

REQUEST FOR PROPOSALS

FINANCIAL AUDITING SERVICES

FYE 3/31/2025

Due: 1/20/26 by 11:00 AM

Housing Authority of the Town of Secaucus
700 County Avenue
Secaucus, New Jersey 07094

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for its Annual Financial Audit for the fiscal year ending 3/31/2025. The audit will be for a one-year period. It is the Housing Authority's desire to retain and employ a duly qualified Independent Public Auditor (I.P.A.) in order to audit the books and accounts of the Authority. All services must be in accordance with the existing rules, orders, directives, regulations handbooks and laws as promulgated by the United States Department of Housing and Urban Development and the State of New Jersey under the Local Authorities Fiscal Control Act and the Fiscal Affairs Law (including N.J.A.C. 5:31-7). The services that are requested will be as follows and will encompass all of the Housing Authority's programs (including, but not limited to, Project Based Vouchers, Section 8 Certificates/Vouchers, Community Development Program, Public Housing Development, etc.):

1) Audit the accounts and records of the Authority for the 12 month period 4/1/24 to 3/31/2025 in accordance with generally accepted government auditing standards (GAAS), Government Auditing Standards, the auditing and reporting provisions in OMB audit circular, and those auditing standards having been adopted by the Local Finance Board and the Division of Local Government Services, Dept. of Community Affairs, State of New Jersey. The audit performed should be sufficient in scope to enable the auditor to express an opinion on whether the financial statements fairly present the financial position of the Authority and are free of material misstatements. It must be acceptable by the U.S.

Department of Housing & Urban Development and the State of New Jersey. The report must include all statements necessary to present the audit in conformity with Generally Accepted Accounting Principles (GAAP).

2) The audit report must be in a format which is approvable by the United States Department of Housing and Urban Development as detailed in the HUD Audit Guide (7476.1 REV-1), the Single Audit Act of 1984 and the State of New Jersey under the Local Authorities Fiscal Control Act and N.J.A.C. 5:31-7.

3) The report must be completed and submitted to the Housing Authority and the State of New Jersey Department of Community Affairs within four (4) months of the end of the Authority's fiscal year (no later than July 31, 2024).

4). The auditor will be required to utilize the state prescribed "Audit Questionnaire" as part of the auditor's working papers.

5) Upon completion of the report, sufficient certified copies should be made in order to provide each PHA Commissioner and Staff with a copy and other copies for the HUD office, State of New Jersey, Local Governing Body and other applicable agencies as required by all applicable rules and regulations.

6) Must attend meetings, as requested, with Housing Authority Commissioners/staff, HUD Auditors/staff and must make work papers available for a period of time dictated by the government.

7) The auditor will be required to prepare and submit the state required "Synopsis of Audit" in a format that is acceptable

for publication in a newspaper of general circulation.

8) The auditor must work with the Authority's accountant in order to prepare the necessary schedules and forms to ensure compliance with GAAP conversion, per instructions of the U.S. Dept. of HUD.

9) All work as required by HUD's asset management requirements a project based accounting must be incorporated into the audit.

Qualifications:

- 1) Must be a Registered Municipal Accountant of New Jersey (RMA) or a Certified Public Accountant of New Jersey (CPA) as required by Title 40A:5A-15 of the Fiscal Control Law.
- 2) The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions.
- 3) Must have previous experience auditing Public Housing Authorities.
- 4) Must be approvable by the U.S. Department of Housing & Urban Development

Proposal Submission:

All persons interested in submitting a proposal for the Annual Audit should submit a proposal based upon a lump-sum fee. Proposals should be delivered to the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before January 20, 2026 by 11:00 A.M. All proposals will be reviewed in accordance with the Housing Authority's rating system. The

proposal rating system and the standard form of contract are attached to this Request for Proposals.

WILLIAM F. SNYDER

Interim Executive Director

Date: 12/29/25

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Auditing Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Secaucus Housing Authority's Programs in specific and HUD rules and regulations in general (30 Points).
- 3) Capability and capacity to accomplish work within the required time period (30 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (20 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin (10 Points).
- 7) Price (10 Points)

Total Point Score:

Narrative Review of Proposal:

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for the following services:

"Financial Audit-FYE 3/31/2025"

It is the Housing Authority's desire to retain a duly qualified, competent and capable Auditor. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting a proposal for the audit should contact the Housing Authority of the Town of Secaucus in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before January 20, 2026 by 11:00 A.M.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract. This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER

Interim Executive Director

Date: 12/29/25

