

HOUSING STABILITY (HOST) Procurement - #HOST-59-2023 Auditing and Monitoring Specialist

Schedule of Events

- RFP Issued – April 28, 2023, at 12:00 PM MST
- Virtual Pre-Proposal Meeting – May 8, 2023, at 10:00 AM MST
- Deadline to Submit Additional Questions – May 12, 2023, by 5:00 PM MST
- Response to Written Questions/Addendum – May 15, 2023, by 5:00 PM MST
- Proposal Due Date – May 26, 2023, by 5:00 PM MST
- Evaluation Period – May 29, 2023 – June 15, 2023 (Tentative)
- Anticipated Award Date – July 1, 2023 (Tentative)

I. Background

The City and County of Denver’s (City) Department of Housing Stability (HOST) strives to create a healthy, housed, and connected Denver. HOST invests resources, creates policy, and partners with organizations to keep people in the homes they already live in, to quickly resolve an experience of homelessness, and to connect people to affordable housing opportunities.

The City and County of Denver, hereinafter referred to as the “City” through the Department of Housing Stability (HOST) seeks proposals to establish a list of qualified auditors to perform fiscal auditing and program monitoring for housing and homelessness service contracts. After eliminating respondents who do not meet the criteria of the RFA, the City may issue contracts to those certified as qualified. The City intends to contract with qualified agencies from which it may select on an on-call basis to provide such services in the future. Applications are to be submitted by 5:00 PM MST on May 27, 2023.

HOST conducts an average of 200 fiscal auditing and program monitoring per year on a variety of funding sources including general and federal funds for housing and homelessness support services. HOST is seeking an experienced monitor and/or auditor that can interpret contract terms and compliance benchmarks for review using a variety of internal tools. Proposer should have knowledge of federal uniform guidance and the ability to research regulations for requirements.

Must have the ability to work with internal and external partners as part of the review and the collection and interpretation of data.

Grants Administered by HOST: (Approximate Annual Grant Budget is \$160M)

HOME Investment Partnerships Program	Housing Opportunities for Persons With AIDS Program
HOME-ARP Program	Emergency Solutions Grants
Continuum of Care	Community Development Block Grant
Emergency Rental Assistance program	American Rescue Plan Act

II. Scope of Work

HOST encourages prospers to submit an application for both fiscal auditing and program monitoring but respondents may submit a separate application for either function (fiscal auditing or program monitoring) or an application for both functions.

Program Contract Monitoring:

Program Contract Monitoring will engage with partners across the Department of Housing Stability, including but not limited to program officers, contract administrators, data team, and finance leads, as well as service providers. The successful proposer will be expected to complete the following:

- Facilitation of review both in person and remotely with internal staff and service providers;
- Request file sample from external partners when applicable as part of review for compliance with eligibility determination;
- Interpret contract terms including outcomes, measures, indicators, and budget spend down and apply reported data in comparison with the contract benchmarks;
- Collaborate with internal and external partners to schedule and facilitate a review based on an annual monitoring schedule;
- Identify areas of concern and findings based on contract terms;
- Follow standard operating procedures for monitoring and performance evaluation, including support for HOST leads on their role within monitoring processes;
- Compile data and generate a final report based on outcomes of review;
- Provide regular status updates; and
- Ability to take direction from HOST Operations staff lead

Fiscal Monitoring:

HOST's Operations Division seeks an agreement with a qualified Individual, Firm, or Corporation, hereinafter referred to as "Respondent", to audit the financial statements of the agency's federally awarded subgrantees. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, latest revision, the provisions of the federal Single Audit Act of 1984 (as amended in 1996), the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and the City of Denver Fiscal Accountability Rules.

Services to be provided under this RFA consist of the provision of fiscal monitoring services. Selected vendor may be required to:

- Perform review of HOST fiscal requirements outlined in the executed subgrant agreements;
- Perform on-site and/or virtual partner fiscal reviews and monitoring;
- Complete subrecipient monitoring reports for identified federal grant contracts;
- Develop fiscal risk assessments;

- Utilize internal fiscal subrecipient monitoring checklists that includes Expenses and Disbursements, Payroll and Time/Attendance, Cost Allocation Plans, Cash Management, Program Income, and Bank Reconciliations;
- Coordinate plans and reports with HOST management; and
- Provide special consulting and fiscal reviews.

Furthermore, the contractor may be required to meet in person or via conference call with the HOST Leadership and/or audit staff regarding their work and reports. The selected contractor will deliver fiscal monitoring and program monitoring assistance for HOST related HUD federal grant programs. The contractor will also consult with HOST management to address fiscal and program compliance plans or other compliance issues identified by Local, State or Federal funding agencies.

PROGRAM AND FISCAL MONITORING DELIVERABLES:

The successful Respondent shall provide, but not be limited, to HOST the following reports:

1. A report on the fair presentation of the subgrantees conformity with contracted programmatic requirements and generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, latest revision, the provisions of the federal Single Audit Act of 1984 (as amended in 1996), the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and the City of Denver Fiscal Accountability Rule.
2. A report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements.
3. A report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance. Further details on this report are included below.

SPECIFICATIONS OF THE REPORT ON COMPLIANCE:

1. In the required report(s) on compliance and internal controls, the Auditor shall communicate any reportable conditions found during the audit.
2. Reportable conditions that are also material weaknesses shall be identified as such in the report(s). Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on compliance and internal controls.
3. The report on compliance and internal controls shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls.
4. Report(s) regarding irregularities and illegal acts shall be immediately sent, as they become evident, to the following parties: HOST Executive Director, HOST Finance Director, HOST Grants Compliance Manager, and HOST Contract and Performance Manager.

III. City Responsibilities

CITY RESPONSIBILITIES:

The City will provide the following to the successful Respondent:

1. HOST's Operations Division staff and responsible management personnel will be available during the audit to assist the successful respondent by providing information, documentation, and explanations.
2. HOST staff will prepare and provide, but not limited to, the following statements and schedules for the Respondent as requested:
 - Trial Balances;
 - Grant-related Expenditure & Reimbursement Reports;
 - Copies of grant-related Invoicing and journal entries;
 - Required supplementary information.;
 - Management's discussion and analysis;
 - CAFR statistical tables; and
 - Schedule of federal and state assistance.
3. HOST will provide the following workplace supports:
 - The City will provide workspace, desks and chairs.
 - The successful Respondent will have access to telephone lines, photocopying facilities, and FAX machines.
 - HOST will print and publish the Final Report documents.

IV. Proposal Requirements

Please select which function your agency is interested in applying for:

- Fiscal Auditing -Funding available is approximately \$150,000
- Program Contract Monitoring- Funding available is approximately \$60,000
- Both

Experience Overview:

1. Provide a brief description of your business, including staff size, number of years in operation and audit services provided.
2. Describe your experience performing fiscal and program audits regulated by Federal Uniform Guidance
3. Describe your experience auditing housing and homelessness services
4. Describe your experience functioning as a lead for scheduling and facilitating reviews with internal and external partners, collecting, and compiling data, completing monitoring reports and tracking follow up tasks.
5. Provide a description of the professional personnel to be assigned to the engagement and the quality of management and support personnel to be available for technical consultation.
6. Describe your process for Internal Audit Co-Sourcing such as utilizing agencies existing processes, tools and staff.
7. What is your familiarity with analyzing data and/or reviewing reports from the following systems?
 - a. Workday
 - b. Salesforce
 - c. Other data collection systems
8. Describe your experience and performance with Single Audits and tests of compliance

- with laws and regulations.
9. Demonstrate your experience and performance on comparable government engagements.
 10. How do you see your role impacting equity and diversity in the services HOST administers?
 11. How do you provide your services in a culturally mindful manner?

Budget: Provide proposed hourly rate below

Please provide your hourly rate for Fiscal Auditing and a maximum amount per file/organization review \$_____

Please provide an hourly rate for Program Contract Monitoring and a maximum per organization review \$_____

Please feel free to provide more of an itemized list of tasks and cost breakdown if you would like.

Example: Rate per hour \$X with a max of \$X per contract review and report

Other Required Uploads All applicants must provide the following documents to be considered for award:

1. Diversity and Inclusiveness

Diversity & Inclusiveness Form: <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6> Optional to upload here, if not submitting electronically.

Upload XO 101 Diversity & Inclusiveness Form (if not submitting electronically)

Choose File

2. Audit/Financial Statements

Provide the most recent audited or pro-forma financial statements or provide your most recent annual and single audit if you expended more than \$750,000 in Federal awards.

3. Secretary of State Good Standing Certification

Please upload Certificate of Good Standing here:

4. Contract Certification

Notice

Any proposed modifications to the language of the city’s sample agreement must be contained in the paragraphs below or on a redlined version of the sample agreement. Any proposer modification that does not include specific language changes may be considered non-responsive by the city and proposer waives any rights to negotiate the sample agreement language at a later time.

The following terms of the agreement are non-negotiable:

- Governing Law and Venue

- Defense and Indemnification
- Discrimination in Employment
- Examination of Records

The following terms of the agreement are only negotiated in exceptional circumstances:

- Payment
- Termination for Convenience

Click on the following link to view the [Sample Agreement](#).

<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-local-funds-sample-contract.pdf>

Agreement

I, on behalf of the proposer identified below, hereby certify that I have read a copy of the sample contract attached to the RFP.

I agree*

I further hereby certify that it is the proposer's intent to agree to, and comply with each and every term and provision contained in the sample contract and propose no modifications to the sample contract except as follows:

1. Modifications to the sample contract:

2. Modifications to the sample contract:

3. Modifications to the sample contract:

I understand that the language modification(s) stated above, if any, are offered for discussion purposes only and that the City and County of Denver reserves the right to accept, reject or further negotiate any and all proposed modification to the sample contract. Proposer expressly agrees to all sample contract language where no modifications are proposed.

I agree Company Name *

Name *

Title *

Date *

V. Period of Performance

Period of Performance: The duration of this evaluation project is September 1, 2023, through August 31, 2024, with option of renewal through August 31, 2025.

VI. Proposal Scoring

Proposal Section	Points
Experience	30
Understanding Rules, Regulations and Best Practices	20
Workplan – Demonstration of Timely Deliverables	10
Staffing Plan	10
Diversity and Equity	10
Budget and Budget Justification	20
Total Points	100

VII. Submission Instructions

Applications must be signed by a duly authorized official of the proposing company. The completed and signed application (together with all required attachments) must be returned to the Department of Housing Stability by 5:00 PM MST on May 26, 2023. Applications must be submitted in the Zengine online portal: https://webportalapp.com/sp/monitoring_audit_professional_application.

All participating Applicants, by their acknowledgement hereunder, shall agree to comply with all the conditions, requirements and instructions of this procurement as stated or implied herein. Any alteration, erasure or interlineation by the Applicant in this proposal shall constitute cause for rejection by the Executive Director of HOST.

A pre-application conference will be conducted on the date and time listed in the Schedule of Events. This meeting will be conducted using the City’s Zoom meeting platform. This will be the only meeting to discuss this procurement.

Topic: Auditing and Monitoring Specialist Procurement #HOST-59-2023
 Time: May 8, 2023 10:00 AM Mountain Time (US and Canada)

Join Zoom Meeting
<https://denvergov-org.zoom.us/j/86750137763?pwd=SmRtZCtML1I0eGcvUkRMSjFvL3hrZz09>

Meeting ID: 867 5013 7763
 Passcode: 779226
 One tap mobile
 +17209289299,,86750137763# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 867 5013 7763

Find your local number: <https://denvergov-org.zoom.us/j/KEYSUGJer>

Proposers who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to HOSTProcurements@denvergov.org by May 25, 2023. All questions must be in writing and sent to HOSTProcurements@denvergov.org by May 12, 2023. HOST will post answers to all written questions in an addendum by May 15, 2023 on Zengine and the HOST website. No communication is to be directed to any other City personnel.