

Attachment A – Scope of Work
QSP NO. 2023-8043, Year End and Pre-Audit Readiness Services

1.0 SCOPE OF WORK (SOW)

The Cincinnati Metropolitan Housing Authority is seeking consultants to provide year-end and pre-audit services to assure audit readiness.

CMHA's portfolio of Public Housing units consists of over 5,300 units spread across 18 Asset Management Properties and includes 12 high rise buildings, 3 large multi-family sites and more than 1,300 scattered site units. CMHA administers over 11,000 tenant-based housing choice vouchers. CMHA also has four component unit entities (Touchstone Property Services, Springdale Senior Limited Partnership, Reserve on South Martin and Cary Crossing LLC). These entities are reported as blended and discretely presented.

2.0 SCOPE OF WORK:

The scope of work for this project is to provide consulting services related to year-end and pre-audit preparation and oversight. The overall outcome of this project is to manage the external audit efficiently and evaluate that controls required by standards are in place. This consulting project will also provide additional resources to the Accounting Team in meeting year-end deadlines.

Services required include but are not limited to:

- Overall internal Control and Compliance to generally accepted accounting standards (GAAS) and generally accepted government accounting standards (GAGAS)
- Preparation of audit ready work papers.
- Evaluate/Improve and assist in completion of year-end check-list items
- Develop, analyze and submission of Operating Subsidies applications for 2024
- Assist and train team on preparation and submission of HUD required Financial Data Schedule (FDS) and Voucher Management System (VMS)
- Evaluate and document annual impairment and allowance adjustments
- Year-end reporting to HUD/REAC
- Gap analysis to determine documentation supporting control procedures is accurate and complete
- Misc. projects as assigned related to year-end schedules, reconciliations and audit schedules
- Audit oversight

2.1.1 Proposed Services Submittal. The Proposer must submit under tab 4 of the proposal tab a response that addresses each evaluation factor:

2.1.1.1 Relevant Experience & Past Performance: Provide evidence of past performance and experience in all phases of Housing Authority compliance audits. List the number of years and various projects that reflect vendor's experience with Housing Authority and other governmental entities in compliance audits.

2.1.1.1.1 Describe experience in preparing for year-end and audits with housing authorities.

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- 2.1.1.1.2** Describe the end results based on your past performance and experience and what CMHA should expect if you were awarded this contract

The *maximum* score for this evaluation factor is based on the experience of the contactor with HUD/government audits:

Maximum Points	Description
5	15+ years of experience with Housing Authority audits
4	10-14 years of experience with Housing Authority audits
3	10-15 years of experience with government entity audits
2	5-9 years of experience with government entity audits
1	1-4 years of experience with government entity audits
0	no Housing Authority or government entity audits

After the maximum score has been determined, the evaluators may reduce the score for this evaluation factor based on the other criteria for this evaluation factor.

2.1.1.2 Management Plan: The proposer must submit a concise description of its managerial capacity to deliver the proposed services, including brief professional resumes for the persons identified to work on this project. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.

2.1.1.2.1 Describe knowledge about HUD and its overall public housing program.

2.1.1.2.2 Describe the methodology you would use for these services

2.1.1.3 Quality Plan: Plan or procedure to monitor performance during the contract period.

2.2 THE AUTHORITY’S MOTTO AND GOLD PERFORMANCE STANDARDS

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

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<i>Respect</i>	<i>Timely</i>	<i>Exceptional Quality</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Accurate</i>	<i>Integrity</i>	
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority’s intent to procure services from a Consultant that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer. The Consultant’s proposal and overall presentation will be a direct reflection of their understanding of the Authority’s Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the Consultant as evaluated in the Gold Performance Standard Evaluation Factor in Table 6.

2.3 COVID-19 Requirements for Work

Vendors entering CMHA-occupied offices must wear PPE (if requested by the CMHA, if not vaccinated, and/or per CDC guidelines), including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery.

Consultant is to practice social distancing while on site.