



HOUSING AUTHORITY
of the County of Riverside

REQUEST FOR PROPOSAL #Aud2010
for
ANNUAL FINANCIAL REPORT
and AUDIT SERVICES

Issue Date: Thursday, **January 21, 2010**

Bidders Meeting: Thursday, **January 28, 2010 at 2:00pm**

Question submission Deadline: Wednesday, **February 3, 2:00pm**

Proposal Due Date: Tuesday, **February 9, 2010 at 5:00pm**

Housing Authority of the County of Riverside
5555 Arlington Avenue
Riverside, CA 92504
951.343.5403

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Section 1.0 PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit accounting firms to perform an annual agency wide audit for the Housing Authority of the County of Riverside (“Housing Authority”), to include audit entrance, exit and status meetings.

Section 2.0 INSTRUCTIONS TO BIDDERS

1. Bid Address: Return bid to the address as specified: The Housing Authority of the County of Riverside, Attention: Anita Rhodes, 5555 Arlington Avenue, Riverside, CA 92504.
2. Prices/Notations: All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initialed by person signing document.
3. Period of firm pricing: Unless stated otherwise elsewhere in this document, prices shall be firm for 120 days after closing date.
4. Method of Award: The Housing Authority reserves the right to reject any or all offers, to waive any discrepancy or technicality, and to make award in any manner determined by the Housing Authority to be most advantageous to the Housing Authority. The Housing Authority recognizes that prices are only one of several criteria to be used in judging an offer and the Housing Authority is not legally bound to accept the lowest offer.
5. Return of Bid/Closing Date/Return to: The bid response shall be delivered to the address above by 5:00 pm on **February 9, 2010**. Bid responses not received by the Housing Authority by the closing date and time indicated above will not be accepted. The closing date and time and the RFP number referenced above shall appear on the outside of the sealed envelope. **A duly executed and signed copy of Exhibit A of this bid document must accompany your response.** The Housing Authority will not be responsible for and will not accept late bids due to delayed mail delivery or courier services.

Section 3.0 SCOPE SERVICES

Contractor shall perform an annual agency wide audit of the Housing Authority as specified below:

1. Services Required:
 - a. An audit of the Housing Authority’s Annual Financial Report for the fiscal year ending June 30, 2010 in accordance with “generally accepted government auditing standards (GAGAS)”, as defined in Section 51.100(e) of Part 51 of Title 31 of the Code of Federal Regulations and title 31 U.S.C.A. of Section 7501(7), for the purpose of determining whether or not such financial statements fairly present the financial position and results of operations of the Housing Authority in accordance with generally accepted government accounting principles.
 - b. An audit of the Housing Authority’s financial statements and pertinent documents to determine whether or not there has been compliance with the provision of the Single Audit Act of 1984, the Single Audit Act Amendments of 1996 and Public Law 98-502 (title 31 U.S.C.A. Sections 7501 through 7505 inclusive), referred to herein as

the “Act”, and implementing Office of Management and Budget (OMB) Circular A-133.

- c. An audit of the Housing’s internal accounting and administrative controls as required by the Act and OMB Circular (Single Audit).
 - d. The Contractor is to submit draft reports to the Housing Authority for timely review prior to final issuance.
 - e. The contractor will provide technical Assistance and coordinate with the County of Riverside Auditor-Controller Office, as necessary, related to the scope of services rendered herein.
 - f. As the Contractor schedules staff to perform annual services, the Contractor is to give the Housing Authority consideration to assign the same on-site supervisor(s) for audit engagements to provide continuity for service performance.
2. Reports:
- a. On or before September 29, 2010 the contractor will provide a management letter (final copy) advising the Housing Authority of opportunities observed for economy of operations and improvement in internal controls.
 - b. On or before August 30, 2010 the Contractor will provided copies of all final audit reports as follows:
 - i. Housing Authority Financial Statements, Proprietary (Enterprise) Fund Type, and Auditors’ Report in accordance with Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C 2501-3520).
 - ii. Housing Authority Supplementary Information and Auditors’ Report in accordance with Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C 2501-3520).
 - iii. Housing Authority Supplementary Information and Auditors’ Report (with Financial Data Schedules per HUD’s specifications) in accordance with Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C 2501-3520).
 - iv. Single Audit Report in accordance with Office of Management and Budget (OMB) Circular A-133.
 - v. Desert Rose Apartments Financial Statement, Proprietary (Enterprise) Fund Type and Auditors’ Report: Nine (9) bound copies, one (1) unbound and unstapled copy, and one electronic version in accordance with Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C 2501-3520).
3. Retention Period for External Auditors:
- a) To help ensure the lowest cost for the Housing Authority’s audit requirements and, at the same time, achieve maximum audit firm objectivity, the Housing Authority may consider the retention of the same audit firm for a period not to exceed five (5) consecutive years.

Section 4.0 WORK PRODUCT

All work papers prepared in connection with the contractual services will remain the property of the successful bidder.

All reports rendered to the Housing Authority are the exclusive property of the Housing Authority and subject to its use and control.

Section 5.0 TIMELINE

1. Release of Request for Proposal: **Thursday, January 21, 2010**
2. Non-Mandatory Bidders Meeting: **Thursday, January 28, 2010** at 2:00 pm, to be held at the Housing Authority, 5555 Arlington Ave, Riverside, CA 92504
3. Deadline for Submission of Questions: **Wednesday, February 3, 2010** at 5:00 pm; questions must be in form of fax to Anita Rhodes, fax number 951.688.6873
4. Deadline for Proposals: **Tuesday, February 9, 2010** 5:00 pm
5. Tentative Date for Awarding Contract: **Wednesday, February 24, 2010**

Section 6.0 PERIOD OF PERFORMANCE

The period of performance shall be for **five (5) years, renewable in one-year increments**, with the completion date of **June 30, 2015**, with no obligations by the Housing Authority to purchase any specified amount of services.

Section 7.0 PROPOSAL SUBMITTAL

All proposals shall be signed by an authorized agent and placed in a sealed envelope clearly marked "Contractor Proposal." The submitted proposal shall be prepared as a single bound document. **One (1) original and five (5) copies shall be submitted. Faxed submittals will not be accepted.**

ALL PROPOSALS MUST BE SENT TO: Housing Authority of the County of Riverside
Attention: Anita Rhodes
5555 Arlington Avenue
Riverside, CA 92504-2506

Section 8.0 GENERAL REQUIREMENTS

All proposals must be submitted in accordance with the standards and specifications contained within this Request for Proposal (RFP) and must contain a cover page with a certification of intent to meet the requirements specified.

The cover page of a responsive bid must be signed appropriately and completed with the date, company name, and name and title of a company officer/owner authorized to sign on behalf of the company.

The Housing Authority reserves the right to waive, at its discretion, any irregularity, which the Housing Authority deems reasonably correctable or otherwise not warranting rejection of the proposal.

The Housing Authority shall not pay any cost incurred or as associated in the preparation of this or any proposal for participation in the procurement process.

Proposals must be typed uniformly on letter size (8 ½ "X 11") sheets of white paper, single sided, each section clearly titled, with tabs A-J, and each page clearly and consecutively numbered. Proposals must be clean and suitable for copying. Proposals must be specific unto themselves. For example, "See enclosed Manual" will not be considered an acceptable proposal.

Late proposals will not be accepted. Postmarks **will not** be accepted in lieu of this requirement. Proposals submitted to any other County office or Housing Authority office will be rejected. Faxed or e-mailed proposals **will not** be accepted.

Section 9.0 REQUIRED FORMATS OF PROPOSALS

Proposals must contain the following sections:

- A. Table of Contents
- B. Proposals Cover Page
- C. Company Profile
- D. Description of Services
- E. Cost/Fee Proposal
- F. Credentials/Resumes
- G. References
- H. Evidence of Insurability/Insurance/Licenses
- I. Clarification, Exception or Deviations
- J. Financial Statement

A. Table of Contents

Section A will be a comprehensive table of contents of material identified by sequential page numbers and by section reference numbers.

B. Proposal Cover Page

Section B must have a letter of introduction accompanied by the "Proposal Cover Page" that must be signed by an authorized representative.

C. Company Profile

Section C is designed to establish the bidder as an entity with the ability and experience to provide the audit services as specified in the RFP. The following information must be provided:

- a. Company Hierarchy

President, Vice President, Company Officers, etc

- b. Company overview of service or activities performed
 - History of firm – Included a brief history of the firm
 - Founding date (month and year)
 - Firm size – staff and client base
- c. Location of the office from which the work under this contract will be provided and the staff allocation at the office.

D. Description of Services

Section D must include a detailed description of the services to be rendered, including but not limited to the following:

1. A written general understanding to the requirements in the scope of services as detailed in this RFP, including:
 - a. Provide a work plan or description of how the work will be performed.
 - b. Describe how the interaction between your firm and the Housing Authority will take place to ensure that the work is performed and reported in an accurate and timely manner.
2. The name of the project manager and a list of personnel to be assigned to the project and their roles and qualifications.
3. Indicate whether or not your firm will be subcontracting portions of the work. If so, indicate the name of the subcontractor and the portion of the work which will be subcontracted.
4. Describe your firm’s approach to resolving problems that may be encountered in the field.
5. Time of work – Detail time frame and in what phases.

E. Cost/Fee Proposal

Section E must provide costs for services as required in Scope of Services. Proposals must detail all costs and any one-time or on-going costs plus a detailed costs structure to the Housing Authority. CONTRACTOR must complete Exhibit B – Cost/Fee Proposal Sheet.

F. Credentials/Resumes

In Section F, Credentials/Resumes of the person(s) responsible for administering or providing the services must be attached to the proposal. Identify the project manager and include his/her position, responsibilities, qualification/experience, and a copy of his/her certification if applicable. Also include project manager’s e-mail address, telephone, fax, and cell phone numbers.

Bidder shall specifically provide the following information on all employees to be providing service:

- Name, address and phone number
- Description of education

General experience
Experience or education related to the RFP project
Letters of reference if available
Any other information which will assist in evaluating qualifications

G. References

In Section G, Bidder shall submit present and past performance information with a minimum of three (3) references (must be within the last one (1) year). Each reference shall include a current point of contact and a phone number.

Each reference letter must have following information:

Date of original contract
End date of contract (if applicable)
Service rendered

References shall be formulated so that they clearly correlate performance with the requirements of this RFP.

H. Evidence of Insurability /Insurance/Applicable Licenses

In Section H, Bidder shall submit evidence of all required insurance. The bidder shall certify to the possession of any and all current required licenses. Do not purchase additional insurance until this bid has been awarded.

I. Clarification, Exceptions, or Deviations

In Section I, Bidder shall describe any exception or deviation from the requirements of this RFP. Each clarification, exception, or deviation must be clearly identified. If your firm has no clarification, exception or deviation, a statement to that effect shall be included in the proposal.

J. Financial Statement

In Section J, Bidder must submit a financial statement of its business that is dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. This statement should clearly identify the financial status and condition of the bidder's entire business entity.

OTHER TERMS AND CONDITIONS

Section 10.0 INSURANCE

Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the Housing Authority harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement.

A. Workers' Compensation

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by

the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than **\$1,000,000** per person per accident. The policy shall be endorsed to waive subrogation in favor of the Housing Authority of the County of Riverside, and, If applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury covering claims which may arise from or out of CONTRACTOR'S performance or its obligations hereunder. Policy shall name the Housing Authority of the County of Riverside, its directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's. Policy's limit of liability shall not be less than **\$1,000,000** per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If CONTRACTOR'S vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than **\$1,000,000** per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) time the occurrence limit. Policy shall name the Housing Authority of the County of Riverside, its directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's.

D. Professional Liability Insurance:

CONTRACTOR shall maintain Professional Liability Insurance providing coverage for the CONTRACTOR'S performance of work included within this Agreement, with a limit of liability of not less than **\$1,000,000** per occurrence and **\$2,000,000** annual aggregate. If CONTRACTOR'S Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the Agreement and CONTRACTOR shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONTRACTOR has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue for a period of five (5) years beyond the termination of this Agreement.

E. General Insurance Provisions – All Lines:

- 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an AM BEST rating of not less than A, unless such

requirement for a particular insurer, such waiver is only valid for that specific insurer and only for one policy term.

- 2) The CONTRACTOR'S insurance carrier(s) must declare its insurance deductibles or self-insured retentions. If such deductibles or self-insured retentions exceed **\$500,000** per occurrence, such deductibles and/or retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of deductibles or self-insured retentions unacceptable to the HOUSING AUTHORITY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either: 1) reduce or eliminate such deductibles or self-insured retentions as respects this Agreement with the HOUSING AUTHORITY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- 3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the Housing Authority with either 1) a properly executed original Certificate(s) or Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so orally or in writing by the County Risk Manager, provide copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the Housing Authority prior to any material modification, cancellation, expiration, or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the Housing Authority receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. ***CONTRACTOR shall not commence operations until the Housing Authority has been furnished original Certificate(s) of Insurance and verified original copies of endorsements or policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to shall sign the original endorsements for each policy and the Certificate of Insurance.***
- 4) It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary insurance, and the Housing Authority's Insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- 5) The HOUSING AUTHORITY'S Reserved Rights – Insurance. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work (such as the use of aircraft or watercraft) the Housing Authority reserves

the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the coverages currently required herein, if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

- 6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- 7) If CONTRACTOR fails to provide insurance certificates within seven (7) days after notification of award by the Housing Authority, award may be made to the next qualified bidder. Included bid number or contract number on insurance certificate and forward information to:

Housing Authority of the County of Riverside
Attention: Anita Rhodes
5555 Arlington Avenue
Riverside, CA 92504

Section 11.0 HOLD HARMLESS/INDEMNIFICATION

CONTRACTOR shall indemnify and hold harmless the Housing Authority of the County of Riverside, its respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever and resulting from any reason whatsoever arising from the performance of CONTRACTOR, its officers, employees, subcontractors, agents or representatives from this Agreement; CONTRACTOR shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards the Housing Authority of the County of Riverside, its respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any claim or action based upon such alleged acts or omissions.

1. With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of the HOUSING AUTHORITY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR'S indemnification to HOUSING AUTHORITY as set forth herein. CONTRACTOR'S obligation to defend, indemnify and hold harmless HOUSING AUTHORITY shall be subject to HOUSING AUTHORITY having given CONTRACTOR written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at CONTRACTOR'S expense, for the defense or settlement thereof. CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to

HOUSING AUTHORITY the appropriate form of dismissal relieving HOUSING AUTHORITY from any liability for the action or claim involved

2. The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless HOUSING AUTHORITY herein from third party claims.
3. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the HOUSING AUTHORITY to the fullest extent allowed by law.
4. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the HOUSING AUTHORITY to the fullest extent allowed by law.

Section 12.0 COMPENSATION

The HOUSING AUTHORITY shall pay the CONTRACTOR for services performed and expenses incurred and compensation shall be paid in accordance with an invoice submitted to HOUSING AUTHORITY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, HOUSING AUTHORITY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. It is mutually agreed and understood that the obligation of the HOUSING AUTHORITY is limited by and contingent upon the availability of HOUSING AUTHORITY funds for the reimbursement of CONTRACTOR'S fees. In the event that such funds are not forthcoming for any reason, HOUSING AUTHORITY shall immediately notify CONTRACTOR in writing. This Agreement shall be deemed terminated and have no further force and effect immediately on receipt of HOUSING AUTHORITY'S notification by CONTRACTOR.

Section 13.0 PRICE INCREASE/DECREASE

No price increases will be permitted during the first period of the price agreement. All price decreases will automatically be extended to HOUSING AUTHORITY. The HOUSING AUTHORITY requires bona fide proof of cost increases on contracts prior to any price adjustment. A minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. The HOUSING AUTHORITY may enforce, adjust, negotiate, or cancel escalating price contracts or take any other action it deems appropriate. The net dollar amount of profit will remain firm during the period of the contract. Adjustments increasing the contractor's profit will not allowed.

Section 14.0 INVOICING

Prepare invoices in duplicate. For this contract, send the original and duplicate copies of invoices to:

Housing Authority of the County of Riverside

Attention: Anita Rhodes
5555 Arlington Avenue
Riverside, CA 92504

Each invoice shall contain a minimum of the following information: invoice number and date, remittance address, contract number (to be provided upon award), item descriptions and an invoice total.

Invoices shall be rendered “monthly” in arrears.

In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code, Section 926.10.

Section 15.0 INDEPENDENT CONTRACTOR STATUS

CONTRACTOR and its employees and agents shall act at all times in an independent capacity with regard to performance of services or work rendered pursuant to this contract; and CONTRACTOR and its employees and agents shall not act as, shall not be, and shall not in any manner be considered to be agents, officers, or employees of the HOUSING AUTHORITY. There shall be no employer-employee relationship between HOUSING AUTHORITY and CONTRACTOR; and CONTRACTOR and its employees and agents shall not be entitled to any benefits payable to HOUSING AUTHORITY/COUNTY OF RIVERSIDE employees. CONTRACTOR is responsible for payment and deduction of all employment-related taxes on CONTRACTOR’S behalf and for CONTRACTOR’S employees, including but not limited to all federal and state income taxes and withholdings. HOUSING AUTHORITY shall not be required to make any deductions from compensation payable to CONTRACTOR for these purposes. CONTRACTOR shall indemnify HOUSING AUTHORITY against any and all claims that may be made against HOUSING AUTHORITY based upon any contention by a third party that an employer-employee relationship exists by reason of this contract; and CONTRACTOR shall indemnify HOUSING AUTHORITY for any and all federal or state withholding or retirement payments which HOUSING AUTHORITY may be required to make pursuant to federal or state law.

Section 16.0 CONFLICT OF INTEREST

CONTRACTOR will exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interest of the HOUSING AUTHORITY.

This obligation will apply to CONTRACTOR’S employees, agents, relatives, sub-tier contractors, and third parties associated with accomplishing the work herein.

CONTRACTOR’S effort will include, but are not limited to, establishing precautions to prevent its employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interest of the HOUSING AUTHORITY.

Section 17.0 EVALUATION CRITERIA

Proposals will be evaluated based on relevant factors, including but not limited to the following:

1. Overall responsiveness and general understanding of the RFP requirements.
2. The quality of the work plan or description of how the work will be performed.
3. CONTRACTOR'S experience in performing the work.
4. Overall benefits to the HOUSING AUTHORITY.
5. References with demonstrated success with similar work to the Scope of Service.

The Housing Authority reserves the right to withdraw the Request for Proposal (RFP), to reject a specific proposal for noncompliance within the RFP provisions, or not award a contact at any time because of unforeseen circumstances or if it is determined to be in the best interest of the Housing Authority.

Section 18.0 EVALUATION PROCESS

All proposals will be given thorough review. All contacts during the review selection phase will be only through the Contracting Coordinator of the Housing Authority. Attempts by the bidder to contact any other Housing Authority representative may result in disqualification of the CONTRACTOR. **All evaluation material will be considered confidential and not released by the Housing Authority. The Housing Authority reserves the right to make the award that is most advantageous to the Housing Authority.**

Section 19.0 INTERPRETATION OF RFP

The bidder must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFP. If any bidder planning to submit a proposal finds discrepancies in or omissions from the RFP, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the Housing Authority. Any changes to the RFP will be made only by written addendum. The Housing Authority is not responsible for any other explanations or interpretations.

Section 20.0 CONTRACTUAL DEVELOPMENT

If a proposal is accepted, the Housing Authority intends to enter into a contractual agreement with the selected bidder.

Section 21.0 Employment Development Department (EDD) REPORTING REQUIREMENTS

In order to comply with child support enforcement requirements of the State of California, the Housing Authority may be required to submit a Report of Independent CONTRACTOR(s) for **DE 542** to the EDD. The selected CONTRACTOR agrees to furnish the required data and certifications to the Housing Authority within 10 days of notification of award of contract when required by EDD.

It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders and for no other purposes and will be held confidential by those agencies. Failure of the CONTRACTOR to timely submit the data and/or certifications required may result in the contract being awarded to another CONTRACTOR. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignments shall constitute a material breach of contract. Failure to comply within 60 calendar days of notice from the Housing Authority shall constitute grounds for termination of the contract. If you have any questions concerning this reporting requirement, please call (916) 657-0529. You may also contact your local Employment Tax Customer Service Office listed in your telephone directory in the State Government section under "Employment Development Department," or you may access their Internet site at www.edd.ca.gov.

Section 22.0 CANCELLATION OF PROCUREMENT PROCESS

The Housing Authority may cancel the procurement process at any time. All proposals become the property of the Housing Authority. All information submitted in the proposal become "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified in the submission of the proposal. The bidder agrees that any and all documents provided may be released to the public after contract award.

REQUEST FOR PROPOSAL #Aud2010

Annual Financial Report Audit Services

Proposal Cover Page

BIDDER TO COMPLETE ALL APPLICABLE AREAS

NO FAXED PROPOSALS WILL BE ACCEPTED

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.

Company Name:

Street Address:

City:

State:

Zip:

Mailing Address:

City:

State:

Zip:

Remit to Address:

City:

State:

Zip:

Contact Phone Number: ()

Contact FAX Number: ()

Contact Name:

Title:

Email Address:

Signature:

Date:

REQUEST FOR PROPOSAL #Aud2010

Annual Financial Report Audit Services

Cost/Fee Proposal Sheet

NO FAXED PROPOSALS WILL BE ACCEPTED

	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013	FY 2013-2014
Audit Staff: (list name, level)					
Audit Hours:					
Total Audit Fees:	\$	\$	\$	\$	\$

CERTIFICATION

I, _____, a duly authorized officer/agent of _____,
Printed Name of Officer/Agent Company Name

Hereby certify that _____,
Company Name

By submission of this proposal in response to the Annual Financial Report Audit Services RFP agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _____ Date _____

Title of Officer/Agent _____