

Solicitation No HATC-2025-03
Request for Proposals-Financial Audit Services

Introduction

The Housing Authority of Travis County Housing Authority (HATC) is inviting proposals from independent public accounting firms to perform an audit of various programs for fiscal years ending December 31, 2025, December 31, 2026 and December 31, 2027, with a renewal option for two additional years.

The audit shall be conducted in accordance with Generally Accepted Auditing Standards (GAAS), as well as Generally Accepted Government Auditing Standards (Yellow Book) issued by the United States Government Accountability Office. The audit and financial statements shall meet the requirements of federal single audit regulations as prescribed by the Single Audit Act and Single Audit Act Amendments, OMB Circular A-133, Audit for State and Local Governments, GASB-34 Basic Financial Statement's and Management's Discussion and Analysis for State and Local Governments and Subpart F—Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. §§ 200.500-.521, as well as, their applicable supplements and amendments. 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).

Interested firms must electronically submit (email) their Proposal, which addresses the Proposal Requirements described in the Scope of Work section.

The electronic copy of the submission, must contain in the subject line the title “Financial Audit Services – Request for Proposals Solicitation No. 2025-03 & Name of Offeror:_____.”

The proposal must be submitted no later than **4:00 PM on Friday, September 19, 2025**, to the following email address of:

Subra.Narayanaier@traviscountytx.gov
Housing Authority of Travis County
502 East Highland Mall Blvd, Suite 106B
Austin, TX 78752

Any technical questions concerning the request for proposal should be submitted in writing (by email) to:

Subra.Narayanaier@traviscountytx.gov

Such questions must be received by the date and time stipulated in the calendar of events. If necessary, written responses to these questions may be posted on the HATC website www.hatctx.com no later than **Tuesday, September 16, 2025– 4 pm CST**.

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General Information

The Housing Authority of Travis County (HATC) is a special purpose governmental entity operating in Travis County, Texas (“County”). HATC administers the federal Department of Housing and Urban Development (“HUD”) Section 8 housing assistance grants. HATC was authorized to operate by the County through the adoption of an order and resolution of the County Commissioners Court. HATC’s Chief Executive Officer is the principal administrator.

HATC is not considered a component unit of any other entity. The County’s Commissioners Court appoints all of HATC’s commissioners and may remove commissioners under Texas Local Government Code Chapter 392. However, HATC has complete legislative and administrative authority.

HATC is responsible for the development of low-income rental developments, management of publicly owned or assisted housing developments, operations of rent-subsidy programs & rehabilitation of existing housing stock. HATC serves the unincorporated areas of Travis County.

Regulations pertaining to federally assisted programs are promulgated by the U.S. Department of Housing and Urban Development (HUD).

HATC administers approximately 691 Housing Choice Vouchers. Additionally, it operates a 30-unit housing development that is subsidized by the S8 Project Based Rental Assistance (PBRA) via the RAD program. HATC also has 69 affordable housing units, and a non-profit foundation. HATC was awarded the Moving To Work (MTW) designation in 2021.

It is not the intent of HATC to allow for joint proposals or subcontracting.

Proposal Content - A completed quote must contain the following:

In order to secure information in a form that 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 about 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. Identify the personnel from the office who will serve HATC. Does the firm meet all CPA licensing and continuing education requirements? Is the firm independent with respect to HATC? 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.
- Provide prior experience in auditing housing authorities, non-profit organizations, and local governments from the audit team. Provide references of at least four housing authorities, local government, or non-profit clients (with phone numbers and contact persons). The clients listed should be those served by members of the proposed audit team that will be serving HATC.

- 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 breakdown of time by staff level and computation of the audit fee including expenses used in your proposal. The computation should show the amount of time required and rate used by each level of staff you expect to use on the audit. The computation should be in the following format:

LEVEL OF SERVICE	RATE PER HOUR	ESTIMATED HOURS	AMOUNT
Partner			
Manager			
Senior Staff			
Intermediate Staff			
Staff Assistant			
Support Staff			
Expenses			
TOTALS			

- A section identifying the staff that would be assigned to the project, including their background and experience.
- Provide maximum fees (including all out-of-pocket expense) for each of the **four** years, broken down in adequate detail so as to evaluate fee response.
- Outline the level of support your firm will require of HATC's staff.
- Discuss any prior or pending disciplinary actions against the firm or audit team members. If there have been actions, disclose the results of those actions.
- All Offerors must provide the following information/statements with their proposal:
 1. Certification of Payments to Influence Federal Transactions.
 2. Statement that neither the firm nor the members of the firm are debarred, suspended or otherwise prohibited from professional practice by any federal, state, or local oversight, regulatory or law enforcement authority.
 3. Affidavit of Non-Collusive
 4. Instructions to Offerors for Non-Construction (Form HUD-5369-B)
 5. Certifications and Representations of Offerors for Non-Construction Contracts (Form HUD 5369C)
 6. General Conditions for Non-Construction Contracts (Form HUD 5370-C)
 7. Statement of intention to comply with Section 3 requirements.
 8. Statement that the firm is financially sound and has financial resources sufficient to successfully execute this prospective project in the time frame outlined.
 9. A copy of the declaration page from current policies for Worker's Compensation, General Commercial Liability and Professional Liability, Malpractice and Errors and Omissions insurance coverage

Proposal Period

- Proposed prices are to be firm for ninety (90) days.

Proposal Award

- It is the intent of HATC to accept the lowest responsible proposal, provided it has been submitted in accordance with the requirements of this solicitation. If an Offeror's quote is selected, it will be the most advantageous regarding price, quality of service, the Offeror's qualifications and capabilities to provide the specified service and other factors which HATC may consider. HATC reserves the right to accept or reject any or all proposals.
- All Offerors will be notified in writing via e-mail, fax, or mail of the decision rendered.
- A Standard Agreement will be transmitted electronically, faxed, or mailed and shall be the only authorization used.

Payments

- Payment will be made to the Offeror within thirty (30) days upon receiving an approvable monthly invoice. The invoice shall state the period and services performed and the amount. Special services, if requested and provided, will be billed via a separate invoice and comprise of a detailed description of the service provided and the date it was provided. HATC shall notify the Offeror of any adjustments required to be made to an invoice. Invoices should contain an invoice number, remittance address, itemized products and/or services provided, and price as quoted.
- Prior to any and all payments made for goods and/or services provided under this contract; the Offeror must provide their taxpayer identification number or social security number as applicable. This information must be on the file with HATC. Failure to provide this information may result in a delay in payment and/or back-up withholdings as required by the Internal Revenue Service.
- HATC is exempt from all federal, state and local taxes unless otherwise stated in this solicitation. HATC claims exemption from all sales and/or use taxes under the Texas Tax Code 151.309 as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon a written request to HATC.

Scope of Services

A financial statement and compliance audit of HATC for fiscal years ending December 31, 2025, December 31, 2026, and December 31, 2027, performed in accordance with paragraph two of the RFP cover letter. The statement should include the following:

- 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
 - Independent Auditors Report
 - Management Discussion & Analysis
 - Report on Compliance and Internal Control over Financial Reporting
 - Report on Compliance and Internal Control over Major Programs
 - Schedule of Findings & Questioned Costs
1. Report on compliance with applicable laws, regulations, and grant agreements for:
 - Housing Choice Voucher Programs CFDA 14.871– including HCV Cares Act Funding
 - Mainstream Voucher Program – CFDA 14.879

- Continuum of Care – CFDA 14.267
- S8 Housing Assistance Payments Program Special Allocations – CFDA 14.195
- Locally owned units, locally managed units and local funds
- Financial Data Schedule

The above procedures should be performed in accordance with OMB Circular A-133 and the Public and Indian Housing Compliance Supplement.

- Report on Internal Controls in accordance with OMB Circular A-133
 - Prepare the Bureau of Census Data Collection form
 - Provide any needed technical assistance in completing Management Discussion and Analysis
2. Attestation by auditors on Financial Data System (FDS) data as to its “fair presentation in relation to audited basic financial statements” in accordance with Government Auditing Standards.
 3. If the need for other audit services arises concerning the fiscal year under audit, HATC expects to be able to negotiate with the selected auditor to obtain the additional services needed.

4. REPORTS

- a. Ten (10) hard bound copies and a single PDF file of the final audit, related reports, and management letter shall be submitted to the CEO within **six months** of the close of HATC’s fiscal year. It is anticipated that financial records will be closed and ready for audit by March 15th of each year. HATC wishes the audit fieldwork to commence within **3 months** after the end of the fiscal year (March 30th).

The Single Audit Act and REAC stipulates a submission due date of nine (9) months after the fiscal year-end. However, HATC requires that the audit report be submitted within **six months** after the closing of HATC’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 HATC and as required by HUD’s Uniform Financial Reporting Standards (UFRS) for a Public Housing Authority.
- 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 HATC.
- e. The auditor will be expected to attend a meeting with the CEO and Board of Commissioners to present the audit report and review the management letter.

Evaluation of Audit Proposals

1. Evaluation Committee – Proposals received will be evaluated by an Evaluation Committee that will make a recommendation to the Board of Commissioners.
2. Review of Proposals – The Evaluation Committee will use a two-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 question will require a written explanation and may disqualify the proposal.

- Is the firm properly licensed?
- Is the firm independent?
- Has disciplinary action been taken or pending against the firm?

Step 2. Proposals will be evaluated using the following technical criteria. Proposals should address each question.

- Does the firm have a quality control program to help ensure adherence to high professional standards?
- Does the firm subject itself to “Peer Review” in order to provide an independent review of its quality control policies and procedures?
- Did the “Peer Review” cover the governmental auditing section, and was the “Peer Review” opinion attached?
- Does the proposal fully respond to the needs of HATC with regard to this audit?
- Will the firm be able to meet HATC’s deadline? Does the number of hours indicated by the firm to complete the audit and other related tasks to fully complete the audit engagement appear reasonable?
- 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?
- Has the firm audited other Housing Authorities? If so, please list the Housing Authorities and indicate if we may contact them.
- Will the field personnel to be assigned to the engagement have previous Housing Authority or local government experience? How experienced and credentialed are the staffs that will be involved in the audit? Are the “in-charge” staff CPAs?
- 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?
- Does the proposal demonstrate the firm’s familiarity with generally accepted accounting principles (GAAP) as they apply to Housing Authorities?
- Has the firm’s prior experiences with HATC or another Housing Authority, if any, been acceptable?

The evaluation committee plans to score the proposals based on the criteria & points shown below:

SELECTION CRITERIA	TOTAL POINTS
Mandatory Requirements	5
<u>Technical Requirements</u> Expertise and experience of the firm auditing Public Housing Authorities (40 points)	40
Audit Approach	25
Fees for service	30

Other Terms and Conditions

1. WITHDRAWAL OF RFP

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Subra Narayanaier (Subra.Narayanaier@traviscountytexas.gov). Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

2. 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 the property of HATC. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

3. 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.

4. AWARD BASIS

At the option of HATC, finalists may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission. HATC 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 HATC, acting in the sole and exclusive exercise of its discretion, deems to be in HATC's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

5. CONTRACTUAL DEVELOPMENT

If a proposal is accepted, HATC 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.

6. WORK PRODUCT

- a. All work papers prepared in connection with the contracted services will remain the property of the successful bidder. The work papers must be retained for a period of five years and be made available to HATC upon request.
- b. All reports rendered to HATC are their exclusive property and subject to their use and control.

7. 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 HATC.

8. ASSIGNMENT

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

7. CONTRACT TERMS

You are invited to submit a proposal for an audit for a three-year period with an option to renew for the fourth and fifth year at HATC's sole discretion.

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

HATC also reserves the right to request changes in the selected firm's representation if, at our discretion, assigned personnel do not satisfy the needs of HATC.

8. PAYMENT TERMS

HATC will make progress payments for the compensation for services, as included in the accepted proposal, up to forty percent (40%) of the total contract. Fifty percent (50%) paid upon the submission of the audit report, and the remaining ten percent (10%) upon the acceptance and approval by HUD-REAC.

9. INFRINGEMENT AND INDEMNIFICATION

The firm awarded this contract agrees to protect, defend and hold harmless HATC against any demand for payment for the 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 HATC, their 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.

10. EQUAL OPPORTUNITY

HATC emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age, or sexual orientation. Minority and women-owned firms are especially encouraged to respond to this RFP.

11. LIMITATIONS

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

Calendar of Events

Listed below are the important actions and dates/times by which the actions must be taken or completed. If HATC finds it necessary to change any of these dates, it will be done by addendum. Addendum(s) issued in regard to this RFP will be posted on HATC's website. It is the responsibility of the Offeror to check the website for any/all addendum(s) issued.

Issue Date	August 18th, 2025
Deadline for questions regarding RFP	September 15, 2025, 4:00 pm CST
HATC responses to questions - Deadline	September 16, 2025, 4:00 pm CST
Proposal submission deadline	September 19, 2025, 4:00 pm CST