

PREMIER COMMUNITY DEVELOPMENT CORPORATION

REQUEST FOR QUALIFICATIONS
AUDIT SERVICES

The Premier Community Development Corporation is requesting proposals from qualified accounting firms to provide audit services for the Corporation. A detailed scope of services and the general requirements are listed

DEFINITION:

The auditors or their companies who will perform the audit must possess a Certified Public Accountant licensed by the State of New Jersey or a Public Accountant licensed by the State of New Jersey and having previous experience with a minimum of seven (7) years rendering auditing services on public sector.

All proposals will be evaluated, rated and ranked in accordance with an evaluation criteria set forth in the proposal. Services will be awarded to qualified and responsible firms whose proposals are the most advantageous to the corporation.

The Premier Community Development Corporation reserves the right to reject any or all proposals or waive any informality in the proposals. No proposals shall be withdrawn within fifteen (15) days subsequent to the proposal due date without the consent of the Corporation.

All proposals are required to comply with the requirements of PL 1975 C.127 Affirmative Action and Equal Employment Law in accordance with the applicable state And federal regulations.

EQUAL EMPLOYMENT OPPORTUNITY

Scope of Audit Services

A. The Auditor shall audit the accounts and records of the organization for the aforementioned Programs ending 12/31/2021 in accordance with generally accepted accounting principles "GAAP" and government auditing standards and the provisions of OMB Circular A-133 and HUD Notice PIH 95-31 AND, (2) in conformance with the State of New Jersey Statutes and Regulations, New Jersey Administrative Code 5:31.7, (Code 5:31.7 attached hereto)

B. To perform all the services and comply with all the terms and conditions, as set forth in the Agreement for Audit Services. The Audit shall be fully completed in all respects, including but not limited to the Audit Reports, and delivered to the Corporation.

INFORMATION, DATA REQUIRED FROM EACH RESPONDENT

A. Qualifications and Experience

1. Demonstrate the ability of the specifically named auditor (Lead Auditor) of the Firm who will be personally charged with and have the experience and, in particular, previous experience in conducting PHA audits.
2. Demonstrate the ability of other specifically named Auditors of the firm who will assist the lead Auditor to perform the requested services by listing prior relevant experience, including previous experience in conducting PHA audits.
3. Demonstrate the ability of other specifically named non-Auditors to assist the lead Auditor to perform the requested services by listing relevant experience in performing similar job responsibilities.

B. Cost of Service

1. The organization desires to receive a fixed price, inclusive of all costs and expenses for the services included in Section I, Scope of Audit Services.
2. Relevant Experiences with regard to audit services in the areas of public sector programs.

C. Audit firms owned by women or services are participated by minority Members.

D. Requirements

1. PCDC requires these services to be fully completed within the time frame stipulated by PCDC for the starting date and completion date and the daily hours to perform services (by providing an audit schedule to PCDC, 90 calendar days from the receipt of a notice to proceed.
2. Respondents must demonstrate agreement with the terms of the "Agreement for Audit Services" in their response. Failure to return the said Agreement, duly executed, may result in rejection of respondent's proposal.
3. Respondents must be Certified Public Accountants, duly licensed by the State of New Jersey or Public Accountants. Respondents must also meet the standards and qualifications set forth in 24 CFR 44 as amended and supplemented and HUD Notices PIH 95-31 and PIH 98-14 (HA) and New Jersey State Statutes and Regulations, New Jersey Administrative Code 5:31.7

Applicants of the audit services must submit their resumes and all qualifications will be evaluated, rated and ranked in accordance with the evaluation criteria set forth in the proposal. Contract will be awarded to the responsible firm/individual whose proposal is the most advantageous to the corporation.

Please submit qualifications no later than Tuesday, August 23, 2022 at 12:00 p.m. to the office located at 510 East Front Street, Plainfield, New Jersey 07060.

All applicants interested in providing audit services shall comply with the requirements of PL 1975, C 127 Affirmative Action.