

REQUEST FOR PROPOSALS (RFP)

ANNUAL SINGLE AUDIT SERVICES

Advertisement

The Watertown Housing Authority and the Watertown Housing Authority Development Corporation, hereinafter referred to as “WHA” and WHDC respectively is requesting sealed proposals from qualified firms or companies, hereinafter referred to as “Respondents” with a demonstrated track record in conducting annual single audits for public housing authorities to conduct the annual audit of WHA, as required by the Single Audit Act and U.S. Department of Housing and Urban Development (HUD) and the Department of Housing and Community Development (DHCD), for three (3) single year audits consisting of years ending 12/31/2022, 12/31/23, and 12/31/2024. The initial period of the contract is three (3) years. The proposal contract price must specify the contract amount for each fiscal year as well as the proportional share chargeable to each State-aided program and each Federally aided program for each fiscal year. Final payment during each contract year will not be made until acceptance of the report by HUD and DHCD.

The RFP may be obtained by contacting Kristen Monti, Director of Operations, at kmonti@watertownha.org. One original and three (3) copies of the sealed proposal must be clearly marked and submitted to the Watertown Housing Authority (WHA) at 55 Waverley Avenue, Watertown, MA 02472, **no later than 12:00 PM on Wednesday, May 31, 2023**. All proposals received later than said date and time will not be opened or considered. **The proposal must be clearly marked on the exterior of the envelope “RFP for Annual Single Audit Services” and must be in two separate envelopes, marked “Qualification Proposal” and “Proposed Annual Fees” accordingly.** Please mark all proposals **Attention: Kristen Monti Director of Operations**. The WHA reserves the right to reject any or all proposals and to waive any informalities in the proposals and to accept the proposal which it deems to be most favorable to the Authority.

The audit must be in compliance with the Single Audit Act and any other requirements specified by the Department of Housing and Community Development (DHCD), and the U.S. Department of Housing and the U.S. Department of Housing and Urban Development (HUD). The successful respondent will be required to comply with all single audit requirements. The Auditor will be required to deliver six (6) complete sets of Audit documents to the Authority no later than **September 30, 2023**

The single year work is estimated to cost: **Twenty-Four Thousand.....00/100, \$24,000.**

Request for Audit Proposals must be received before **May 31, 2023, by 12:00 PM**. No late bids will be accepted.

Proposals may only be hand delivered or mailed to 55 Waverley Ave Watertown MA 02472 and should be received no later than the date and time specified above. WHA not responsible for proposals lost or not received on time. Please mark all proposals **Attention: Kristen Monti Director of Operations**. You may also call 617-923-3950 and set up an appointment to drop off in person.