

PUBLIC NOTICE

The Alexandria Housing Authority is requesting sealed proposals from qualified certified public accounting firms to provide independent auditing services for the fiscal year ending June 30, 2026, with two optional one-year renewals for fiscal years 2027 and 2028.

Proposal packets may be obtained beginning Thursday, June 11, 2026, by contacting:

Shondriaka Cheatam
Chief Operations & People Officer
Alexandria Housing Authority
2558 Loblolly Lane
Alexandria, LA 71303
s.cheatam@alexhousing.org

Questions are due by Friday, June 19, 2026 at 4:00 PM.

Sealed proposals must be received no later than Friday, June 26, 2026 at 2:00 PM.

The Alexandria Housing Authority reserves the right to reject any or all proposals and waive informalities.

Equal Opportunity Employer.

Request for Proposals Independent Auditing Services



**ALEXANDRIA HOUSING AUTHORITY
FISCAL YEAR ENDING JUNE 30, 2026
WITH TWO ONE-YEAR RENEWAL OPTIONS FOR FY 2027 AND FY 2028**

1. INTRODUCTION

The Alexandria Housing Authority (“AHA”) is soliciting proposals from qualified independent certified public accounting firms to perform auditing services for the fiscal year ending June 30, 2026, with the option to renew for two additional one-year terms for fiscal years ending June 30, 2027 and June 30, 2028.

This procurement is being conducted as a competitive proposal procurement in accordance with 2 CFR Part 200, HUD procurement requirements, and applicable state and local requirements.

2. BACKGROUND INFORMATION

AHA administers federally funded housing programs including, but not limited to:

- Housing Choice Voucher (HCV) Program
- Project Based Voucher (PBV) Program
- Family Self-Sufficiency (FSS) Program
- Alexandria Affordable Housing Corporation
- Other HUD-related grants and programs as applicable

AHA operates under the regulations and requirements of the U.S. Department of Housing and Urban Development (“HUD”).

3. SCOPE OF SERVICES

The audit scope shall include all applicable programs, funds, component units, affiliated entities, and related nonprofit entities required to be included within AHA’s financial reporting structure, including Alexandria Affordable Housing Corporation, as applicable.

The selected firm shall provide all services necessary to perform an independent audit in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards issued by the Comptroller General of the United States
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)
- HUD audit requirements

- Louisiana Legislative Auditor requirements

Services shall include, but are not limited to:

1. Audit of AHA's financial statements
2. Single Audit, if applicable
3. Review and testing of internal controls
4. Compliance testing of federal programs
5. Preparation of all required auditor reports
6. Preparation and submission of required Data Collection Forms
7. Preparation and submission of Financial Data Schedule (FDS) through HUD's REAC/FASS system, if applicable
8. Entrance and exit conferences with management
9. Presentation of audit findings to the Board of Commissioners if requested
10. Management letter identifying findings, recommendations, or deficiencies, if applicable

4. CONTRACT TERM

The initial contract term shall be for the audit of the fiscal year ending June 30, 2026.

AHA may renew the contract for up to two additional one-year terms for:

- Fiscal Year Ending June 30, 2027
- Fiscal Year Ending June 30, 2028

Renewal options shall be exercised only upon:

- Mutual written agreement of both parties
- Satisfactory contractor performance
- Availability of funding
- Approval by the AHA Board of Commissioners

5. PROPOSAL REQUIREMENTS

Proposals shall include the following:

A. Firm Qualifications

- Brief history and overview of the firm
- The firm and/or engagement partner must possess all licenses and certifications required to perform governmental auditing services in the State of Louisiana.
- Experience auditing public housing authorities and HUD-funded entities
- Experience with Single Audits
- Qualifications and resumes of staff assigned to the engagement

B. References

Provide at least three references from public housing authorities or governmental entities for which similar services have been performed within the last five years.

C. Audit Approach

Describe:

- Proposed audit methodology
- Proposed timeline
- Communication process
- Quality control procedures
- Experience with HUD electronic reporting requirements and REAC/FASS submissions

D. Fee Proposal

Provide:

- Total proposed fee for FY 2026 audit
- Separate pricing for optional FY 2027 and FY 2028 renewals
- Any hourly rates or potential additional charges

Proposers shall identify any additional fees associated with auditing affiliated nonprofit entities or component units, if applicable.

E. Independence Statement

Provide a statement affirming that the firm is independent of AHA in accordance with applicable professional standards.

6. SUBMISSION REQUIREMENTS

Proposals must be received no later than:

Friday, June 26, 2026 at 2:00 PM

Submit sealed proposals to:

Shondriaka Cheatam
Chief Operations & People Officer
Alexandria Housing Authority
2558 Loblolly Lane
Alexandria, Louisiana 71303

Electronic submissions may also be submitted to:

s.cheatam@alexhousing.org

Late proposals will not be accepted.

The outside of the sealed proposal package shall clearly state:

“Proposal for Independent Auditing Services”

7. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

- Experience with HUD and Housing Authority Audits – 35 Points
- Qualifications of Assigned Personnel – 20 Points
- Audit Approach and Understanding of Scope – 20 Points
- Cost Proposal – 20 Points
- References – 5 Points

Total Possible Points: 100

AHA reserves the right to conduct interviews with selected firms if deemed necessary.

8. INSURANCE REQUIREMENTS

The selected firm shall maintain insurance coverage including:

- Professional Liability / Errors and Omissions Insurance
- Commercial General Liability Insurance
- Workers' Compensation Insurance as required by law

Proof of insurance shall be provided upon request.

9. REQUIRED CERTIFICATIONS

The selected proposer may be required to complete certifications including, but not limited to:

- Certification Regarding Debarment and Suspension
- Non-Collusive Affidavit
- Section 3 Acknowledgment, if applicable
- Any certifications required under Louisiana or federal law

10. CONFLICT OF INTEREST

No officer, employee, commissioner, or public official of AHA who exercises any functions or responsibilities with respect to this procurement during their tenure or for one year thereafter shall have any direct or indirect interest in this contract or the proceeds thereof.

11. ACCESS TO RECORDS

The selected firm shall maintain all records, materials, and working papers related to this engagement and shall make them available for inspection by:

- Alexandria Housing Authority
- HUD
- The Comptroller General of the United States
- Louisiana Legislative Auditor
- Other authorized governmental agencies

Records shall be retained in accordance with applicable federal and state requirements.

12. PROCUREMENT REQUIREMENTS

This procurement shall be conducted in accordance with:

- 2 CFR Part 200
- HUD procurement requirements
- Applicable Louisiana laws
- AHA procurement policies

13. RESERVATION OF RIGHTS

AHA reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Request additional information from proposers
- Negotiate with the selected proposer
- Cancel this solicitation at any time if determined to be in the best interest of AHA

14. EQUAL OPPORTUNITY

AHA is an equal opportunity employer and encourages participation by minority-owned, women-owned, and Section 3 businesses.

15. QUESTIONS

Questions regarding this RFP must be submitted in writing to:

Shondriaka Cheatam
Chief Operations & People Officer
Alexandria Housing Authority

s.cheatam@alexhousing.org

Questions must be received no later than:
Friday, June 19, 2026 at 4:00 PM

16. ANTICIPATED SCHEDULE

- RFP Issued – Thursday, June 11, 2026
- Questions Due – Friday, June 19, 2026 at 4:00 PM
- Proposal Deadline – Friday, June 26, 2026 at 2:00 PM
- Evaluation Period – June 29 – July 3, 2026
- Board Approval – July 2026 Board Meeting
- Contract Execution – On or after July 24, 2026

Fee Proposal Form

Independent Auditing Services

Alexandria Housing Authority
Fiscal Year Ending June 30, 2026
With Optional Renewals for FY 2027 and FY 2028

The undersigned proposer agrees to provide independent auditing services in accordance with the Request for Proposals issued by the Alexandria Housing Authority.

PROPOSER INFORMATION

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Email Address: _____

Primary Contact Person: _____

FEE PROPOSAL

Service Year	Proposed Fee
Fiscal Year Ending June 30, 2026	\$ _____
Optional Renewal – Fiscal Year Ending June 30, 2027	\$ _____
Optional Renewal – Fiscal Year Ending June 30, 2028	\$ _____

Hourly Rates for Additional Services (if applicable):

Partner Rate: \$ _____ per hour

Manager Rate: \$ _____ per hour

Staff Rate: \$ _____ per hour

The proposer certifies that the fees listed above include all costs associated with performing the requested services unless otherwise clearly identified in the proposal.

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The undersigned certifies, to the best of its knowledge and belief, that:

1. The proposer and/or any of its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. The proposer and/or any of its principals have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes; embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property.
3. The proposer and/or any of its principals are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses listed above.
4. The proposer and/or any of its principals have not within a three-year period preceding this proposal had one or more public transactions terminated for cause or default.
5. The proposer agrees to immediately notify the Alexandria Housing Authority if the proposer becomes debarred or suspended during the procurement process or contract term.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Non-Collusive Affidavit

State of _____

Parish/County of _____

BEFORE ME, the undersigned authority, personally came and appeared:

(Name of Authorized Representative)

who, after being duly sworn, did depose and state that he/she is the authorized representative of:

(Name of Firm)

and that the proposer submitting the attached proposal for Independent Auditing Services to the Alexandria Housing Authority affirms the following:

1. The proposal submitted is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation.
2. The proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham proposal.
3. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to fix or maintain proposal prices or terms.
4. The proposer has not paid or agreed to pay any person, firm, or corporation any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this contract, except for bona fide employees or established commercial selling agencies maintained by the proposer.
5. The proposer has not otherwise attempted to restrain competition in connection with this procurement.

Authorized Representative Signature: _____

Printed Name and Title: _____

Firm Name: _____

Date: _____

SWORN TO AND SUBSCRIBED before me on this ____ day of _____, 20__.

Notary Public

Addenda Acknowledgment Form

Independent Auditing Services
Alexandria Housing Authority

The undersigned proposer acknowledges receipt of the following addenda issued in connection with the Request for Proposals for Independent Auditing Services.

Addendum Number	Date Received
Addendum #1	
Addendum #2	
Addendum #3	
Addendum #4	
Addendum #5	

The proposer acknowledges that all addenda issued by the Alexandria Housing Authority have been considered in the preparation of this proposal.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Sample Professional Services Agreement

Independent Auditing Services

This Professional Services Agreement ("Agreement") is entered into by and between the Alexandria Housing Authority ("AHA") and _____ ("Contractor").

1. PURPOSE

The purpose of this Agreement is for Contractor to provide independent auditing services for the Alexandria Housing Authority in accordance with the Request for Proposals and Contractor's submitted proposal.

2. TERM

The initial term of this Agreement shall be for the audit of the fiscal year ending June 30, 2026.

AHA may renew this Agreement for up to two additional one-year terms for fiscal years ending June 30, 2027 and June 30, 2028, upon mutual written agreement of both parties, satisfactory performance, availability of funding, and approval by the AHA Board of Commissioners.

3. SCOPE OF SERVICES

Contractor shall perform auditing services in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards
- Uniform Guidance (2 CFR Part 200)
- HUD requirements
- Louisiana Legislative Auditor requirements

Services shall include all work described in the RFP and Contractor's proposal.

4. COMPENSATION

AHA agrees to compensate Contractor in accordance with the fee proposal submitted by Contractor and accepted by AHA.

No additional compensation shall be paid unless approved in writing by AHA.

5. INDEPENDENT CONTRACTOR

Contractor shall act solely as an independent contractor and not as an employee, agent, or representative of AHA.

6. INSURANCE

Contractor shall maintain throughout the term of this Agreement:

- Professional Liability / Errors and Omissions Insurance
- Commercial General Liability Insurance
- Workers' Compensation Insurance as required by law

Proof of insurance shall be provided upon request.

7. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable federal, state, and local laws, regulations, and requirements, including HUD procurement and audit requirements.

8. ACCESS TO RECORDS

Contractor shall maintain all records, materials, and working papers related to this engagement and shall make them available for inspection by AHA, HUD, the Comptroller General of the United States, the Louisiana Legislative Auditor, and other authorized governmental agencies.

9. CONFLICT OF INTEREST

Contractor certifies that no officer, employee, commissioner, or public official of AHA who exercises functions or responsibilities related to this Agreement has any direct or indirect financial interest in this Agreement.

10. DEBARMENT

Contractor certifies that neither the firm nor any principal thereof is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions.

11. TERMINATION

AHA may terminate this Agreement for cause or convenience upon written notice to Contractor.

In the event of termination, Contractor shall be compensated for satisfactory services performed through the date of termination.

12. INDEMNIFICATION

To the extent permitted by law, Contractor agrees to indemnify and hold harmless AHA from claims arising from Contractor's negligent acts, errors, omissions, or misconduct.

13. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Louisiana.

14. ENTIRE AGREEMENT

This Agreement, together with the RFP and Contractor's proposal, constitutes the entire agreement between the parties.

15. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

ALEXANDRIA HOUSING AUTHORITY

By: _____

Name: _____

Title: _____

Date: _____

CONTRACTOR

By: _____

Name: _____

Title: _____

Date: _____