



## Request for Proposal – Audit, Tax and Accounting Services

### I. Summary

The Texas State Affordable Housing Corporation (“TSAHC”) is issuing this Request for Proposal (“RFP”) to identify and contract for audit, tax and accounting consulting services for the three fiscal years ending August 31, 2020, 2021 and 2022. All qualified professional service providers (“Respondents”) wishing to apply must submit the materials listed in this RFP in order to be considered.

### II. Timeline

TSAHC will accept responses until **3:00 PM CDT on May 15, 2020**. Please note that the original deadline for submissions was March 31, 2020. However, due to the ongoing health crisis posed by COVID-19, TSAHC has opted to extend the deadline. TSAHC retains the right to extend the submission deadline and selection period depending on responses to the RFP.

If selected, Respondents will execute a professional services engagement letter with TSAHC.

### III. Communications with TSAHC

All questions and communications concerning the RFP must be submitted to Melinda Smith, TSAHC’s designated point of contact, via email at [msmith@tsahc.org](mailto:msmith@tsahc.org).

To protect the integrity of the RFP process, TSAHC’s staff and Board of Directors Members (Board Members) shall not have contact with potential Respondents regarding issues or questions pertaining to this RFP. This contact limitation period begins when the RFP is made available and continues through the selection process. If a potential Respondent contacts staff or a Board Member with an issue or question pertaining to the RFP, that staff member or Board Member shall not discuss the RFP and shall forward the inquiry to the designated point of contact. TSAHC reserves the right to disqualify submissions from Respondents that fail to adhere to this contact limitation policy.

### IV. About TSAHC

TSAHC is a 501(c)(3) nonprofit organization created at the direction of the Texas Legislature to serve as a self-sustaining, statewide affordable housing provider. TSAHC’s mission is to serve the housing needs of low-income families and other underserved populations who cannot access acceptable housing options through conventional financial channels. TSAHC’s enabling legislation, as amended, may be found in the Texas Government Code, Chapter 2306, Subchapter Y, Sections 2306.551 et seq. A five-member Board of Directors appointed by the Texas Governor oversees the policies and business of TSAHC.

To fulfill its mission, TSAHC provides a variety of affordable housing programs aimed at helping developers build high quality affordable housing, helping home buyers achieve the dream of homeownership, and helping homeowners sustain homeownership and improve their financial situation.

More specifically, TSAHC engages or may engage in the following primary types of business:

- Single Family TBA Loan Program (Down Payment Assistance)
- Single Family Second Lien Loan Program
- Single Family Mortgage Credit Certificate Program
- Single Family Rental Program
- Multifamily Rental Program
- Land Bank and Land Trust Program
- Multifamily Asset Oversight & Bond Compliance Monitoring
- Single Family and Multifamily Developer Direct Lending
- Issuance of Tax-Exempt Single Family & Multifamily Mortgage Revenue Bonds
- Administration of Various Federal and Private Grants

## **V. Scope of Services**

- Performance of the annual financial audit for the three (3) fiscal years ending August 31, 2020; August 31, 2021 and August 31, 2022. The audits should be conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Consolidated Audit Guide for Audits of HUD Programs*; and if necessary, the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. All audit field work must be completed, and the final audit report issued no later than November 20th of each year.
- Performance of a review for compliance with the Texas Public Funds Investment Act (Chapter 2256, Texas Government Code) using the guidelines provided by the Texas State Auditor's Office for the fiscal year ending August 31, 2021.
- Preparation of the Corporation's annual Form 990 tax return for the three (3) fiscal years ending August 31, 2020; August 31, 2021 and August 31, 2022.
- Provision of consultation and technical assistance on general accounting and tax issues.

## **VI. Review and Selection**

A panel of TSAHC staff will review all responses based upon the below scoring criteria and will make a recommendation to TSAHC's Audit Committee. TSAHC's Audit Committee will make the final selection and report the decision to TSAHC's Board Members.

### **Scoring Criteria**

- Demonstrated competence, experience, knowledge, and qualifications.
- Reasonableness of the proposed fees for the services to be performed;
- Previous experience and performance with similar nonprofit organizations; and
- Certification as a Historically Underutilized Business (HUB) or Minority Owned Business (MOB).

TSAHC reserves the right to conduct interviews with Respondents or ask for clarification on a Respondent's submission. TSAHC reserves the right to negotiate with some, all, or none of the Respondents with respect to any term or terms of the responses or contracts. TSAHC reserves the right to negotiate all elements that comprise the Respondent's submission to ensure that the best possible consideration is afforded to all concerned.

## **VII. Additional Information**

This RFP does not commit TSAHC to award a contract to any Respondent or to pay any costs incurred by a Respondent to prepare or submit a response or otherwise participate in this RFP process.

### Conflict of Interest

Although the Respondent will be an independent contractor for TSAHC and not an employee of TSAHC, to avoid all possibility of conflicts of interest, all Respondents must certify that none of the owners, officers, or stockholders of the company and none of their families are related within the third degree of consanguinity or the second degree of affinity to any TSAHC employee or any member of the Board of Directors.

### Release of Submissions and Proprietary Information

If a Respondent submits proprietary information that should not be publicly disclosed, the proprietary information must be clearly identified at the time of submission. If a Respondent fails to identify proprietary information, all information in the submission will be deemed non-proprietary and will be made available upon request pursuant to the Public Information Act after the review process has been completed.

### Federal, State and Local Requirements

Approved Respondents are responsible for both federal and state unemployment insurance coverage and standard workers compensation insurance coverage. Respondents must comply with all federal and state tax laws and withholding requirements. TSAHC will not be liable to a Respondent or its employees for any unemployment or workers' compensation coverage or federal and state tax withholding requirements. Respondents shall indemnify TSAHC and pay to TSAHC any costs, penalties or loss whatsoever occasioned by Respondent's omission or breach of this section.

### Minor Deficiencies

TSAHC reserves the right to waive minor deficiencies and informalities if, in the judgment of TSAHC, its best interest will be served.

## **VIII. Submission Directions**

Respondents must include the content listed below and submit in the following manner:

- Respondents must submit responses electronically via email.
- All responses must be signed and dated.
- Proposal information should be numbered and sequentially ordered so that it corresponds to the numbering and order of this RFP.
- Narrative answers to questions are to be limited to one side of a single 8 ½ by 11 typed page.
- Each page must be numbered consecutively and identify the firm's name.
- Responses that do not comply with the conditions specified in this RFP may be rejected. The Corporation also may reject a Response that does not include all requested information.

All proposals must contain the following information and/or address the following issues:

- A cover letter stating the name of the firm, address, telephone number and contact person.
- A description of the firm's understanding of the work to be done.
- Evidence of the firm's ability to provide the specified services in a professional and timely manner, including:
  - Documentation that the firm is properly licensed for public practice in the State of Texas.
  - Evidence of the firm's experience in performing financial audits of non-profit organizations and audits in compliance with *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Consolidated Audit Guide for Audits of HUD Programs*; and the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
- Describe the proposed audit team in terms of job position within the firm.
- List names of firm member(s) who will direct the audit including educational background and professional licenses held.
- Describe the level of assistance that will be expected from Corporation personnel.
- State and describe the type of the firm's most recent peer review and provide a copy of the most recent peer review report.
- Provide at least three client references, preferably non-profit organizations.
- Include a projected timeline covering major audit events, including delivery of the final audit report.
- A statement of the firm's affirmative action policy.
- If the firm does not desire proprietary information in its proposal to be disclosed, the firm must identify all proprietary information in the proposal, at the time the proposal is submitted. If a firm fails to identify information as proprietary, the firm agrees by submission of its proposal that information contained therein is nonproprietary and may be made available upon public request.
- Provide a detailed cost proposal, including estimated hours and hourly rates by level of personnel. Also include other itemized direct costs, printing and out-of-pocket costs and any anticipated travel costs. Rates for nonrecurring work should also be itemized.

***ALL SUBMISSIONS MUST BE SENT TO:***

Melinda Smith  
Chief Financial Officer  
Texas State Affordable Housing Corporation  
[msmith@tsahc.org](mailto:msmith@tsahc.org)

**DEADLINE TO APPLY:**

**May 15, 2020 at 3:00 p.m. CDT**