. One electronic copy and **six (6)** bound copies of each audit opinion, financial statements, and compliance report shall be submitted to the CEO within **120 days** of the close of the CCPFB's fiscal year. It is anticipated that financial records will be closed and ready for audit by January 31 of each year. The Single Audit Act stipulates a submission requirement of no later than six (6) months after the end of the audit period, and REAC stipulates a submission due date of nine (9) months after the fiscal year end. However, the CCPFB requires that the audit report be submitted within **120 days** after the closing of the CCPFB's fiscal year end.
- b. Preparation of the Data Collection Form for submission to the Federal Audit Clearinghouse.
- c. Any other reports as requested by the CCPFB and as required by HUD's Uniform Financial Reporting Standards (UFRS) for Public Housing Authorities.
- d. The auditor will be expected to provide a letter to the CEO on the non-reportable conditions and immaterial instances of noncompliance. This letter will also include general recommendations on observations made during the audit that could be helpful to the management of the CCPFB.
- e. The auditor will be expected to hold an exit conference with the CEO and Finance team to present the initial audit outcomes.
- f. The auditor will be expected to attend a Commission meeting every other year in person to present the audit report and review the management letter with the Board of Commissioners.
- g. The auditor will be expected to attend a Commission meeting every other year via teleconference to present the audit report and review the management letter with the Board of Commissioners.

## EVALUATION OF AUDIT PROPOSALS

1. Evaluation Committee – Proposals received will be evaluated by an Evaluation Committee, which includes the CEO.
2. Review of Proposals – The Evaluation Committee will use a three-step method.

**Step 1.** Proposals must meet certain mandatory criteria in order to qualify for further evaluation. Any “no” answer to the first two questions will disqualify the proposal. A “yes” answer to the third or fourth question will require a written explanation and may disqualify the proposal.

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1. | Is the firm properly licensed?                                  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. | Is the firm independent?  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 3. | Has disciplinary action been taken or pending against the firm? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 4. | Has the firm performed an audit for other housing authorities?  | <input type="checkbox"/> yes | <input type="checkbox"/> no |

**Step 2.** Proposals will be scored using the following technical criteria. Points for each question will range from 0-20. The maximum technical score is 115 points. Proposals should address each question.

- ☐ Does the firm have a quality control program to help ensure adherence to high professional standards? (0-10)
- ☐ Does the firm subject itself to “peer reviews” to provide an independent review of its quality control policies and procedures? (0-5)
- ☐ Did the “peer review” cover the governmental auditing section, and was the “peer review” opinion attached? (0-5)
- ☐ Does the proposal fully respond to the needs of the CCPFB in regard to this audit? (0-5)
- ☐ Will the firm be able to meet the CCPFB’s 120-day deadline? (0-5)
- ☐ Is the quality of the firm’s professional personnel to be assigned to the engagement and quality of the firm’s management support personnel available for technical consultation adequate? (0-15)
- ☐ Has the firm audited other housing authorities? If so, please list the housing authorities and indicate if we may contact them. What was the PIH/REAC rejection rate of these audits? (0-15)
- ☐ Will the field personnel to be assigned to the engagement have previous housing CCPFB or local government experience? How experienced and credentialed are the staff that will be involved in the audit? Are the “in-charge” staff CPA’s? (0-20)
- ☐ Does the proposal adequately describe in a clear, concise, and understandable manner the work to be performed, including sampling techniques and analytical procedures to be used? (0-15)
- ☐ Does the proposal demonstrate the firm’s familiarity with generally accepted accounting principles (GAAP) as they apply to housing authorities? (0-10)

- ☐ Have the firm's prior experiences with the CCPFB or another housing authority, if any, been acceptable? (0-10)

**Step 3.** The maximum number of points relating to cost is 25. The score based on the cost of the proposal will be calculated by using the following formula:

$$\frac{\text{Lowest cost of all bids}}{\text{divided by}} \frac{\text{Cost proposed by this firm}}{\text{x 25 points}}$$

The technical and cost scores will be combined for a maximum score of 140 points.

## **PROPOSAL FORMAT AND REQUIREMENTS**

To secure information in a form which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

- Title page should include the proposal subject, the firm's name, address, phone and fax numbers, email address and contact person, date of the proposal, federal I.D., number of the firm, and firm's license number with the State Board of Accountancy.
- A Table of Contents with page numbers.
- A transmittal letter briefly stating the understanding of the work to be done, the commitment to perform the work within the time frame, a statement why the firm believes itself to be the best qualified to perform the engagement, and that the proposal is an irrevocable offer for a stated period of time (minimum 90 days).
- Information about the firm. Is the firm local, national, or regional? Identify the personnel from the office who will serve the CCPFB. Does the firm meet all CPA licensing and continued education requirements? Is the firm independent with respect to the CCPFB? Provide the results of the firm's last peer review. A copy of the opinion and State Society's acceptance of the review should be included for the engagement partner, manager, and senior staff.
- Provide prior experience in auditing housing authorities, non-profit organizations, and local governments from the local office audit team. Provide references of at least three housing authorities, local governments, or non-profit clients (with telephone numbers and contact persons). The clients listed should be those served by members of the proposed audit team and/or local office who will be serving the CCPFB.
- Provide information as to the approach, timing, and work program of the engagement team.
- Briefly discuss your audit approach as to consideration of laws and regulations.

- A proposed work plan and time schedule addressing the scope of work.
- A section detailing the cost for the work, including cost estimates for out-of-pocket expenses and a proposed payment schedule based on the work plan. Tax return preparation should be quoted separately from audit costs.
- A section identifying the staff that would be assigned to the project, including their background and experience.
- Please indicate the total estimated hours required by classification by the partner, manager, and senior staff.
- Provide maximum fees (including all out-of-pocket expenses) for each of the first three years, broken down in adequate detail to evaluate fee response.
- Outline the level of support your firm will require of the CCPFB staff.

## **WITHDRAWAL OF RFP**

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the contact person. Re-submittals before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

## **RFP COSTS**

All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the CCPFB. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

## **COMPLIANCE WITH LAWS**

The selected firm agrees to be bound by applicable federal, state, and local laws, regulations, and directives as they pertain to the performance of the audit contract.

## **AWARD BASIS**

At the option of the CCPFB, finalists may be selected for a final round of negotiations. However, vendors are encouraged to present their best offers with their initial submission.

The CCPFB reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which the CCPFB, acting in the sole and exclusive exercise of its discretion, deems to be in the CCPFB's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

## **CONTRACTUAL DEVELOPMENT**

If a proposal is accepted, the CCPFB intends to enter into a contractual agreement with the selected bidder. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP or developed subsequently during the selection process.

## **OTHER TERMS AND CONDITIONS**

### **1. Work Product**

- a. All workpapers prepared in connection with the contracted services will remain the property of the successful bidder. The workpapers must be retained for a period of five years and be made available to the CCPFB upon request.
- b. Copy of audit workbook to be provided to the CCPFB before financial statement preparation (if prepared by firm or individual) to review account coding categories in relation to FDS.
- c. All reports rendered to the CCPFB are its exclusive property and subject to its use and control.

### **2. Independent Contractor**

The successful bidder and its agents, officers, and employees shall act at all times in an independent capacity during the term of the agreement and in the performance of the services to be rendered, and shall not act as, and shall not be, and shall not in any manner be considered to be, agents, officers, or employees of the CCPFB.

### **3. Assignment**

Neither the agreement, nor any part thereof, shall be assigned by the successful bidder without the prior written consent of the CCPFB.

## **CONTRACT TERMS**

The proposal should include one contract:

- Crawford County Public Facilities Board programs and component units

The initial contract term will be for the fiscal years ending December 31, 2025 and 2026, with the option of one two-year extension.

The CCPFB may terminate the audit contract upon written notice to the contractor not less than sixty (60) days before the close of the fiscal year to be audited.

The CCPFB reserves the right to cancel the agreement if it is determined that the selected firm is not performing satisfactorily or is adversely affecting performance of CCPFB activities. The CCPFB will provide thirty (30) days written notice of termination.

The CCPFB reserves the right to request changes in the selected firm's representation if, at our discretion, assigned personnel are not satisfying the needs of the CCPFB.

## **PAYMENT TERMS**

The CCPFB will pay the compensation for services, as included in the accepted proposal, in a lump sum amount as indicated below:

- Eighty percent (80%) upon submission of the draft audit report to the CEO.
- Twenty percent (20%) upon finalized audit report.

## **INFRINGEMENT AND INDEMNIFICATION**

The firm awarded this contract agrees to protect, defend, and hold harmless the CCPFB against any demand for payment for use of any patented materials, process, article, or device that it may enter into the rendering of the necessary services. Furthermore, the selected firm agrees to indemnify and hold harmless the CCPFB, its Board of Commissioners, and employees from suits or actions of every nature and description arising out of, or in connection with, the performance of this contract or on account of any injuries or damages received or sustained by a party or parties by or from any act of the selected firm, or its agents.

## **LIMITATIONS**

The CCPFB reserves the right to reject any and all proposals and to waive any informality in the solicitation process.

## **BIDDER'S QUESTIONS**

Any technical questions concerning the request for proposal should be submitted via email:

Sarah Edwards, Chief Operating Officer  
Email: [sedwards@fortsmithhousing.org](mailto:sedwards@fortsmithhousing.org)

Such questions must be received by July 18, 2025. If necessary, written responses to these questions will be provided to all firms holding RFP's no later than July 25, 2025.



## CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the CCPFB finds it necessary to change any of these dates, it will be done by addendum.

|                 |                              |
|-----------------|------------------------------|
| June 18, 2025   | Issue date                   |
| August 1, 2025  | Proposal submission deadline |
| August 15, 2025 | Notification of award        |

The services that are requested will encompass the CCPFB's programs including, but not limited to:

| <b><u>Program</u></b>   | <b><u>Approximate Units</u></b> |
|-------------------------|---------------------------------|
| Housing Choice Vouchers | 432 units                       |