

MEMORANDUM FOR RECORD

Date: April 19, 2018

SUBJECT: Responses to questions submitted in writing before the April 13, 2018 deadline. Responses posted to the MHA website at memphisha.org. Solicitation No: FM 18-R-00437; Indefinite Quantity Contracts (IQC) for Professional Accounting and Auditing Services.

Introduction:

This solicitation is requesting proposal responses from experienced firms to provide accounting and auditing services as-needed. An evaluation committee will review proposals to recommend firms to enter into an IQC with this agency. It is MHA intention to maintain available firms for anticipated and unanticipated audits or reviews as-needed without repeating the RFP process for each project thus saving time in securing multiple services. If needed the question deadline may be extended for additional inquiries. Below are the responses:

1. Will the last audit report be made available or posted to the MHA website? If yes, when? If not, may I have a copy of the prior report? **Answer:** The financial reports is on the Memphis Housing Authority's website at memphisha.org. On the Main page, click the "About MHA" tab. Go to "Financial Reports". The Financial Audits are listed from 2017 to 2009.
2. Other than the fact that routinely seeking proposals for services is a good procurement practice, is (are) there other reason(s) for the issuance of the RFP? **Answer:** Due to reductions in HUD funding MHA has looked for ways to streamline its procurement process for contracts with optional years. Before, the solicitation for the Annual Financial Audit afforded an opportunity to solicit several interested firms in doing business with this agency, but only one firm was selected. Now by using the RFP process once and issuing more than one contract, more than one firm may be procured once and can be tasked to complete multiple projects as-needed.
3. How long has the fieldwork generally taken to do? How many audit staff have been involved? **Answer:** Fieldwork has taken 2-4 months to complete. Audit staff involved has been 3-4.
4. Is there an estimate of the number of hours incurred under this contract in previous years, recognizing that this could fluctuate based on the nature of the task? **Answer:** An estimate is not available. See response for question #3.
5. Does the MHA have a minimum goal for MBE/WBE participation for this specific contract? **Answer:** The Memphis Housing Authority has a goal of 30% of all expenditures for supplies and services to be contracted with minority vendors.

6. What were the prior year audit fees? **Answer:** \$135,000
7. Is the incumbent allowed to bid? **Answer:** The previous firm that performed the annual audit can submit a proposal for the Indefinite Quantity Contract, but not for the annual audit this time.
8. Are there any improvements you would like to see in the audit process? **Answer:** HUD requires the audit to be completed by March 31st following the fiscal year; however, MHA would like to have the audit completed no later than December 31st. Not having adequate personnel caused past audits to be completed after December 31st; however, internal improvements and obtaining additional resources will allow MHA to meet the target completion date.
9. Are you satisfied with the current auditors (a) timeliness (b) pro-activeness on communications (c) involvement outside of the audit process and (d) value they provide to your organization? **Answer:** MHA is pleasantly satisfied with the work performed by the current audit team and the timeliness in completing the audit. The MHA team appreciated the audit team for communicating any concerns and allowing for clarifications and/or providing additional information to address those concerns. Once the audit was completed, the Audit Partner involved the Finance Committee and Board Members in discussing points regarding the audit and presenting a high level, comprehensive audit summary.

Conclusion:

MHA encourages responses from audit firms that are highly experienced with Housing Authorities dealing with its various funding sources. The highest scored firms will be reviewed for final selection. The IQC shall be one year with an optional to extend four, one-year term or for a total of 5-years with satisfactory services. The question deadline may be extended for a second round of responses if needed.



David Walker, Contracting Officer