



## Request for Proposals For Auditing Services

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), Rhode Island Housing Mortgage & Finance Corporation (“RIHousing”) seeks proposals from qualified professional auditing firms for various annual financial and other compliance reports for RIHousing commencing with the year end audit for the fiscal year ending June 30, 2023. The annual audited Financial Statements for FY 2023, 2024 and 2025 must be issued on or before September 30th each year. The proposal would include the quarterly reviews for FY 2024, 2025 and 2026, and all other required services during that time. Additional details are noted in Attachments A and B.

RIHousing’s June 30, 2022 Audited Financial Statements can be found on our website at [www.rihousing.com/public-information](http://www.rihousing.com/public-information).

### **INSTRUCTIONS**

Proposals must be submitted via email to [nbacon@rihousing.com](mailto:nbacon@rihousing.com) and 3 paper copies of the proposal must be delivered to RIHousing, 44 Washington Street, Providence, RI 02903-1721, Attn: Nancy Bacon, Director of Accounting. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

**Proposals must be received by 5:00 EST pm on Friday, January 20, 2023.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

### **SCOPE OF WORK**

Please see the Scope of Work provided at Attachment A.

### **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

**Please note that failure to provide any information, certification, or document requested in the RFP may cause your submission not to be scored.**

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:

- a. Name of the principal(s) of the firm.
- b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
- c. Address of all offices of the firm.
- d. Number of employees of the firm.

B. Experience and Resources

1. Describe the audit firm's experience in performing audits of governmental entities (financial statements presented in accordance with GASB requirements), state housing agencies, entities involved in mortgage lending activities, and entities administering HUD housing assistance programs. Also describe the firm's experience in performing Single Audit engagements under OMB Uniform Guidance requirements.
2. Describe any capacity or experience that your firm possesses that as a by-product of your audit work might help RIHousing, including, but not limited to, improving its financial condition by operating more effectively or enhancing internal controls. Provide any relevant examples of such additional benefit of your audit work provided to another client.
3. Discuss how your firm deals with professional ethics in connection with audit engagements.
4. Provide a brief description of your firm including an organizational chart. Indicate how many partners and professionals work in your accounting and tax departments.
5. Submit the qualifications of those partners and professionals who will be working on the RIHousing engagement. Include a description of the responsibilities that will be assigned to each person on this engagement.
6. Provide the names of any other public or public purpose corporations for which your firm has provided similar services currently or in the past. Include a listing or description of other professional services provided by your firm to RIHousing, the State of Rhode Island, or any of Rhode Island's component units.
7. Provide three references from companies or corporations for which these individuals have provided similar services on behalf of your firm. Include a contact person and the telephone number for someone your staff has worked on these engagements.
8. Identify any sub-contractors, co-proposers, or other entity that will be used to provide these services.
9. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing.

10. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which the firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
11. Describe how your firm will handle actual and or potential conflicts of interest.

C. Representations

The following written representations shall be provided as part of the proposal:

1. A written representation that the auditor is independent under the requirements of the American Institute of Certified Public Accountants and *Government Auditing Standards*.
2. A written representation that the auditor has met the applicable continuing education requirements of *Government Auditing Standards* for providing audit services to a quasi-public entity.
3. A written representation that the auditor has an appropriate internal quality control system in place and has participated in an external quality control review program as required by *Government Auditing Standards*. The firm will provide the Auditor General with a copy of the firm's most recent external quality control review report and any subsequent reports received during the term of the contract, if awarded.
4. A written representation that the auditor is familiar with generally accepted accounting principles for state and local government units as prescribed by the Governmental Accounting Standards Board and with the generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants; *Government Auditing Standards* issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements and will conduct the audit and will report in accordance with those standards.
5. A written representation that any subcontractors, co-proposers, or any other entity providing professional services under the engagement will be subject to, and will have met, all the same applicable requirements as the proposer.

D. Qualifications of Auditor

The following qualifications are required and must be attested to as part of your proposal.

1. The auditing firm must be a firm of certified public accountants holding a valid practice permit in the State of Rhode Island (issued by the Rhode Island Board of Accountancy).
2. The senior accountant in charge of the fieldwork of the engagement must be a certified public accountant.
3. The audit organization and the individuals responsible for planning, directing, conducting substantial portions of the fieldwork, or reporting on government audits must meet the continuing educational requirements of *Government Auditing Standards* issued by the Comptroller General of the United States.
4. The audit organization must have an appropriate internal quality control system in place and participate in an external quality control review program as required by *Government Auditing Standards*.
5. The audit organization must provide a copy of their most recent external quality control review report to the RIHousing and also submit the results of any subsequent review performed through the terms of the contract to RIHousing, the Auditor General and the Director of Administration.
6. The audit firm shall have at the time of the proposal, and throughout the period of engagement, professional liability insurance coverage of not less than \$1 million.

E. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for providing the Scope of Work at Attachment A. Provide a breakdown of costs based on Attachment B.
2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

F. Workplan and Schedule/Time Frame

1. Specifically identify each of the significant steps in your audit plan and the specific time schedule to complete the fiscal year audits.

2. Identify the amount of start-up time that your firm will need in order to have a full understanding of RIHousing and indicate when your firm would schedule such orientation.

G. Affirmative Action Plan and Minority Owned Business/Women Owned Business

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

H. Miscellaneous

1. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

I. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative

head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s).

4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Nancy Bacon at nbacon@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after March 4, 2022, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

**EVALUATION AND SELECTION**

A selection committee consisting of RIHousing employees (the “Committee”) will review all proposals. RIHousing may invite one or more finalists to make presentations.

Proposals shall be scored using the following scoring weights established by the Director of Administration and the Auditor General of the State of Rhode Island:

Overall qualifications and experience of the firm and the specific engagement personnel to be assigned focusing on experiences with governmental entities and the specific line of business or services provided by the entity to be audited.	40
Overall audit approach and audit strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines)	30
Audit fees - See formula for points awarded for audit fees (*)	30
Maximum evaluation points	100

**\* Evaluation technique – audit fees**

Audit fee score = (lowest bid/bid for firm being evaluated) X 30 points

**Example:** Assume 3 bids are received: Firm A - \$40,000; Firm B - \$46,000; Firm C - \$50,000

Each firm's score on the fee category would be determined in accordance with the following formula:

Firm A (the lowest bidder) awarded 30 points	$\$40,000/\$40,000 \times 30 \text{ points} = 30$
Firm B awarded 26 points	$\$40,000/\$46,000 \times 30 \text{ points} = 26$
Firm C awarded 24 points	$\$40,000/\$50,000 \times 30 \text{ points} = 24$

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

RIHousing's selection is subject to approval by the Auditor General and the Director of Administration of the State of Rhode Island.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

### **AUDIT CONTRACT**

1. The audit contract shall be for three (3) years, for the fiscal years ending June 30 of 2023, 2024, and 2025, with the possibility of two (2) one-year extensions. The fees and expenses for the first three years must be listed separately for each year in accordance with Attachment B. Extensions require approval from the Department of Administration and the Auditor General. The maximum continuous engagement period for any given firm is eight years. The engagement of auditors for more than eight consecutive years may be approved jointly by the Auditor General and the Director of Administration when deemed necessary.
2. The audit fee for the financial statement audit and supplementary schedule of expenditures of federal awards shall be inclusive of all expenses.
3. The contract shall also specify an hourly rate for all audit work and reporting requirements related to major federal programs due to the variable scope of work in applying the risk-based approach outlined in 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements. Once the scope of testing for RIHousing's major federal programs is determined, the auditor and RIHousing will negotiate a not-to-exceed fee for the portion of the audit related to major federal programs.
4. RIHousing reserves the right to terminate the contract at its sole discretion if it believes in its judgment that the auditors are not performing the appropriate services or if there is a change in key personnel assigned to RIHousing.



5. Audit workpapers of the private auditors shall be made available upon request by RIHousing or the Director of Administration and/or the Auditor General for review, at the completion of RIHousing's audit.

**For additional information contact: Nancy Bacon at [nbacon@rihousing.com](mailto:nbacon@rihousing.com).**

## **Attachment A**

### **Scope of Work**

RIHousing seeks to engage a qualified professional auditing firm for various annual financial and compliance reports for the fiscal years ending June 30, 2023, 2024 and 2025. The selected auditing firm must be in compliance with Rhode Island General Laws (Section 35-7-3 and 22-13-16) as further regulated by the State of Rhode Island Guidelines For Quasi-Public Entity Audit Procurement and Bid Specifications.

RIHousing works with its partners to ensure that all people who live and work in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing uses all of its resources to provide low-interest loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation.

RIHousing is a public instrumentality created by the Rhode Island General Assembly. RIHousing is a component unit of the State of Rhode Island and is included in the State's comprehensive annual financial report.

Included as a fiduciary activity in RIHousing's financial statements is the Affordable Housing Trust. The Trust is a separate legal entity, private-purpose trust and has been determined to be a component unit of RIHousing.

#### **Coordination between the Auditor of RIHousing and the Auditor General and Department of Administration**

1. The auditor shall cooperate with the Auditor General of the State of Rhode Island, as principal auditor, in this coordination of the Single Audit of the State. Specific inquiries and procedures to assure coordination with the Auditor General, including:
  - Invitations to the Auditor General at entrance, exit and other conferences between the private auditor and RIHousing.
  - Submission of ALL "draft" copies of the audit report(s) and other audit communications not less than seven (7) days prior to the scheduled delivery date of the final audit report to the Director of Administration and Office of the Auditor General. Draft reports and other communications submitted shall have undergone review by the firm's internal quality control review process.
  - Prompt notification to the Auditor General and the Director of Administration by the private auditor if they become aware of fraud, abuse, or illegal acts or indications of such acts affecting RIHousing.
  - Prompt notification to the Auditor General and the Director of Administration by the private auditor if they encounter any significant accounting and/or auditing problems, or any situations that would delay completion of the audit.

- Audit workpapers shall be made available for review, upon request of the Director of Administration and/or the Auditor General, at the completion of the audit.

The Office of Rhode Island Auditor General, in serving as the Group Auditor for the audit of the State of Rhode Island (State's) financial statements will provide a communication to each component auditor annually in conjunction with their component audit. This communication will include certain required representations that each component auditor must provide to the Auditor General as their documented understanding of their requirements as component auditors within the group audit of the State's financial statements. This communication also provides information regarding the State's financial reporting entity and established planning materiality levels for the various opinion units represented within the audit of the State's financial statements. Component auditors will also be required to submit letters of understanding (engagement letters), materiality levels, management representation letters (with corresponding schedules of unbooked adjustments), and communications with those charges with governance as required by generally accepted auditing standards in accordance with their component audits.

The private auditor selected for the agency audit shall cooperate with the Auditor General, as Group Auditor, in his coordination of the Single Audit of the State. **This will include communications between the Auditor General and the private auditor regarding the determination of major federal financial assistance programs using the risk-based approach prescribed by 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.**

### **Audit Standards**

1. The audit shall be conducted in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants.
2. The audit will be conducted in accordance with the standards for financial audits contained in *Government Accounting Standards* issued by the Comptroller General of the United States, the Single Audit Act of 1984 as amended in July 1996, and the provisions of OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

### **Audit Reports and Scope**

1. The audit will include all subsidiaries and affiliates of RIHousing and include the following comparative reports:
  - a. Management's Discussion and Analysis
  - b. Combining Statements of Net Position
  - c. Combining Statements of Revenues, Expenses and Changes in Net Position
  - d. Combining Statements of Cash Flows
  - e. Statements of Fiduciary Net Position – Private Purpose Trust Component Unit

- f. Statements of Changes in Fiduciary Net Position – Private Purpose Trust Component Unit
  - g. Notes to Financial Statements
2. Supplementary schedules as required by the State and in accordance with current Governmental Accounting Standards. Including:
- a. Required Supplementary Information-Schedule of Funding Progress (Retiree Health Care Benefit Plan)
  - b. Combining Statements of Net Position – Single Family Fund
  - c. Combining Statements of Revenues, Expenses and Changes in Net Position – Single Family Fund
  - d. Combining Statements of Net Position – Multi Family Fund
  - e. Combining Statements of Revenues, Expenses and Changes in Net Position – Multi Family Fund
  - f. Supplementary Information required by the Government National Mortgage Association:
    - i. Schedule of Adjusted Net Worth
    - ii. Schedule of Insurance Requirement
    - iii. Schedule of Capital Requirement
    - iv. Schedule of Liquidated Asset Requirement
  - g. Supplementary schedules required by the State:
    - i. Supplementary Statement of Net Position
    - ii. Supplementary Statement of Activities
    - iii. Supplementary Schedule of Debt Service to Maturity
    - iv. Supplementary Schedule of Changes in Long-Term Debt
3. Supplementary schedule of travel and entertainment expenses. All expenditures of \$200 or greater shall be itemized and a total shown for all expenditures less than \$200. Chapter 35-7-14 of the General Laws of the State of Rhode Island requires RIHousing to prepare and maintain documentation for all travel and entertainment in sufficient detail to allow for post audit. The objective of this schedule is to promote transparency and facilitate review and oversight of travel and related costs. The guidelines, requirements and examples can be found starting on page 14 of the “State of Rhode Island Guidelines for Quasi-Public Entity Audit Procurement and Bid Specifications” document issued by the Department of Administration and Office of the Auditor General.
4. Reports on compliance and on internal controls over financial reporting based on an audit of financial statements performed in accordance with Governmental Auditing Standards.
5. Supplementary Schedule of Expenditures of Federal Awards with auditor’s opinion thereon (required regardless of whether there are any major programs.)
6. Major Federal Programs:

Identify Type “A” Programs

Type “A” programs (as defined in 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements) will be determined using the State reporting entity’s total expenditure of federal awards. Accordingly, an estimate of total federal awards expended by the State of Rhode Island for the fiscal year will be provided by the Office of the Auditor General to RIHousing and its auditors.

### Risk Assessment

In accordance with criteria outlined in OMB Circular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements, perform a risk assessment of Type “A” programs identified above to determine if they can be considered low-risk. Consider all Type “A” programs not qualifying for low-risk assessment to be major programs and perform required audit procedures as outlined in the 2 CFR 200.

No risk assessment shall be performed for programs which are less than Type “A” dollar threshold unless specifically requested by the Office of the Auditor General.

NOTE: Auditors should not prepare the Data Collection Form referenced in the 2 CFR 200. This form will be prepared by the Office of the Auditor General for the State reporting entity.

7. Reports and summaries related to federal financial assistance as required by 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements (when RIHousing programs are tested as major programs).
8. Interim quarterly review of unaudited financial statements for the first three quarters of each fiscal year.
9. Representation letters in connection with bond issuance activities. RIHousing periodically issues bonds in order to meet its statutory purpose. Bond underwriters, rating agencies, and credit providers require the inclusion of RIHousing’s financial statements in the bid offering statement. A separate bid amount should be listed for the cost of providing a bring forward letter with each offering statement.
10. The auditing firm must provide RIHousing with bound copies and/or electronic copies of the financial statements as well as all other reports.
11. Housing Choice Voucher Program filing via Real Estate Assessment Center.
12. While RIHousing is a tax-exempt governmental entity, there are areas of RIHousing’s operations where tax-related advice is needed, e.g. filing of tax information forms for borrowers, certain vendors and affiliates.

13. Report issues related to RIHousing's status as an issuer of Ginnie Mae Mortgage-Backed Securities in accordance with Chapter Six (6) of the HUD audit guide and the Office of the Inspector General.
14. Other reports requested by RIHousing and/or the Director of Administration and/or the Auditor General of as required by the applicable section and the general laws.
15. Examination engagement of subservicer portfolio under the Uniform Single Attestation Program for Mortgage Bankers (USAP), performed in accordance with Statements on Standards for Attestation Engagements (SSAE), specifically, SSAE No. 3, Compliance Attestation.
16. Preparation of Form 990 for the Affordable Housing Trust and Rhode Island Housing Development Corporation.

A separate management letter will be prepared containing specific recommendations and/or observations beyond those included in the reports described above on such matters as:

- a) policies, procedures and practices employed by RIHousing.
- b) immaterial weaknesses in the internal controls that are not "significant deficiencies".
- c) use of resources to provide a governmental service in a reasonable, judicious, economical, and efficient manner.
- d) compliance with state laws pertaining to RIHousing and with rules and regulation established by RIHousing.

### **Reporting Deadlines**

The audit shall be completed and final audit and supplementary reports (inclusive of all audit communications) related to the financial statements delivered to RIHousing, Director of Administration and the State Controller by **September 30 of 2023, 2024 and 2025** (as required by Section 35-6-37 of the General Laws). These financial statements will be incorporated into the State's Annual Comprehensive Financial Report. Two copies of all audit reports and communications shall be provided to the State Auditor General.

RIHousing is required to provide draft reports to the Office of Accounts and Control and the Office of the Auditor General **not less than 7 days prior to September 30**. Draft reports must have undergone review by the firm's internal quality control review process prior to submission.

The additional audit reports relating to federal awards and required by Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards shall be submitted **no later than November 30 of each year**.

## Attachment B

### Cost

Provide a separate detailed cost breakdown for each fiscal year for the required services requested in this RFP. This schedule should be prepared using the following format:

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Annual Financial Audit (including Management Letter)	\$	\$	\$
Quarterly Reviews (amount for all three reviews)			
Supplemental Reports			
USAP Attestation Engagement			
Housing Choice Voucher Program filing via REAC			
<b>Total fixed fee</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Single Audit (based on enclosed specifications)			
Hourly rate	\$	\$	\$
Estimated Hours to Complete			
<b>Total estimated fee</b>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Letters to Underwriters (per bond issue)	<u>\$</u>	<u>\$</u>	<u>\$</u>