REQUEST FOR PROPOSALS
For
FINANCIAL COMPLIANCE & AUDIT SERVICES
FOR
Little Rock Housing Authority
AND
AFFILIATED ENTITIES
RFP# 2026-05

LRHA
LITTLE ROCK HOUSING AUTHORITY

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100 South Arch Street
Little Rock, AR 72201

REQUEST FOR PROPOSALS
For
FINANCIAL COMPLIANCE & AUDIT SERVICES

Date Issued: May 5, 2026

The Housing Authority of the City of Little Rock, Arkansas ("LRHA") hereby solicits a request for proposal from independent accountants to conduct Financial Compliance and Auditing Services to LRHA and its related entities as specified in this
Request for Proposal ("RFP").

This RFP contains submission requirements, scope of services, period of services, terms and conditions, and other pertinent information for submitting a proper and responsive statement of qualifications.

Prospective Respondents desiring any explanation or interpretation of the solicitation must make the request at least seven (7) calendar days before the RFP response due date.

All requests shall be directed to the Little Rock Housing Authority (LRHA) via email at customerservice@mhapha.org or by mail to 100 South Arch Street, Little Rock, Arkansas 72201. Requests must clearly identify the solicitation by including the following in the subject line or on the envelope: *RFP for Financial Compliance and Audit Services*.

Responses to inquiries that result in a material clarification or change to the solicitation will be issued in writing in the form of an amendment and distributed to all prospective Respondents.

All responses to the RFP must also be enclosed in a sealed envelope and labeled as follows:

Financial Compliance & Audit Services
RFP# 2026-05

The RFP response must be addressed to Ms. Donna Wickes, Board Chair, Little Rock, AR 100 South Arch Street, Little Rock, AR 72201.

The Little Rock Housing Authority (LRHA) will receive proposals for Financial Compliance and Audit Services until 2:00 P.M. Central Time on May 22, 2026. Proposals must be submitted in both hard copy and digital format. Digital submissions shall be sent via email bmcclellan@mhapha.org, and cusomerservices@mhapha.org

Proposals will be evaluated based on the criteria set forth in this RFP. LRHA reserves the right to conduct discussions and negotiations with respondents who are determined to have a reasonable likelihood of selection for award.

Following evaluation, and any revisions requested, the contract will be awarded to the responsible and responsive firm(s) whose proposal is determined to be most advantageous to LRHA and its affiliated entities, taking into consideration qualifications, price, and other evaluation factors.

LRHA and its affiliated entities reserve the right to accept or reject any or all proposals, to waive informalities or irregularities in submissions, and to cancel this solicitation at any time if deemed to be in the best interest of the agency.

The Request for Proposal can be obtained starting May 06, 2026, by:

1. Online at Housing Authority | Little Rock, AR – Metropolitan Housing Alliance click on the tab Business with LRHA, then bid opportunities. Responders will need to check back periodically to confirm updates and addendums.

Contact Person:

- Technical Support: Jada Johnson, jjohnson@mhapha.org

Notice: Contact with members of the LRHA Board of Commissioners, officers, or employees other than the designated contact person(s) identified in this solicitation is prohibited from the date of issuance through contract award and may result in disqualification.

LRHA will not engage in individual meetings with potential respondents regarding this RFP prior to submission and evaluation of proposals, except as expressly authorized through written addenda or formal procurement processes.

This restriction does not apply to routine business matters unrelated to this solicitation; however, any firm that may reasonably be expected to submit a proposal is responsible for avoiding any contact that could be perceived as providing a competitive advantage. LRHA reserves the right to determine whether such contact constitutes a conflict of interest or grounds for disqualification.

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INTRODUCTION

The Housing Authority of the City of Little Rock, also known as the Little Rock Housing Authority (LRHA), was organized on October 14, 1940. The primary goal of the Authority is to provide a decent home in a suitable living environment for families who cannot afford standard private housing. The Authority's program is administered at the local level, in accordance with federal guidance and regulations.

LRHA is a unit of government, and its functions are essential governmental functions. The property of LRHA is used for essential public and governmental purposes and is exempt from all taxes, including sales tax on all its purchases of supplies, goods and services.

LRHA enters into and executes contracts and other instruments that are necessary and convenient to the exercise of its powers. The Little Rock Housing Authority (LRHA) maintains contractual arrangements with the U.S. Department of Housing and Urban Development (HUD) to manage and operate its Low-Rent Public Housing Program. In addition, LRHA administers the Housing Choice Voucher Program (commonly referred to as the Section 8 Housing Assistance Program) and oversees affordable housing initiatives through various affiliated entities, including mixed-finance development structures LRHA programs are federally funded along with development grants and rental income. Its primary activity is the ownership and management of 161 conventional public housing units. It also administers rental assistance for almost 2,364 Section 8 program voucher holders. It operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by HUD.

The LRHA has established a nonprofit affiliate, Central Arkansas Housing Corporation (CAHC), to support its affordable housing development and financing activities. In certain transactions, CAHC, or its related affiliates, serves as the ownership or managing entity in partnership structures that have been awarded Low-Income Housing Tax Credits (LIHTC).

Through participation in HUD's Rental Assistance Demonstration (RAD) Program, CAHC is eligible to receive developer fees associated with the conversion of former public housing units to project-based rental assistance platforms. Collectively, LRHA and its affiliated entities own and operate a portfolio of additional affordable housing units throughout the Little Rock area, further advancing the agency's mission to expand and preserve quality housing opportunities. The total number of units that belong in the mix-finance structure is nine (9) including a Single Residency Occupancy (SRO) location.

When used herein, "LRHA" shall include its affiliated entities.

In an effort to provide efficient and effective services, LRHA and its affiliates are requesting competitive proposals from qualified independent accountants, with demonstrated professional competence and experience to conduct Financial Compliance and Auditing Services. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document in its entirety.

1.0 LRHA'S RESERVATION OF RIGHTS:

1.1 LRHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by LRHA to be in its best interests.

1.2 LRHA reserves the right not to award a contract pursuant to this RFP.

1.3 LRHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).

1.4 LRHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

1.5 LRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent from the Contracting Officer.

1.6 LRHA reserves the right to negotiate the fees proposed by the proposer entity.

1.7 LRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

1.8 LRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

1.9 LRHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. Each prospective propose further agrees that he/she will inform LRHA's Contracting Officer in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by LRHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve LRHA, but not the prospective proposer, of any responsibility pertaining to such issue.

2.0 SCOPE OF PROPOSAL/TECHNICAL SPECIFICATIONS: LRHA and its Affiliates are seeking proposals from qualified, licensed and bonded entities with demonstrated professional competence and experience to conduct Financial Compliance and to provide the following detailed Audit Services:

2.1 General Requirements

2.1.1 Any audit that is performed by award of this RFP shall be performed in accordance with generally accepted auditing standards, and will additionally require compliance testing and a study of internal accounting controls. The successful proposer will be required to certify that each and every audit is performed in accordance with all applicable federal and state laws and regulations, and in accordance with Generally Accepted Accounting Principles (GAAP).

2.1.2 LRHA and its component units require annual audits.

- The period of the audit: 2025 January 1, 2025, to December 31, 2025
- The period of the audit: 2026 January 1, 2026, to December 31, 2026
- The period of the audit: 2027 January 1, 2027, to December 31, 2027

Subsequent audits will be assigned at the option of the Housing Authority, for up to two (2) one-year extensions for a possible total maximum of five years.

2.1.3 The auditor will be required to perform work in order to have completed audit reports timely. The draft report must be submitted by COB on August 31st, of each contract year.

Final Due

Little Rock Housing Authority:	August 2026, each audit year-end
Little Rock Housing Authority:	August 2027, each audit year-end
Little Rock Housing Authority:	August 2028, each audit year-end

2.1.4 Once completed, the successful proposer will be required to submit to LRHA a total of 2 hard copies of the Single Audit Report and electronically submit the audited statement via REAC.

2.2 The Auditor's Responsibilities: The selected offeror(s) must perform a financial and compliance audit of the LRHA and all of its affiliates, regardless of Federal and other funding sources, under the Single Audit Act of 1982, the Single Audit Act Amendments of 1996, and as defined within OMB Circular A-133, and any applicable requirement of individual programs or grantees.

2.2.1 General Responsibility, A-133.500(a): The audit shall be made by an independent auditor. An "independent auditor" means (1) a state or local government auditor who meets the independence standards specified in the Generally Accepted Government Auditing Standards (GAGAS), or (2) a public accountant who meets such independent standards.

The audit shall be made in accordance with GAGAS covering financial and compliance audits. These standards mean the Standards for Audit of Government Organizations, Programs, Activities and Functions developed by the Comptroller General of the United States.

The audit shall cover the entire operations of the LRHA and its related activities, or at the option of LRHA, it may cover subordinate units that received, expended, or administered Federal financial assistance during the fiscal year.

2.2.2 Financial Statements, A-133.500(b): The auditor shall determine whether LRHA, its non-profit corporation and its other programs, present fairly its financial position and results of its financial operations in accordance with generally accepted accounting principles (GAAP). The auditor shall also determine whether the schedule of expenditure of Federal awards is presented fairly in all material respects in relation to the LRHA' s financial statements taken as a whole.

2.2.3 Internal Control, A-133.500(e): In addition to the requirements of GAGAS, the auditor shall perform procedures to obtain an understanding of the LRHA's internal control systems. Internal accounting and other control systems have been established to provide reasonable assurance that it is managing Federal financial assistance programs in compliance with applicable laws and regulations.

2.2.4 Compliance, A-133.500(d): In addition to the requirements of GAGAS, the auditor shall determine whether LRHA has complied with federal, state, and local laws, regulations, and provisions of contracts or grant agreements that may have a direct and material impact on its financial statements and each of its major programs which are being maintained.

2.2.5 Audit Follow-up, A-1 33.315(b): The auditor shall follow -up on prior audit findings; perform procedures to assess the reasonableness of the summary of schedule of prior audit findings prepared by LRHA.

2.2.6 Data Collection Form, A-133.320 (b)(3): The auditor shall complete and sign specified sections of the data collection form.

2.2.7 Audit Reporting, A-133.505: The auditor's report shall include:

An opinion on financial statements and schedule of expenditure of Federal awards;
A report on Internal Control;
A report on compliance;
A schedule of findings and questioned costs.

2.2.8 Audit Working Papers, A-133.515:

Retention of Working Papers: The auditor shall retain working papers for a minimum of 3 years after the date of issuance of the auditor's report to LRHA, unless the auditor is notified in writing by the U.S. Department of Housing and Urban Development to extend the retention period.

Access to Working Papers: Audit working papers shall be made available upon request to the cognizant or oversight agency for audit or its designee. Access to working papers includes the right of Federal agencies to obtain copies of working papers, as is reasonable and necessary.

2.2.9 Determine LRHA's major programs, A-133.520.

2.2.10 Adherence to standards set forth by generally accepted auditing standards (GAAS) and the generally accepted government auditing standards (GAGAS).

2.2.11 Prepare the Audit Engagement Letter in accordance with AICPA standards. It confirms the auditor's acceptance of the appointment and documents the agreed upon scope and terms of the engagement and shall become a part of the ensuing contract between LRHA and the selected auditor. The basic elements of the Audit Engagement Letter shall be:

- Names of the parties to the contract.
- Audit schedule.
- Reporting package and its format.
- Auditor/LRHA relationship regarding changes in the kind or amount of work required, and access to and ownership of audit products, including:

  - At any time LRHA may, by written notice, make changes in or additions to work or services within the general scope of the agreement. If such changes are made, an equitable adjustment will be made in the cost of the audit using the rates specified in the agreement.

  - If the auditor believes that a change in or addition to work is beyond the general scope of the agreement, it must notify LRHA in writing within 10 days of being notified to begin such work. The final administrative authority in settling such disputes shall rest with LRHA.

Audit Work Papers: The work papers prepared by the auditor during the audit are its own property. These documents shall be retained for a period of at least 3 years after issuance of the Report. Copies of these work papers, if requested by LRHA, HUD or any other governmental agency having jurisdiction to request such (i.e. Office of Inspector General), are to be made available to the requesting party within 10 days of receipt of such request. All reports rendered to LRHA by the auditor are the exclusive property of LRHA and subject to its use and control, according to applicable laws and regulations.

2.2.11.1 The objective of the audit is the expression of an opinion on the financial statements.

2.2.11.2 Management is responsible for the PHA's financial statements.

2.2.11.3 Management is responsible for establishing and maintaining effective internal control systems.

2.2.11.4 Management is responsible for identifying and ensuring that LRHA complies with applicable laws and regulations.

2.2.11.5 Management is responsible for making all financial records and related information available to the auditor.

2.2.11.6 Management is responsible for adjusting the financial statements to correct material misstatements and for affirming to the auditor in the representation letter that the effects of any uncorrected misstatements aggregated by the auditor are immaterial, both individually and in the aggregate.

2.2.11.7 At the conclusion of the audit, the Management will provide the auditor with a letter that confirms certain representations made during the audit (Management Representation Letter).

2.2.11.8 The auditor is responsible for conducting the audit in accordance with generally accepted auditing standards (GAAS) and/or generally accepted governmental auditing standards (GAGAS).

2.2.11.9 The audit includes obtaining an understanding of the LRHA's internal controls sufficient to plan the audit and to determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, the auditor is responsible for ensuring that the audit committee is aware of any reportable conditions that come to its attention.

2.2.11.10 Arrangements regarding the conduct of the engagement (i.e., timing; client assistance; availability of documents and use of specialists or internal auditors; etc.).

2.2.11.11 Arrangements involving a predecessor auditor, fees, expense reimbursement and payment schedule.

2.2.11.12 Any limitation of or other arrangements regarding the liability of the auditor or LRHA.

2.2.11.13 Any other conditions under which third parties may be granted access to the auditor work papers.

2.2.11.14 Provision of services relating to regulatory requirements or other non-audit services.

2.2.12 Other services to be provided include:

2.2.12.1 The auditor must follow the PIH compliance supplement relating to the Public Housing Assessment System (PHAS).

2.2.12.2 The auditor must perform compliance testing for the Operating Fund Calculation of Operating Subsidy.

2.2.12.3 The auditor will be required to electronically transmit a copy of the audit report, footnotes and various attachments to LRHA in a rich text format file (.rtf). The auditor will also be required to electronically attest to the accuracy of the audit that has been entered into the Real Estate Assessment Center (REAC) system by LRHA within 4 months of LRHA's fiscal year end.

2.2.12.4 The Auditor shall provide accounting and financial reporting services as needed from time to time.

All proposed work shall include any required assistance and verification that the Contractor must provide to assist and ensure the appropriate on-time submission of the audited Financial Data Schedule to HUD.

2.3 LRHA's Responsibilities:

2.3.1 As defined within OMB Circular A-133:

2.3.1.1 Provide Federal program -related information: Federal awards received and expended including the CFDA title and number; award number and year; name of the Federal agency; and the name of the pass –through entity; per A-133.300(a).

2.3.1.2 Maintain internal control over Federal program that provides reasonable assurance that LRHA is managing Federal awards in compliance with laws, regulations and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs; per A-133.300(b).

2.3.1.3 Comply with laws, regulations, and the provisions of contracts or grant agreements related to each of its Federal programs; per A-133.300(c).

2.3.1.4 Prepare the appropriate financial statements, including the schedule of expenditure of Federal awards in accordance with A-133.310; per A- 133.300(d).

2.3.1.5 Ensure that the required audits were properly performed and submitted timely; per A-133.300(e).

2.3.1.6 Follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with OMB Circular A-133.315(b) & (c), [A-133.300(f)].

2.3.1.7 Submit the reporting package to OMB-designated Federal Clearinghouse and to its Cognizant Agency, including the Data Collection Form, (A-133.320).

2.3.2 Per 24 CFR Part 85.20:

2.3.2.1 Financial Reporting: Disclose accurate, current and complete financial results of HUD assisted Programs.

2.3.2.2 Accounting Records: Identify the source and application of funds provided for HUD assisted activities.

2.3.2.3 Internal Controls: Maintain effective controls and accountability for all assets, including accounting controls and management activities.

2.3.2.4 Budget Controls: Prepare separate budget for each HUD-assisted program, based on HUD prescribed categories, and assure that expenditures do not exceed the approved budget.

2.3.2.5 Allowable Cost: Ensure that funds are expended in accordance with program requirements, based on OMB Circular A-87 or as amended.

2.3.2.6 Source Documentation: Main source documents and files that support the financial transactions recorded in the books, providing an adequate audit frail.

2.3.3 Per Statement on Auditing Standards No. 85:

2.3.3.1 Prepare Management Representation Letter. This is LRHA's written representations on financial statements under examination by the auditor. In accordance with generally accepted auditing standards (GAAS), the auditor requests this document from LRHA prior to the conclusion of the audit.

2.3.4 Per 24 CFR 902.33:

2.3.3.1 Electronically submit the audited financial data to HUD's Real Estate Assessment Center (REAC) within 7 months after its fiscal year-end date.

3.0 PROPOSAL FORMAT:

3.1 Tabbed Proposal Submittal:

LRHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Bid" basis ("Best Value" in that LRHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that LRHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement LRHA has published herein or has issued by addendum.

3.1.1 Tab 1, Form of Proposal:
This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

3.1.2 Tab 2, Form HUD-5369-A (11/92), Certifications and Representations of Offerors, Non-Construction Contract and Conflict of Interest Questionnaire:
These forms are attached hereto as Attachment B to this RFP document and must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

3.1.3 Tab 3, Profile of Firm Form:
The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.

3.1.4 Tab 4, Proposed Services:
As more fully detailed within Section 2.0, Scope of Proposal/Technical Specifications, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab:

3.1.4.1 The work plan, including key policies and procedures, that the successful proposer will implement to provide the proposed services and the specific results that the proposer expects to affect;

3.1.4.2 If appropriate, how staff is retained, screened, trained and monitored;

3.1.4.3 The proposed quality control program;

3.1.4.4 An explanation and copies of forms that will be used and reports that will be submitted.

3.1.4.5 Each proposer shall also submit hereunder documentation pertaining to the following:

3.1.4.5.1 An affirmation that the proposing individual/firm is properly licensed for public practice as a certified public accountant in the State of Arkansas.

3.1.4.5.2 An affirmation that the proposing individual/firm meets the independence requirements of the Government Auditing Standards issued by the U.S. General Accounting Office.

3.1.4.5.3 An affirmation that the respondent does not have a record with any professional oversight board with violations of substandard audit work and is in compliance with applicable requirements for peer review and professional continuing education.

3.1.4.5.4 An affirmation that the proposing individual/firm has not been barred from doing business with the Federal government.

3.1.4.5.5 An affirmation that the proposing individual/firm does not have a conflict of interest with any of the Housing Authority's employees or Board of Commissioners.

3.1.4.5.6 Name of the Public Housing Authorities the firm has audited and within the past five years.

3.1.4.5.7 What has been the total amount of time spent on field work on each PHA audit that the firm has done.

3.1.4.5.8 What the PIH/REAC rejection rate of the proposers audits is.

3.1.4.5.9 Has the firm had a Quality Assurance audit done by the PIH/REAC PASS division? If so, submit a copy.

3.1.5 Tab 5, Managerial Capacity/Financial Viability:
The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, Profile of Firm Form.

The following information shall also be included hereunder:

3.1.5.1 How experienced and credentialed the staff are that will be involved in the audit.

3.1.5.2 If the "in-charge" people (i.e. Owner/Partner; Manager / Supervisor; Senior Audit Staff; etc.) are CPA's.

3.1.6 Tab 6, Client Information:

The proposer shall submit a listing of at least 3 former or current clients for whom the proposer has performed similar or like services to those being proposed herein. The list shall, at a minimum, include:

3.1.6.1 The client's name;
3.1.6.2 The client's contact name;
3.1.6.3 The client's telephone number;
3.1.6.4 A brief description and scope of the service(s) and the dates the services were provided.

3.1.7 Tab 7, Subcontractor/Joint Venture Information (Optional Item):
The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm.

Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

3.1.9 Tab 8, Section 3 Business Preference Documentation (Optional Item):
For *any* proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form. If the proposer does not claim any Section 3 preference, please place hereunder a statement that "NO SECTION 3 BEING CLAIMED."

3.1.10 Tab 9, Other Information (Optional Item):
The proposer may include hereunder any other general information that the proposer believes is appropriate to assist LRHA in its evaluation. If no pertinent information is to be placed under this tab, please place hereunder a statement that "NO INFORMATION IS BEING PLACED HEREUNDER."

3.1.11 If no pertinent information is to be placed under any of the tabs (especially the "Optional" tabs), please place thereunder a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK."

3.2 PROPOSED FEES:

3.2.1 UNIT COSTS: Each proposer must list the proposed hourly costs and the dedicated hours for each listed position. Each proposer shall also list a lump sum amount for "expenses." The ensuing total sum will be the firm fixed fee for the proposed work for each fiscal year (FY). You must list a proposed fee for each item, a "No Bid" will not be allowed for any item. If the same person from your firm will perform work for multiple positions, then we would expect that probably you will be proposing the same hourly fee for each, though such is not required.

Please note that the proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc. Please note that each of the following positions is inclusive of all necessary clerical work.

2.2.1.1 Item #1, Lot #1, Partner/Owner: Proposed hourly fee and dedicated hours that the Partner and/or Owner will work on the audit pertaining to FY2025.

2.2.1.2 Item #2, Lot #1, Manager/Supervisor: Proposed hourly fee and dedicated hours that the Manager and/or Supervisor will work on the audit pertaining to FY2025.

2.2.1.3 Item #3, Lot #1, Senior Audit Staff: Proposed hourly fee and dedicated hours that the Senior Audit Staff will work on the audit pertaining to FY2025.

3.2.1.4 Item #4, Lot #1, Junior Audit Staff: Proposed hourly fee and dedicated hours that the Junior Audit Staff will work on the audit pertaining to FY2025.

3.2.1.5 Item #5, Lot #1, Expenses: Total proposed fee for all expenses to allow the staff identified within the preceding 3.2.1.1 through 3.2.1.4 to complete the work pertaining to FY2025. Such expenses include, but are not limited to: travel; lodging; per diem; copying; printing; clerical; etc.

3.2.1.6 Item #6, Lot #2, Partner/Owner: Proposed hourly fee and dedicated hours that the Partner and/or Owner will work on the audit pertaining to FY2026.

3.2.1.7 Item #7, Lot #2, Manager/Supervisor: Proposed hourly fee and dedicated hours that the Manager and/or Supervisor will work on the audit pertaining to FY2026.

3.2.1.8 Item #8, Lot #2, Senior Audit Staff: Proposed hourly fee and dedicated hours that the Senior Audit Staff will work on the audit pertaining to FY2026.

3.2.1.9 Item #9, Lot #2, Junior Audit Staff: Proposed hourly fee and dedicated hours that the Junior Audit Staff will work on the audit pertaining to FY2026.

3.2.1.10 Item #10, Lot #2, Expenses: Total proposed fee for all expenses to allow the staff identified within the preceding 3.2.1.6 through 3.2.1.9 to complete the work pertaining to FY2026. Such expenses include, but are not limited to: travel; lodging; per diem; copying; printing; clerical; etc.

3.2.1.11 Item #11, Lot #3, Partner/Owner: Proposed hourly fee and dedicated hours that the Partner and/or Owner will work on the audit pertaining to FY2027.

3.2.1.12 Item #12, Lot #3, Manager/Supervisor: Proposed hourly fee and dedicated hours that the Manager and/or Supervisor will work on the audit pertaining to FY2027.

3.2.1.13 Item #13, Lot #3, Senior Audit Staff: Proposed hourly fee and dedicated hours that the Senior Audit Staff will work on the audit pertaining to FY2027.

3.2.1.14 Item #14, Lot #3, Junior Audit Staff: Proposed hourly fee and dedicated hours that the Junior Audit Staff will work on the audit pertaining to FY2027.

3.2.1.15 Item #15, Lot #3, Expenses: Total proposed fee for all expenses to allow the staff identified within the preceding 3.2.1.11 through 3.2.1.14 to complete the work pertaining to FY2027. Such expenses include, but are not limited to: travel; lodging; per diem; copying; printing; clerical; etc.

3.2.1.16 Additional Work That May Be Required: Please note that if LRHA decides that it will retain the Contractor to perform any additional related work, the labor cost of such work shall be negotiated at the applicable hourly rates detailed herein. A contractor that does not have staff based within the Little Rock area may require certain additional expenses that shall be negotiated at the following rates:

3.2.1.16.1 Roundtrip Airfare (Each): Will be priced at a rate allowed by the advance notice LRHA gives to the Contractor (i.e. 14-day; 21-day; etc.) LRHA will approve such rate prior to purchase for each such issue.

3.2.1.16.2 Lodging (Day): Lodging costs will be paid by LRHA at the current applicable rate listed within IRS Publication 1542, which can be found at IRS.gov.

3.2.1.16.3 Per Diem (Day): Per diem costs will be paid by LRHA at the current applicable rate listed within IRS Publication 1542, which can be found at IRS.gov.

3.2.1.16.4 Vehicle Rental (Day): Vehicle rental costs (if approved by LRHA) will be paid by LRHA at a reasonable rate pre-approved by LRHA.

3.3 Proposal Submission: All proposals must be submitted and time-stamped received in LRHA's Procurement Department by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") shall be placed unfolded in a sealed package and addressed to:

Financial Compliance & Audit Services
RFP# 2026-05
Due Date and Time: May 22, 2026, no later than 2:00 P.M. (CST)

Proposals must be addressed to Ms. Donna Wickes, Board Chairperson, Little Rock Housing Authority, 100 South Arch Street, Little Rock, Arkansas 72201.

Proposals may be submitted in hard copy and electronic format, provided they are received by the deadline specified in this RFP. Electronic submissions must comply with the instructions outlined herein.

For hard copy submissions, the exterior of the package must clearly identify the RFP number and include the proposer’s name and return address.

Offerors must complete and submit all forms included in this RFP. Failure to include all required forms or information may result in the proposal being deemed non-responsive.

Each hard copy of the proposal should be bound in a single volume. Proposals shall be concise, well-organized, and clearly convey all information requested by the Housing Authority. Submissions should be prepared simply and economically, while ensuring completeness and responsiveness to all RFP requirements.

Offerors may include additional information deemed relevant; however, any materials not specifically requested must be clearly identified and submitted as a separate appendix.

Proposals must be received by the established deadline. Late submissions will not be accepted and will be considered non-responsive. The Housing Authority assumes no responsibility for delays in delivery, including those caused by mail or courier services. Offerors are solely responsible for ensuring timely receipt of their submissions.

3.4 Submission Conditions:

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED!

Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to LRHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, LRHA decides that any such entry has not changed the intent of the proposal that LRHA intended to receive, LRHA may accept the proposal and the proposal shall be considered by LRHA as if those additional marks, notations or requirements were not entered on such. By submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

3.5 Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by LRHA, including the RFP document, the documents listed within the following Section 3.5, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by LRHA to exclude any of LRHA's requirements contained within the documents may cause that proposer to not be considered for award.

3.6 It is the responsibility of the proposer to direct all communication and correspondence regarding this Request for Proposals (RFP) exclusively to the designated contact person identified herein. Proposers shall not contact or communicate with any other LRHA staff member, official, or member of the Board of Commissioners concerning this RFP.

Any unauthorized contact may result in the disqualification of the proposer's submission from further consideration.

3.7 A non-mandatory pre-proposal conference will be held on May 12, 2026, at 10:00 A.M. Central Time at the Little Rock Housing Authority (LRHA) Central Office, located at 100 Bruce T. Moore Way, Little Rock, Arkansas 72201.

Questions concerning the contents of the project and procedural aspects of the RFP will be answered at this time. Any questions not answered during the conference will be responded to in writing and emailed to all potential offerors along with any required amendment that may result from the conference. All offerors are encouraged to attend, however if you do not plan to attend the conference, any questions or request for information must be submitted in writing to those noted within this proposal prior to the date and time of the Pre-Proposal Conference.

Questions may be emailed to the Procurement Office to jjohnson@mhapha.org . *If you do not plan to attend the conference, please contact our office to be registered as a potential offeror to receive any subsequent amendments.*

3.8 Recap of Attachments:

3.8.1 It is the responsibility of each proposer to verify that he/she has the following attachments pertaining to this RFP:

3.8.1.1 Attachment A: Form of Proposal;

3.8.1.2 Attachment B: Form HUD-5369-A, *Certifications and Representations of Offerors, Non-Construction Contract;* and *Conflict of Interest Questionnaire*

3.8.1.3 Attachment C: Profile of Firm Form;

3.8.1.4 Attachment D: Certification for Business Concerns Seeking Section 3 Business Preference in Contracting and Demonstration of Capability;

3.8.1.5 Attachment E: Form HUD-5369-B, *Instructions to Offerors, Non-Construction;*

3.8.1.6 Attachment F: LRHA Sample Contract Form (this contract is being given as a sample only--LRHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that LRHA feels it is in its best interests);

3.8.1.7 Attachment G: Form HUD-5370-C, General Contract Conditions, Non-Construction;

3.8.1.8 Attachment H: Request for Written Response to Questions.

4.0 PROPOSAL EVALUATION:

The evaluation of professional qualifications of the proposals will be based on the following criteria:

1. Mandatory Criteria: Proposals will not be considered for further evaluation unless they meet all of the mandatory criteria.

2. Technical Criteria: Those proposers who have met each of the criteria in Section 1 above will be evaluated on the following criteria:

   A. Responsiveness of the proposal is clearly stating an understanding of the work to be performed. (0 - 25)

      a. Comprehensiveness of the approach that will be taken to ensure that all requirements are achieved. (0 - 15)

      b. Realistic time estimates of each major segment of the work plans and the estimated number of hours for each staff level including consultants assigned. (0 - 10)

   B. Technical experience of the firm. (0 - 35)

      a. Previous audits of public housing programs, grants, nonprofits, limited partnerships, and other governmental organizations. (0 - 25)

      b. Management Information Systems. (0 - 10)

C. **Knowledge and commitment to generally accepted accounting principles as promulgated by the AICPA, GASB and GFOA. (0 - 10)**

D. **Qualifications of staff, including consultants, to be assigned to the audit. Education, including continuing education courses taken during the past three years, position in the firm, and years and types of experience will be considered. This will be determined from the resumes submitted. (0 - 25)**

a. Qualifications of supervisory personnel, consultants, and of the audit team doing field work. (0 - 15)

b. General direction and supervision to be exercised over the audit team by the firm's management personnel. (0 – 10)

E. **Size and structure of the firm. (0 - 5)**

TOTAL MAXIMUM TECHNICAL POINTS 100

3. Cost Criteria

Cost of Service (0 – 15)

TECHNICAL AND COST - MAXIMUM POINTS 115

4. Oral Interview (If Necessary)

Interview points Awarded (0 - 25)

TOTAL MAXIMUM POINTS 140

4.2 Evaluation Method:

4.2.1 Initial Evaluation: Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements). LRHA Board shall evaluate each of the proposals submitted in response to this RFP.

4.2.2 Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation.

5.0 **CONTRACT AWARD:**

5.0.1 LRHA Board shall maintain the right to select the scope of service identified in this RFP. It is LRHA's intent to secure Professional Services whereby it may assign certain accounting and financial reporting task as required.

5.1 If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

> 5.1.1 Upon final completion of the proposal evaluation process, the Board will negotiate price.

5.1.2 An audit entrance and exit conference will be held before and after the audit. The contact person for setting up the meeting, where the meeting is to be held and the persons whom to meet will be the Executive Director. The Director of Finance and Systems will be the contact persons for any other meetings to be held.

5.2 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made LRHA pursuant to this RFP:

5.2.1 Contract Form: LRHA will not execute a contract on the successful proposer's form--contracts will only be executed on LRHA's form (please see Sample Contract, Attachment F), and by submitting a proposal the successful proposer agrees to do so (please note that LRHA reserves the right to amend this form as LRHA deems necessary). However, LRHA will consider any contract clauses that the proposer wishes to include therein, but the failure of LRHA to include such clauses does not give the successful proposer the right to refuse to execute LRHA's contract form. It is the responsibility of each prospective proposer to notify LRHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. LRHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by LRHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.2 Assignment of Personnel: LRHA shall retain the right to demand and receive a change in personnel assigned to the work if LRHA believes that such change is in the best interest of LRHA and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of LRHA's Board Chair. Any purported assignment of interest or delegation of duty, without the prior written consent of LRHA's Board Chair shall be void and may result in the cancellation of the contract with LRHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by LRHA's Board Chair.

5.3 Contract Period: LRHA anticipates that it will initially award a contract for a period of three fiscal years, with, at the option of LRHA, two additional fiscal-year periods.

5.4 Licensing and Insurance Requirements: Prior to award (but not prior to submission of the proposal) the *successful proposer* will be required to provide:

5.4.1 An original certificate evidencing the proposer's current industrial (workers compensation) insurance carrier and coverage amount;

5.4.2 An original certificate evidencing General Liability coverage, naming LRHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Little Rock Housing Authority D/B/A Metropolitan Housing Alliance as an additional insured under said policy (minimum of $1,000,000 each occurrence, general aggregate minimum limit of $2,000,000;

5.4.3 An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of $300,000 each occurrence, general aggregate minimum limit of $300,000);

5.4.4 An original certificate showing the proposer's automobile insurance coverage in a combined single limit of $500,000.00.

5.4.5 If applicable, a copy of the proposer's license issued by the State licensing authority allowing the proposer to provide the services detailed herein.

5.4.6 The requested insurance and licensing information shall also be entered where provided for on the Profile of Firm Form.

5.5 Right to Negotiate Final Fees: LRHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at LRHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after LRHA's evaluation panel has chosen a top-rated proposer. If such negotiations are not, in the opinion of LRHA's Board successfully concluded within 10 business days, LRHA shall retain the right to end such negotiations and begin negotiations with the next rated proposer. LRHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

5.6 Billing/Payment Methods:

5.6.1 Requirements Contract/Task Order Basis: Whereas LRHA does not at this time know the full extent of the work that LRHA will need the successful proposer to perform, the quantities listed within the cost proposal area shall be considered to be calculation factors only that will allow LRHA to evaluate each proposer's cost proposal on an equitable basis.

5.6.1.1 Therefore, the proposed contract shall be considered to be a requirements contract (RC) with work ordered on a task order basis, which means that LRHA will order work on an as-needed basis, and the successful proposer will provide the work pursuant to the unit costs proposed and/or negotiated.

5.6.1.2 LRHA reserves the right to order any quantity of work pursuant to the proposed contract, which means that there shall be no minimum or maximum amount of work that will be ordered, either on an individual order basis or in total. However, any such work ordered will be in conformance with a LRHA's approved budget, a specific not-to exceed (NTE) amount and shall not exceed the amount listed on the current contract.

5.7 Contract Service Standards: All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal laws.

6.0 ASSISTANCE AVAILABLE TO PROPOSERS

6.1 The firm, Novogradac performed the most recent audits for the agency for the period ended December 31, 2024. The audit reports can be provided upon request.

6.2 The Director of Finance and Systems will be available to assist the individual/firm by providing information and explanations during the audit. The accounting staff of the Finance & Accounting Division will be available to assist in preparing schedules, reproducing documents and pulling documents. Data processing equipment and generalized user software are available for auditing purposes.

6.3 The Executive Director will issue representation letters, if required.

6.4 Work areas, reproducing equipment and a majority of the records to be audited are located at the central office building of the Metropolitan Housing Alliance, located at 100 South Arch Street, Little Rock, AR 72201.

6.5 The U.S. Department of Housing and Urban Development (HUD) is the cognizant federal agency for the Housing Authority. The Office of Regional Inspector General will generally have auditing responsibilities within HUD.

7.0 REPORTS REVIEW

7.1 Requirements concerning procedures of reporting, frequency, special reporting, etc., are as follows:

7.1.1 During the audit, all audit findings should be disclosed and made available to the Interim Executive Director and Director of Finance in draft form.

7.1.2 An exposure draft submission will be prepared and forwarded to the Housing Authority no later than 30 days prior to the due date for review by the Housing Authority. The Interim Executive Director and Director of Finance will be responsible for reviewing and responding to the draft audit report.

7.1.3 All fraud abuse, or illegal acts or indications of such acts, including questioned costs found as the result of these acts that the auditor becomes aware of, will be covered in a separate written report and submitted in accordance with Section 8, Required Reports, as applicable.

REQUEST FOR PROPOSALS (RFP) NO. 2026-05
Financial Compliance and Audit Services
FORM OF PROPOSAL
(Attachment A)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer. Also, complete the Section 3 Statement and the Proposer's Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS *(Please submit original signatures)*
____________	**Tab 1 - Form of Proposal (Attachment A)**
____________	**Tab 2 - Form HUD-5369-C (Attachment B)**
____________	**Tab 3 - Profile of Firm Form (Attachment C)**
____________	**Tab 4 - Proposed Services**
	Tab 5 - Managerial Capacity/Financial Viability
____________	**Tab 6 - Client Information**
____________	**Tab 7 - Equal Employment Opportunity Statement**
____________	**Tab 8 - Subcontractor/Joint Venture Information (Optional)**
____________	**Tab 9 - Section 3 Business Preference Documentation (Attachment D)**
____________	**Tab 10 - Other Information (Optional)**

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES_ or NO_. If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 9, which priority are you claiming?

PROPOSER'S STATEMENT

The undersigned proposer certifies that, by completing and submitting this Form of Proposal and all accompanying documents, all information provided is, to the best of their knowledge, true, complete, and accurate. The Housing Authority (HA) reserves the right to reject any proposal or terminate any resulting contract if it is determined that any information provided is false, misleading, or materially incomplete.

By submitting this proposal, the proposer further agrees to comply with all terms, conditions, and requirements set forth in this Request for Proposals (RFP), including all attachments, addenda, and incorporated documents, whether issued in hard copy or electronically.

In accordance with the RFP documents and the proposer's submitted materials, the undersigned agrees to furnish all services described herein at the pricing and terms provided within this proposal.

____________________	_____	____________________	______________________________
Signature	**Date**	**Printed Name**	**Company**

PROFILE OF FIRM FORM
(Attachment See RFP)

(1) Prime ____ Sub-contractor _____ (This form must be completed by and for each).

(2) Name of Firm:______________________________ Telephone:_____________ Fax: ____________

(3) Street Address, City, State, Zip:____

(4) Please attached a brief biography/resume of the company, including the following information: (a) Year Firm Established; (b) Year Firm Established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit under Tab No. Attachment D a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

☐ Caucasian American (Male) ________%
☐ Public-Held Corporation _________%
☐ Government Agency _________%
☐ Non-Profit Organization _________%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

☐ Resident-Owned* _______%
☐ African American _______%
☐ **Native American _______%
☐ Hispanic American _______%
☐ Asian/Pacific American ________%
☐ Hasidic Jew ______%
☐ Asian/Indian American ________%

☐ Woman-Owned (MBE) _______%
☐ Woman-Owned (Caucasian) _______%
☐ Disabled Veteran ______%
☐ Other (Specify): _______%

WMBE Certification Number:____
Certified by (Agency):____
(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

________________________	___________	_________________________	____________________________
Signature	**Date**	**Printed Name**	**Company**

PROFILE OF FIRM FORM
(Attachment See RFP)

(This Form must be fully completed and placed under Tab No. 3.1 of the "hard copy" tabbed proposal submittal.)

(8) Federal Tax ID No.:______________________________

(9) [APPROPRIATE JURISDICTION] Business License No.:______________________________

(10) State of ______ License Type and No.:______________________________

(11)Worker's Compensation Insurance Carrier:______________________________
Policy No.:______________________ Expiration Date:______________________

(12) General Liability Insurance Carrier:______________________________
Policy No. ______________________ Expiration Date:______________________

(13) Professional Liability Insurance Carrier: ______________________________
Policy No. ______________________ Expiration Date:______________________

(14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _______, or any local government agency within or without the State of _________? Yes ☐ No ☐
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes ☐ No ☐
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(17) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

______________________	__________	______________________	______________________
Signature	**Date**	**Printed Name**	**Company**