



Oakland Housing
Authority

**RFP #18-012
Financial Auditing Services**

Addendum #1

Date issued and released: November 1, 2018

Responses to Questions:

The following questions were submitted by the deadline and are answered in this addendum.

Question #1: Can vendors receive a copy of your prior year audit fees?

Answer #1: Audit fees are not applicable to submitting a proposal. Thus, they will not be provided.

Question #2: Can vendors receive your most recently issued financial statements (such as CAFR, Single Audit Reports, FDS, and/or schedule of auditors in the field)?

Answer #2: Many of OHA's Financial Reports can be found on the OHA's website at oakha.org. Select OHA Departments/Finance/ and Financial Report (this link can be found at the bottom on of the webpage).

Question #3: Should vendors expect any significant changes in OHA-administered programs, as compared to the financial statements?

Answer #3: No.

Question #4: Does OHA have significant public housing?

Answer #4: Yes.

Question #5: Do you currently and/or plan to participate in HUD's Rental Assistance Demonstration (RAD) program? If so, what is the status of any conversions (i.e., all projects complete, some settled and some in process, etc.)?

Answer #5: Not applicable.

Question #6: What are the fees/budgets for each of the past two years for the services contemplated under the RFP?

Answer #6: See answer to question #1.

Question #7: Have you undergone any recent changes in operations, policies/procedures, programs, personnel, or the reporting entity, that may impact the audit process or timing (i.e., current year budget vs. prior year budget)? Any such changes contemplated for the future?

Answer #7: No.

Question #8: Do you outsource any of your accounting functions? If so, which functions? Or is all accounting done in-house?

Answer #8: Not applicable. OHA's accounting is done in house.

Question #9: Are there any adjustments made during the audit after you provide the initial trial balance?

Answer #9: Yes.

Question #10: How much time is the audit team on-site (for interim and year-end)?

Answer #10: Interim – One week. Year end – 3-4 weeks.

Question #11: Will you allow read-only remote access to OHA systems (i.e., through Citrix or other such systems) to perform compliance and detailed testing?

Answer #11: This information is only available in OHA offices.

Question #12: How long have you been with your current auditor? And how many years has the current engagement partner/principal been serving OHA?

Answer #12: 5 years.

Question #13: Is the current auditor/incumbent expected to bid on this RFP?

Answer #13: OHA's current auditor has been invited to submit a proposal for this RFP.

Question #14: Is the current auditor/incumbent allowed to bid?

Answer #14: Yes.

Question #15: What are the most challenging aspects of your audit process – specifically, the accounting and finance team?

Answer #15: Not applicable.

Question #16: Is there any specific expertise and advice that you're looking for, that you may not be receiving from your current auditor?

Answer #16: No.

Question #17: Are you satisfied with your current auditor's timeliness?

Answer #17: Yes.

Question #18: Are you satisfied with your current auditor's proactive-ness on communications?

Answer #18: Yes.

Question #19: Are you satisfied with your current auditor's involvement outside of the audit process?

Answer #19: Yes.

Question #20: Are you satisfied with the value that your current auditor provides to your organization?

Answer #20: Yes.

Question #21: Has there been any disagreement with your current auditor? If yes, please provide some background on the issue.

Answer #21: No.

Question #22: What is management's and the Board's view on the desirability of transitioning to new auditors?

Answer #22: It is OHA's policy for staff to re-bid all contracts every five years to ensure the Authority receives auditing services for competitive fees.

Question #23: What was your audit fee for the past five years?

Answer #23: See answer to question #1.

Question #24: Approximately how many days, and how many people, were on site for the last audit?

Answer #24: See answer for question #10.

Question #25: Can you clarify the scope of work with respect to compilation of the entire comprehensive annual financial report or CAFR (MD&A, statements and related notes, statistical section)? Specifically, is the CAFR prepared by OHA staff, or is the first draft CAFR prepared by auditors?

Answer #25: The CAFR is prepared by OHA staff.

Question #26: Are all of the component units audited by other auditors? If not, are OHA's accounting records centralized with the component units?

Answer #26: Yes.

Question #27: Is the eligibility documentation centralized?

Answer #27: Yes.

Question #28: Were there any management comments that resulted from yours last audit?

Answer #28: No.

Question #29: Were there any audit adjustments? If so, what were they related to? What was the approximate dollar amount?

Answer #29: See answer to question #9.

Question #30: What was the total amount, including out-of-pocket costs, paid for the 2017 audit? (And 2018, if available?)

Answer #30: See answer to question #1.

Question #31: Is there a material change in the scope of work since the prior audit services contract?

Answer #31: No.

Question #32: The “Exhibit A – Cost Form” is pre-filled with “100 hours” and a footnote saying the 100 hours are not actual hours, but for comparison purposes only. Can you clarify how a proposer should fill out “Exhibit A” if the actual estimated hours do not total 100?

Answer #32: Please enter your firm’s hourly rates for the positions indicated and add the totals for each to arrive at your grand total.

Question #33: In the past, by what month have you been ready for the year-end audit fieldwork?

Answer #33: The end of September.

Question #34: When does audit fieldwork typically start/conclude? (What month?)

Answer #34: September or October.

Question #35: When is the CAFR typically issued? (What month?)

Answer #35: December.

Question #36: Is it OHA’s responsibility to bind and print the CAFR or the auditor’s responsibility?

Answer #36: OHA will bind and print CAFR.

Question #37: Are prior auditors invited to submit a proposal?

Answer #37: Yes.

Question #38: Are you aware of fraud, waste, or abuse allegations?

Answer #38: No.

Question #39: Do you anticipate the implementation of a new financial reporting system, payroll system, or other information system that is critical to the financial reporting process within the period of the contract term?

Answer #39: No.

Question #40: In the Letter of Interest, Section 3.1(A), it says: “*The proposer entity must provide a concise description of its managerial capacity and financial viability to deliver the proposed services.*” What do you mean by “financial viability”? What are you looking for in response to this requirement?

Answer #40: OHA is looking to see if your firm has the financial ability to complete the services outlined in the RFP.

Question #41: On page 1 of 2 in the Profile & Certification Form (item #5) – are you requesting a listing of *all* the partners of the proposing firm and their résumés, or only for partners who are to be assigned to the OHA engagement?

Answer #41: Please list all partners within the firm.

Question #42: Have you determined the composition of the evaluation committee? If so, can you provide such information?

Answer #42: The Evaluation Committee will not be disclosed. All communication must go through the assigned Contract Specialist.

Question #43: In order to understand the level of effort exerted by your current auditing firm, please provide a) hours billed; b) prior year fees; and c) schedule of auditors in the field. (Example: *2 people, 2 weeks in November; or 4 people, 3 weeks in April.*)

Answer #43: Information not available.

Question #44: In re: Question #43, how did the fees charged compare to the fees quoted in the proposal?

Answer #44: Not applicable

Question #45: Why are you requesting a proposal? (i.e., rotation cycle, fresh perspective desired, costs, governing board request, etc.)

Answer #45: It is OHA's policy for staff to re-bid all contracts every five years to ensure the Authority receives auditing services for competitive fees.

Question #46: Can you please provide a copy of the 6/30/2017 Real Estate Assessment Center (REAC) Submission for review?

Answer #46: The Oakland Housing Authority is an MTW agency and our financial documents can be found on our website.

Question #47: For the hours provided on the Cost Form's Exhibit A, do you expect firms to stick to those hours? Are firms allowed to change the hours to better reflect cost estimates?

Answer #47: Per the Cost Form, the estimated hours are for comparison purposes only.

Question #48: Are there any improvements you would like to see in the audit process?

Answer #48: No.

Question #49: Have there been any untimely (not retirement-related) resignations of management-level employees?

Answer #49: No.



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Addendum #1

Date issued and released: November 1, 2018

Bidder hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum must be included with your proposal.