



**Housing Authority of the City of Fort Myers
4224 Renaissance Preserve Way
Fort Myers, FL 33916**

**REQUEST FOR PROPOSALS (RFP) 2019-36
PROFESSIONAL FINANCIAL AUDIT SERVICES**

DATE ISSUED: May 9, 2019

DESCRIPTION: In compliance with 2 CFR 200, the Housing Authority of the City of Fort Myers (HACFM) hereby request quotes from qualified firms/independent professionals to provide Financial Auditing Services

CONTACT PERSON: Jeanne S. Dufresne, Procurement Officer
jeanne@hacfm.org

LAST DAY FOR QUESTIONS: Thursday, May 30, 2019 at 11:00 A.M. (EDT)

SUBMISSION DEADLINE: Thursday, June 6, 2019 at 3:00 p.m. (EDT)

SUBMISSION ADDRESS: Housing Authority City of Fort Myers
Procurement Office
4224 Renaissance Preserve Way
Fort Myers, Florida 33916

Separate sealed proposals will be accepted at the Housing Authority of The City of Fort Myers (HACFM), Procurement Office, 4224 Renaissance Preserve Way, Fort Myers, FL 33916 until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The responsibility for submitting a response to this RFP at the Housing Authority of the City of Fort Myers on or before the stated time and date will be solely and strictly the responsibility of the respondent. Housing Authority of the City of Fort Myers is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

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PART I — GENERAL INFORMATION

Introduction

In compliance with 2 CFR 200, the Housing Authority City of Fort Myers (HACFM) hereby request proposals from qualified firms/independent professionals, Independent Public Accountants (IPs) to conduct financial examinations and audits of two entities for FY, 2019 ending March 31, 2020 and at the option of HACFM, subject to all necessary approvals, four (4) additional fiscal years 2020, 2021, 2022 and 2023).

DESCRIPTION OF AUTHORITY

HACFM is a public housing authority established on June 22, 1960 and created pursuant to Florida Statute 421. HACFM is not considered a component unit of any other entity. It operates under HUD established 2007 Operating Fund Rule that requires certain PHA's to report financial performance at the asset management project level (AMP) and fee for service to cover its Central Office Cost Center (COCC) outlays.

HACFM is governed by a seven-member Board of Commissioners that is appointed by the Mayor and City Council of the City of Fort Myers. The Board hires the Executive Director, establishes policies, approves contracts and sets the long-range goals for HAACFM. This Board is a dual serving Board for SWFLAHCF. HACFM operated under the 20007 Operating Fund Rule that requires certain PHA's to report financial performance at the asset management project level (AMP) and fee for service to cover its Central Office Cost Center (COCC) outlays.

Southwest Florida Affordable Housing Choice Foundation, Inc. (SWFLAHCF) is a 501(c)(3) corporation that develops affordable housing and is considered a component unit of the Housing Authority.

There is an Executive Director and Chief Financial Officer. The agency employs approximately 50 persons and the FY18 audit is currently underway.

PROGRAM/PROPERTY SUMMARY

Proprietary Fund:

- **Low Income Public Housing**
Southward Village: 1 community/administration building and 200 family units
Bonair Towers: 101 elderly units
Royal Palm Towers: 101 elderly units
Horizons Apartments: 170 family units
- **Housing Choice Voucher Program**

HACFM currently administers 2258 Conventional, VASH and Project Based Section 8 vouchers

Grants

Capital Fund Programs
ROSS FSS Grants

Discretely Presented Component Unit

- **LIHTC**

HACFM is a general partner in six LIHTC partnerships. HACFM is a managing partner in some of the partnerships.

Blended Component Unit

- Non-Profit

1.2 Method of Solicitation

HACFM is soliciting competitive proposals from qualified firms with a documented track record of providing the required services through a formal Request for Proposal (RFP) process. Proposals should demonstrate detailed plans on how the respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with HACFM. Finally, the proposal should include evidence of the respondent's previous experience and qualifications relative to the provision of such services.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained, at no cost, by visiting the HACFM website at: www.hacfm.org.

Copies may also be picked up in person at:

Housing Authority City of Fort Myers
Procurement Office
4224 Renaissance Preserve Way
Fort Myers, Florida 33916

PART II — SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS

2.1 Submission of Proposals

Offerors should submit **four (4) complete sets, (one {1} original and three {3} copies) and a digital file on a CD in PDF format** of their proposal, dated and signed by an official of the company. Proposals must be submitted in a *sealed envelope* that shows the company's name and address, and **clearly** written on the outside of the sealed envelope must be the words "**Financial Audit Services (RFP 2019-36) - DEADLINE Thursday, June 6, 2019 at 3:00 p.m. (EDST)**".

Submittals received after deadline date and time will be determined unacceptable and remain unopened. Refer to form **HUD 5369-B, Section 6** regarding late submissions and withdrawals.

Proposals are not publicly opened.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for one hundred and eighty days (180) from the due date.

2.2 Interpretations/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 10 days before the submission due date and time via email to: jeanne@hacfm.org.

2.3 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, HACFM may wish to amend, add to, or delete from, the contents of this RFP. In such situations, HACFM will issue an addendum to the RFP setting forth the nature of the modification(s). HACFM will email (or send via regular postal mail or fax upon written request of respondents) any addenda to respondents of this RFP Solicitation. Interested parties may also view addenda on HACFM's website www.hacfm.org. It shall be the responsibility of each respondent to ensure; they have any/all additional addenda relative to this RFP.

2.4 Proposal Format

All proposals shall be submitted in 8 ½ x 11-inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used if able to fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content organizations. The format of the respondents proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Services. The front cover of the proposal should bear the name and number of the RFP, the date, and the respondent's name, address, phone, fax number, and email address.

2.5 Insurance

All forms that require a signature or initials must bear an original initial or signature. Respondents shall enforce and maintain throughout the term of the contract:

1. Comprehensive General Liability Limits: \$1,000,000 combined single limit with the Housing Authority of the City of Fort Myers named as additional insured with respect to the services being procured.
2. Workers Compensation, as required by applicable law.

3. Automobile Liability Limits - \$1,000,000, if applicable.

2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at the HACFM, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

HACFM reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

HACFM also reserves the right to reject the proposal of respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature; not in a position to perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.7 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened. No proposals received after the closing date and time will be considered. All proposals properly received will be evaluated by HACFM's Evaluation Committee appointed by the Executive Director. The Evaluation Committee will analyze proposals within the 180 days of the date and time due and provide a recommendation for award of contract or not to award to the HACFM Executive Director.

2.8 Withdrawal of Proposals

Proposals may be withdrawn, by means of a written request, or faxed requests dispatched by the respondent in time for delivery in the normal course of business prior to the time fixed for receipt, if written confirmation of withdrawal has the signature of the respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

2.9 Award of Contract

A contract shall be awarded to the highest scoring proposal subject to performance review according to the evaluation criteria contained herein, provided the proposal is in the best interest of HACFM. The respondent to whom the award is made will be notified at the earliest practical date.

2.10 HUD Debarment and Suspension List

The respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

2.11 Certification of Legal Entity

Prior to execution of the contract agreement, the respondent shall certify that joint ventures,

partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the Florida State Law and the City of Fort Myers, Florida.

2.12 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the respondent. HACFM assumes no liability for any costs incurred by the respondent throughout the entire selection process.

2.13 Best Available Data

All information contained in this RFP is the best data available to HACFM at the time the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of respondents and HACFM assume no liability for any errors or omissions.

2.14 Contact with HACFM Staff, Board Members, and Residents

Beyond the above referenced written communications, respondents and their representatives may not make any other form of contact with HACFM Staff, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

2.15 Licenses

The awarded individual/firm shall have and maintain all required licenses necessary to conduct business in the City of Fort Myers and the State of Florida. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be in the Procurement Office prior to contract execution.

2.16 Respondent Responsibilities

Each respondent is presumed by HACFM to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the **RFP**. Any failure to understand completely any aspect of this RFP is the responsibility of the respondent.

2.17 No Claim Against HACFM

The respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against HACFM or HACFM's property for reason of all or any part of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of HACFM or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

PART III — SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

3.1 Company Information

Please furnish a brief history of your company including how long you have been in business, major offices located in Fort Myers and/or major offices located in the southeast United States. Please provide evidence of State of Florida licensure.

3.2 Staffing and Qualifications

Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. Include an organizational chart that illustrates respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.

3.3 Relevant Experience and Past Performance

- A. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal. For each project identified provide:
 - 1. Project name and address
 - 2. Contact person, title, phone number, email, fax and address
 - 3. Detailed description of Scope of Services
 - 4. The client for whom the respondent's services were performed
 - 5. The size of the project
 - 6. The services performed by the respondent on the project
 - 7. The dollar value of the contract for the services
 - 8. The duration of the project including start and completion dates, or projected completion date if still active
 - 9. A reference contact for the project with name, address, email and phone number
- B. Identify past experience in performing work for public housing authorities or other agencies by the respondent and/or its participants.
- C. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- D. If the respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

3.4 References

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, phone number, and fax number.

3.5 Respondent's Approach and Response to Scope of Services

- A. Provide a detailed narrative that demonstrates the approach intended for use by the respondent.
- B. The respondent should outline its anticipated approach for each element of work identified in the Scope of Services.
- C. The approach outlined should be consistent with the objectives and requirements set forth in the RFP, and should address how services will be immediately provided upon execution of a contract.
- D. Provide a narrative and bar graph type schedule indicating on how the work will proceed under the contract.

3.6 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. Please show all expected expenditures to include all anticipated travel. Total cost must be all-inclusive.

3.7 Required Certifications/Forms

Each proposal must contain a copy of the following HUD forms, which may be downloaded from the Procurement page of HACFM web site: www.hacfm.org.

- Form HUD-5369-B Instructions to Offerors -Non Construction (attached to RFP)
- Form HUD 5369-C Certifications and Representations of Offerors - Non-Construction Contract
- Form HUD SF-LLL Disclosure of Lobbying Activities
- Form HUD 50070 Certification for a Drug-Free Workplace
- Form HUD 50071 Certification of Payments to Influence Federal Transactions

Proposals should be written in a concise, straightforward and forthright manner. Superficial marketing statements and materials should be avoided.

Please tab and submit documents/information in the following order:

1. Company Information
2. Staffing and Qualifications
3. Relevant Experience and Past Performance
4. Three references (previous or current clients) including the name and title of the contact person, with an address, email, phone number and fax number

5. Approach and Response to Scope of Services
6. Proposal Cost (**Cost Proposal form enclosed**)
7. Required **HUD** Forms
8. Business License and other necessary certificates
9. Statement that the proposal constitutes a firm offer of pricing, which may be accepted at any time within one hundred eighty (180) days from and after the date of proposal opening
10. Name, address and telephone number of the person to answer questions or provide clarification concerning the offeror's proposal

PART IV - SCOPE OF SERVICES

4.1 Scope of Services

The HACFM audit shall be conducted in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. The audit and financial statements shall meet the requirements of federal singular audit regulations as prescribed by OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, OMB Circular A-128, Audit for State and Local Governments, GASB-34 Basic Financial Statement's and Management's Discussion and Analysis for State and Local Governments and Department of Housing and Urban Development's Public and Indian Housing Compliance Supplements. 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 to provide and/or assistance with electronically submitting Financial Data Schedules (FDS) via the Internet as required by the Real Estate Assessment Center (REAC).

The auditor agrees to be bound by applicable Federal, State and Local Laws, regulations and directives as they pertain to the performance of the audit contract.

HACFM utilizes SACS Software for Property/Asset Management.

A comparative financial statement and compliance audit of HACFM for fiscal years ending March 31, 2020 performed in accordance with the Scope of Service in this RFP.

- A. The final audit report should include the following:
 1. Statement of Net Position
 2. Statement of Revenues, Expenses and Changes in Net Position
 3. Statement of Cash Flows
 4. Notes of Financial Statements
 5. Combining Schedule of Program Net Position by fund/program
 6. Combining Schedule of Program Revenues, Expenses and Changes in Net Position
 7. Schedule of Expenditures of Federal Awards
 8. Statement of Certification of Actual Capital Fund Grant Cost, as needed.

- B. Report on compliance with applicable laws, regulations and grant agreements for:
1. Housing Choice Voucher Program
 2. Low Income Public Housing Program
 3. Capital Fund Program
 4. Mixed Finance
 5. Not for Profit
 6. Internal Controls in accordance with OMB Circular, A-133

The 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.

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

If the need for other audit services arises concerning the fiscal year under audit, the MHA expects to be able to negotiate with the selected auditor to obtain the additional services needed.

One electronic and twenty (20) bound copies of each audit opinion, financial statements and compliance report shall be submitted to the Executive Director within nine (9) months of the close of HACFM’s fiscal year. It is anticipated that financial records will be closed and ready for audits no later than June of each year. HACFM reserves the right to request audits to begin earlier if books are closed and ready. The Single Audit Act and REAC stipulates a submission due date of nine (9) months after the fiscal year end.

The Auditor will be responsible for preparations of the Data Collection Form for submission to the Federal Audit Clearinghouse.

The Auditor will complete any other reports as requested by HACFM and/or required by HUD’s Uniform Financial Reporting Standards (UFRS) for Public Housing Authorities.

The Auditor is expected to provide a letter to the Executive Director 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 HACFM.

The Auditor is expected to attend a meeting with the Executive Director and Board of Commissioners to present the audit report and review the management letter.

HACFM’s fiscal year begins April 1st and ends March 31st. The last audit currently being prepared is for fiscal year that ended March 31, 2019.

4.2 Auditors Requirements Regarding the HACFM Financial and Audit Committee

The Auditors shall be required to apprise HACFM’s Financial and Audit Committee of issues and developments concerning the audit including informing the Financial and Audit Committee of

each of the following:

1. The auditor's responsibility under Generally Accepted Auditing Standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreement consultations with other auditors.
7. Management consultations with other auditors.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.
10. All other required appraisals and disclosures.

4.3 Other considerations

The U.S. Department of Housing and Urban Development is HACFM's cognizant agency for purposes of OMB Circular A-133 and Uniform Guidance as applicable. The selected firm shall be required to comply with all applicable requirements of HUD in this regard.

PART V – PROCUREMENT PROCESS

5.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- A. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
 1. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.
 2. Each member of the selection committee will score each proposal.
 3. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
 4. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.
 5. Proposals will be considered in the competitive range if they have a minimum score of 85 points or above.
 6. The Authority may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the Authority's Evaluation Committee.
 7. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other respondents with acceptable technical proposals. Best and Final offers may be requested.
 8. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review.

Failure to satisfactorily complete the due diligence review within the timeframe established by HACFM will result in disqualification of respondent's proposal.

- B. Scoring will be based upon how well the proposal meets the criteria established in this RFP.
- C. HACFM reserves the right to make no award, or decline to enter negotiations should it believe that no respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.
- D. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

5.2 Evaluation Criteria

A. **Organizational Capacity:** **30 Points**

- 1. Respondent's organizational capacity will be evaluated through an assessment of the respondent's staff, specialists', and consultants' experience and qualifications. In addition, the respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
- 2. Maximum consideration will be given to those respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.

B. **Relevant Experience and Past Performance:** **25 Points**

- 1. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
- 2. Maximum consideration will be given to those respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
- 3. Maximum consideration will also be given to those respondents who exhibit a successful track record of performing similar services for public housing authorities.

C. **Respondent's Approach and Response to Scope of Service:** **25 Points**

- 1. The respondent's approach and response to the Scope of Services will be evaluated through an assessment of the proposed approach for each element of work

identified in the Scope of Services.

2. Maximum consideration will be given to those respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

D. Proposal Cost:

20 Points

1. Proposal cost will be evaluated through a careful analysis of cost compared to the other respondent's proposals.
2. Maximum consideration will be given to those respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to HACFM.

Additional Points:

Disadvantaged Business Enterprise (DBE) and Section 3 Participation Plan:

DBE/WBE participation:

5 Points

Section 3 participation :

5 Points

1. The level of Disadvantaged Business Enterprise (DBE), Woman Business Enterprise (WBE) and Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
2. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that MHA's stated participation goals, in terms of DBE, WBE, and Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria

Evaluation Criteria Points

TECHNICAL POINTS:

Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent's Approach/Response to Scope of Services	25 Points
Proposal Cost	20 Points
Total	100 Points

ADDITIONAL POINTS:

DBE and WBE Participation Plan	5 Points
Section 3 Participation Plan	5 Points
TOTAL	10 Points
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TOTAL POSSIBLE POINTS	110 Points

**REQUEST FOR PROPOSALS (RFP) 2019-36
PROFESSIONAL FINANCIAL AUDIT SERVICES**

DATE: Wednesday, May 9, 2019

DESCRIPTION: In compliance with 2 CFR 200, the Housing Authority of the City of Fort Myers (HACFM) hereby request quotes from qualified firms/independent professionals to provide Financial Auditing Services

CONTACT PERSON: Jeanne S. Dufresne, Procurement Officer
jeanne@hacfm.org

SUBMISSION DEADLINE: Thursday, June 6, 2019 at 3:00 PM (EDT)

SUBMISSION ADDRESS: Housing Authority City of Fort Myers
Procurement Office
4224 Renaissance Preserve Way
Fort Myers, Florida 33916

The undersigned do agree that should this Proposal be accepted, to execute the form of contract and present the same to the Housing Authority within ten (10) days after being notified of the awarding of the contract.

In WITNESS, WHEREOF, WE have hereunto subscribed our names on the _____ day of _____, 2019 in the County of _____ State of _____

Firm's Complete Legal Name

_____ Signature		_____ Title
_____ Printed Name	_____ Telephone Number	_____ Email Address
_____ Mailing Address: City		_____ State
_____ Web address		_____ Zip

ATTACH ALL REQUESTED DOCUMENTS