



Montgomery County Housing Authority

PO Box 591 - 216 Shelbyville Road

Hillsboro, IL 62049

Phone: (217) 532-3672 or Toll Free 1- (877) 532-3672 Fax: (217) 532-3625

❖ Shoal Creek ❖ Freedom Place Homes ❖ Freedom Place II Homes ❖ Golden Oaks

NOTICE OF REQUEST FOR PROPOSAL
FOR THREE (3) ANNUAL AUDITS & TAX RETURNS

The Montgomery County Housing Authority (property management company for Shoal Creek, LP, Freedom Place, LP and Freedom Place II, LP) invites your consideration in the above matter and requests you submit your proposal for same. Our next audits are due following the close of our fiscal year 2013 books on December 31, 2013. Single year audits were performed at the end of fiscal year 2012 as well as State and Federal Tax Returns.

The following information may be useful to you:

1. Number of Units under Management:

3 LIHTC (Tax Credit) Properties
(20 units each)

2. Last audit & Tax Return Prep (FYE December 31, 2012) completed by:

Novogradac & Company, LLP
101 Arch Street
Suite 1000
Boston, MA 02110

Timeline

The following set dates are firm and shall not be waived unless specified in writing by the Chief Executive Officer, Kelly Moroney.:

Deadline	Activity
October 15, 2013	Proposals must be received at the MCHA office no later than 2:00 p.m.
October 25, 2013	Announcement of selected CPA firm
January 6, 2014	Start date of fieldwork by selected CPA Firm
March 1, 2014	Final comprehensive audits are submitted to MCHA
March 1, 2014	IRS 1065 & IL-1065 are submitted to MCHA for signature/ mailing

The audit report may be submitted earlier than the above schedule. However, if the selected CPA firm fails to make delivery of the audit report within the time schedule specified herein, or if the selected CPA firm delivers the audit report which does not conform to all the provisions of the contract, MCHA may, by written notice of default of the selected CPA firm, terminate the whole or any part of the contract under certain extenuating circumstances MCHA may extend this schedule upon written request of the selected CPA firm with sufficient justification

Kenneth C. Durbin, Chairman

Mike Fleming, Commissioner

Dan Hough, Commissioner

Joyce Matthews, Vice-Chairman

Deanne Jones, Commissioner

Additional Requirements:

- This audit must be performed during the Authority's normal working hours which are: Monday through Friday, 8:00 a.m. - 4:30 p.m. Housing Authority files will not be allowed to leave the office at any time, for any reason.
- The auditor must provide proof of current professional liability insurance, including errors and omissions coverage (minimum \$1,000,000).
- The auditor must provide contact information for at least five (5) current clients, similar in size and scope to Montgomery County Housing Authority, to be used as professional references.
- The auditor must provide a copy of their Illinois CPA license, certification of compliance with yellow book requirements, certification of independence and statement of non-debarment.

Proposals will be evaluated on the following criteria:

1.	Hourly rates and maximum compensation	30%
2.	Team/Firm qualifications, training, prior audits, resources, expenses	35%
3.	Ability to meet audit goals and objectives	30%
4.	Customer service/Availability to work	5%
5.	Debarment Statement	Yes__ No__

MCHA reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

It is the intent that this solicitation will provide a sufficient number of proposals to allow for competitive selection. If at a later date it is deemed necessary, because of lack of information that additional cost and price information is required, MCHA reserves the right to require this information from all responders.

All envelopes must be clearly marked on the outside with the phrase "Audit Proposal Enclosed", and received by close of business (4:30 p.m.) on Tuesday, October 15, 2013 at the following address:

Montgomery County Housing Authority
216 Shelbyville Rd.
P.O. Box 591
Hillsboro, IL 62049

ATTN: Kelly Moroney, CEO

Enclose a copy of the Proposal and Two-year contract with one-year extension option between the Montgomery County Housing Authority and Independent Public Accountant for Audit Services.

If you have any questions pertaining to this proposal, please feel free to contact me or Lisa White at this office.

Sincerely,

Kelly Moroney
Chief Executive Officer

Kenneth C. Durbin, Chairman

Mike Fleming, Commissioner

Dan Hough, Commissioner

Joyce Matthews, Vice-Chairman

Deanne Jones, Commissioner