



PO Box 1167 - 1238 Veterans Way

Warm Springs, Oregon 97761

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**REQUEST FOR PROPOSALS
FOR
FORENSIC ACCOUNTING
SERVICES**

Fiscal years ending September 30, 2014
Through September 30, 2016

Proposals and supportive information
must be sent to the attention of:
Chester Van Pelt, Jr., Interim Executive Director
Warm Springs Housing Authority
P.O. Box 1167
Warm Springs, OR 97761
By Saturday, December 31, 2016

Proposals that are received after the date and time specified will be returned. Fax and e-mail proposals will not be accepted.

REQUEST FOR PROPOSALS

FORENSIC ACCOUNTING SERVICES

The Warm Springs Housing Authority (WSHA) is seeking competitive proposals from qualified, certified, independent public accountants/accounting firms to perform a forensic accounting of all program financial transactions for fiscal years ending September 30, 2014-2016.

On March 23, 1998 the Confederated Tribes of Warm Springs Reservation Tribal Council passed Resolution 9496 designating the Warm Springs Housing Authority as the Tribally Designated Housing Entity (TDHE) and with Chapter 400 of the Warm Springs Tribal Code to administer and participate in housing programs for the benefit of the tribe and its members consistently with the Native American Housing Assistance and Self-Determination Act of 1996.

The WSHA manages 183 units. Of those 102 are Low Rent units and 81 are Home ownership units, The primary revenue sources for the WSHA are generated from grants received from the Department of Housing and Urban Development (HUD).

To be given award consideration, qualified individuals/firms must have expertise and relevant knowledge in governmental accounting and financial reporting requirements; the requisite forensic accounting skills needed to examine the financial records of the WSHA and determine the extent and nature of any apparent or latent irregularities in the WSHA transactions or financial statements, identify any internal control weaknesses in the WSHA's financial policies and procedures as identified in a recent Financial Management Review of the programs. Awarded firm(s) must be willing to sign a service contract with the Warm Springs Housing Authority.

Scope of Services

The auditor shall perform such forensic accounting procedures as necessary to evaluate the financial transactions of the WSHA for the periods indicated, assess and identify any abnormal financial activity past or present. A written report including all discovered abnormal financial activity, past or present, its quantification, cause and consequence shall be provided at the end of the audit as well as an exit interview with the Board of Commissioners and management.

Selection criteria:

- Evidence of the firm's ability to perform the work as indicated by profiles of the principals and staff's professional and technical competence and experience. (0 - 25 points)
- Capability to provide professional services in a timely manner. (0 - 25 points)
- Prior experience. (0- 25 points)
- Proposed flat fee for the work. (0- 25 points)

Maximum point total 100

Indemnification:

The auditor shall indemnify and hold the WSHA harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of auditing services for the WSHA.

Detailed Proposal:

Interested firms must submit a detailed proposal which includes:

- A brief company history.
- Evidence of CPA status and licensing.
- Three (3) or more references, with a contact person, address and telephone number for each.
- Definition of the firm's knowledge of Federal regulations.
- Identify key persons, their titles, their professional training and knowledge of subject matter who will be assigned to this project.
- Certification that auditor/agency is not debarred from performing any services for HUD, HUD related programs or any other governmental or private agency.
- An all inclusive fee for which the work will be done.
- A detailed work plan, including time estimates, to accomplish the work. By submitting a proposal, auditor acknowledges that there is a full understanding of the scope of work, activity and service requested.
- HUD-5369-B Instructions to Offerors Non-Construction
- HUD-5370-C General Contract Conditions Non-Construction

Tentative RFP Schedule:

RFP Released/Advertised	Thursday, December 1, 2016
Proposal Due Date	Saturday, December 31, 2016
Review of Bids	Monday, January 16, 2016

Firms bidding on this project must return their proposal and supportive information to the attention of: Chester Van Pelt, Jr., Interim Executive Director, Warm Springs Housing Authority, P.O. Box 1167 Warm Springs, Oregon 97761. Fax and e-mail proposals will not be accepted. Proposals must be **postmarked** by **Saturday, December 31, 2016**. Proposals that are received after the date and time specified will be returned. Incomplete proposals that do not conform to the requirements specified will not be considered. The WSHA is not liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work.

Please call (541)553-3250 with questions or concerns regarding this Request for Proposal Monday through Thursday from 8:30 a.m. – 5:00 p.m.

The WSHA has the right to reject any and all bids and is an equal opportunity employer.