

REQUEST FOR PROPOSAL
Auditing Services
Community Development Block Grant Program
2020 through 2022

The Municipality of Penn Hills is soliciting proposals for Auditing Services for HUD Community Development Block Grant, (CDBG), projects for fiscal years 2020, 2021 and 2022. The Auditing Services that will be provided for CDBG projects will be paid 100% with Federal CDBG Funds.

The Municipality of Penn Hills is a recipient of an entitlement grant from the U.S. Department of Housing and Urban Development. The monies are used to fund a variety of projects that benefit low and moderate income residents.

The RFP and forms are available online at www.pennhills.org or from the Planning Department at the Penn Hills Government Center, Room 209, 102 Duff Road. Questions regarding specifics of the proposal can be addressed to Chris Blackwell, Penn Hills Planning Director at (412) 342-1173.

Sealed proposals should be marked "QUOTES FOR CDBG AUDITING SERVICES" and mailed or hand delivered to Administration/Purchasing office Room 205, 102 Duff Road, Pittsburgh, PA 15235 no later than 4:00 PM on Friday, December 18, 2020.



MUNICIPALITY OF PENN HILLS

A HOME RULE COMMUNITY
GOVERNMENT CENTER
102 DUFF ROAD • PENN HILLS, PA 15235
www.pennhills.org

November 16, 2020

Prospective Auditing Firm,

Re: Request for Auditing Services

The Municipality of Penn Hills is a recipient of an entitlement Community Development Block Grant, (CDBG) and HOME Investment Partnerships fund (HOME), from the U.S. Department of Housing and Urban Development. The monies are used to fund public improvement projects in eligible areas which will benefit low and moderate income residents. We are presently seeking proposals for a program specific single audit of the CDBG Program for a three (3) year period.

The Municipality of Penn Hills estimates that approximately \$700,000 in CDBG and \$100,000 in HOME funds will be allocated in 2020, 2021 and 2022 Fiscal Years. In addition, the Municipality of Penn Hills has received an additional \$700,000.00 in COVID-CV CARES ACT funding during the 2020 Program Year.

The successful firm will be required to furnish proof of insurance coverage including Workmen's Compensation, and to comply with registration requirements of the Municipal tax collector.

If you are interested, submit the enclosed proposal form to the Purchasing Office on or before the date specified on the enclosed advertisement. If you have any questions, please contact the Planning Department at 412-342-1173.

Sincerely yours,

Christopher C Blackwell, Planning Director, Municipality of Penn Hills

**MUNICIPALITY OF PENN HILLS
REQUEST FOR PROPOSALS
FOR AUDITING SERVICES
Community Development Block Grant Program
Home Investment Partnerships Program**

The Municipality of Penn Hills is seeking proposals for auditing services for the preparation of a program specific single audit and financial statements in accordance for the Municipality's Community Development Block Grant (CDBG) Program and Home Investment Partnerships (HOME) Program with the Federal Regulations found in 2 CFR Part 200, for a three year audit period beginning January 1, 2020 through December 31, 2022.

The Municipality of Penn Hills is required to have a program specific single audit of its CDBG and HOME Programs.

The auditor shall follow the general accounting principals found in 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Grants" for the CDBG and HOME programs.

A. TYPES OF SERVICES REQUESTED:

1. Preparation of a program specific single audit of the Penn Hills CDBG and HOME Programs.

B. TIME PERIOD:

The audits will be undertaken for each year for three years for the following periods:

1. January 1, 2020 through December 31, 2020.
2. January 1, 2021 through December 31, 2021.
3. January 1, 2022 through December 31, 2022

The closeout audits for any state grants will be assigned to the auditing firm throughout the three year period as the grant programs are completed.

C. INFORMATION REQUIRED FOR PROPOSAL:

All offerors are required to submit an original and two (2) copies of their proposal to the Municipality of Penn Hills on or before 4:00PM, prevailing time, December 18, 2020 at the offices of the Municipality of Penn Hills, Government Center, Purchasing Office Room 205, 102 Duff Road, Pittsburgh, PA 15235. The proposals must be enclosed in a sealed envelop marked on the outside "QUOTES FOR CDBG AUDITING SERVICES." Proposals may be hand delivered, mailed or sent via private delivery service to the above address on or before 4:00PM, prevailing time, December 18, 2020. Facsimile or email copies will not be accepted. Any proposal received after the due date and time will not be opened nor accepted.

The proposal shall contain the following format and respond to the following information requested.

1. Name, address and contact person of the offeror.
2. Description of the firm and the range of professional services the firm offers.
3. List of key personnel to be assigned to perform the audits and their qualifications.
4. The firm's and key personnel's experience in performing municipal audits and CDBG audits.
5. Identification of the firm and qualification as a Small Business, Minority Owned, Women Owned, or a Section 3 Business Enterprise.
6. Compensation requested and method of payment broken down into yearly increments with itemized annual costs to prepare the program specific annual audit of the Municipality's CDBG and HOME Programs.

D. SELECTION:

The Municipality of Penn Hills will review all proposals and make a selection based on the following criteria and will rate and rank according to the following points assigned to each selection criteria:

1. Professional qualifications of key staff to be assigned to perform the audit services 25 points
 2. The firm's and key staff's experience in municipal audits, CDBG and HOME audits 30 points
 3. Small Business Firm 5 points
 4. Minority Owned Enterprise 5 points
 5. Women Owned Enterprise 5 points
 6. Section 3 firm 5 points
 7. Reasonableness of Compensation25 points
-
- TOTAL100 points**

It should be noted that the award of the Contract will be made to the firm or individual submitting a proposal that is most advantageous to the Municipality of Penn Hills. The Municipality will review the proposals and make an award. Proposals may be held by the Municipality for a period not to exceed thirty (60) days from the date of opening of the proposals for the purpose of reviewing said proposals and investigating the qualifications of the successful provider, prior to awarding the contract. Unsuccessful bidders will be notified immediately.

The Request for Proposals does not commit the Municipality to award a contract, to pay any costs incurred in the preparation of a proposal pursuant to this request, or to procure or contract for services. The Municipality reserves the right to accept or reject any or all proposals, to negotiate with all qualified sources, or to cancel in whole or in part, this Request for Proposals, if it is in the best interest of the Municipality to do so.

E. GENERAL INFORMATION:

The Auditor will comply with Title VI of the Civil Rights Act of 1964 (P.L. 99-352), as amended, and all applicable Federal and state civil rights statutes.

The Contract that may result from this Request for Proposals is subject to the General Terms and Conditions (Contracts for Professional Services) Part II, as issued by the U.S. Department of HUD.

The Municipality welcomes proposals from small, minority, and/or female owned firms and individual minority and female professionals. Attention is called to the fact that employees and applicants for employment are not discriminated against because of race, color, age, religion, sex, disability, familial status or national origin.

For further information or any questions, please contact the Penn Hills Department of Planning and Economic Development, Penn Hills Government Center 102 Duff Road, Pittsburgh, PA 15235.

The Municipality of Penn Hills is an Equal Opportunity Employer.

REQUEST FOR PROPOSAL FORM
Auditing Services
Community Development Block Grant Program and
Home Investment Partnerships Program

Please complete this proposal and return:

To: Quotes for CDBG Auditing
Purchasing Office – Room 205
Municipality of Penn Hills
Government Center
102 Duff Road
Pittsburgh, PA 15235

1. Firm Name: _____
2. Number of Staff _____
3. Are you experienced with Community Development Block Grant rules and regulations? _____
4. Are you capable of completing the work in the required time period? _____
5. Please be aware that proposals cannot be based on the percentage of the project cost.
What are the:
A. Principal Hourly Rates: _____
B. Other employee hourly rates: _____
6. Please list similar projects that you have completed:

7. Additional Comments:

Date: _____, 2019 _____

Official Address:

(Name of Bidder)

BY: _____
TITLE: _____
PHONE: _____
FAX: _____
EMAIL: _____
Website: _____

Proposal Evaluation

The Municipality of Penn Hills will evaluate all proposals on the following basis:

- | | |
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| 1. Professional qualifications of key staff to be assigned to perform the auditing services: | 25% |
| 2. CDBG experience in municipal audits and CDBG audits: | 30% |
| 3. Small Business Firm: | 5% |
| 4. Minority Owned Enterprise: | 5% |
| 5. Women Owned Enterprise: | 5% |
| 6. Section 3 Firm: | 5% |
| 7. Reasonableness of Compensation: | 25% |