



The Texas State Affordable Housing Corporation is requesting proposals for audit, tax and accounting consulting services for the three fiscal years ending August 31, 2017, 2018 and 2019.

## I. Background of Corporation

The Texas State Affordable Housing Corporation (“Corporation”) was incorporated in May 1994 under the Texas Non-Profit Corporation Act, Article 1396-1.01 et seq., Vernon’s Annotated Texas Civil Statutes, as amended. The Corporation does not receive State appropriated funding. Under Government Accounting Standards Board (“GASB”) Statement No. 14, *The Financial Reporting Entity*, the Corporation is a component unit of the State of Texas for financial reporting purposes.

The Corporation’s primary purpose is to facilitate the provision of affordable housing for low income Texans who do not have comparable housing options through conventional financial channels. A five-member board of directors appointed by the Governor with the advice and consent of the Senate oversees the business of the Corporation. All operations of the Corporation are conducted within the State of Texas and corporate offices are located in Austin, Texas. Enabling legislation, as amended, may be found in the Texas Government Code, Chapter 2306, Subchapter Y, Sections 2306.551 et seq.

The Corporation is organized, operated and administered as a non-profit organization in accordance with Section 501(c)(3) of the Internal Revenue Code.

The Corporation engages in the following primary types of business.

1. Administration of Single Family TBA Loan Program
2. Administration of Single Family Mortgage Credit Certificate Program
3. Administration of Single Family Real Estate Portfolio
4. Asset Oversight & Compliance Monitoring
5. Multifamily Direct and Interim Construction Lending
6. Issuance of Tax Exempt Single Family & Multifamily Mortgage Revenue Bonds
7. Administration of Various Federal and Private Grants.

## II. Scope of Services – the Corporation is requesting proposals for:

- A. Performance of the annual financial audit for the three (3) fiscal years ending August 31, 2017; August 31, 2018 and August 31, 2019. 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*.

A draft of the audit report must be completed by November 20<sup>th</sup> of each year for submission to the Comptroller of Public Accounts. All audit field work must be completed and the final audit report issued no later than December 7<sup>th</sup> of each year.

- B. Performance of 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 years ending August 31, 2017 and August 31, 2019.
- C. Preparation of the Corporation’s annual Form 990 tax return for the three (3) fiscal years ending August 31, 2017; August 31, 2018 and August 31, 2019.
- D. Provision of consultation and technical assistance on general accounting and tax issues.

**III. Proposal Format and Content** - Firms are directed to organize their proposals as follows:

- A. Proposal information should be numbered and sequentially ordered so that it corresponds to the numbering and order of this RFP.
- B. Narrative answers to questions are to be limited to one side of a single 8 ½ by 11 typed page.
- C. Each page must be numbered consecutively and identify the firm's name.
- D. All proposals must contain the following information and/or address the following issues:
  1. A cover letter stating the name of the firm, address, telephone number and contact person.
  2. A description of the firm's understanding of the work to be done.
  3. Evidence of the firm's ability to provide the specified services in a professional and timely manner, including:
    - a. Documentation that the firm is properly licensed for public practice in the State of Texas.
    - b. 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*.
  4. Describe the proposed audit team in terms of job position within the firm.
  5. List names of firm member(s) who will direct the audit including educational background and professional licenses held.
  6. Describe the level of assistance that will be expected from Corporation personnel.
  7. State and describe the type of the firm's most recent peer review and provide a copy of the most recent peer review report.
  8. Provide at least three client references, preferably non-profit organizations.
  9. Include a projected time-line covering major audit events, including delivery of the final audit report.
  10. A statement of the firm's affirmative action policy.
  11. 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.
  12. 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.

This RFP does not commit the Corporation to award a contract to an Offeror or to pay any costs incurred in the preparation or mailing of an Offeror's Response or in participating in this RFP process. In addition, the Corporation reserves the right to accept or reject any or all Responses received as a result of this RFP, to obtain information concerning any or all Offerors from all sources, and to request an oral presentation from any or all Offerors. In addition, the Corporation expressly reserves the right to negotiate with some, all, or none of the Offerors with respect to any term or terms of the responses or contracts.

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.

PLEASE EMAIL RESPONSE TO:

[NLAWRENCE@TSAHC.ORG](mailto:NLAWRENCE@TSAHC.ORG)

NICK LAWRENCE, CONTROLLER

TEXAS STATE AFFORDABLE HOUSING CORPORATION

2200 EAST MARTIN LUTHER KING JR. BLVD.

AUSTIN, TX 78702

### **RESPONSE DEADLINE**

**APRIL 30, 2017**

**3:00 P.M.**

For questions or comments, please contact Nick Lawrence at 512-904-1397 or by email at [nlawrence@tsahc.org](mailto:nlawrence@tsahc.org).

**Texas State Affordable Housing Corporation is an Equal Opportunity Employer**