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REQUEST FOR PROPOSALS (RFP)

Independent Audit Services

Deerfield Beach Housing Authority

Deerfield Beach, Florida

RFP Number: DBHA -2026-01

Issue Date: April 2026

Proposal Due Date: **March 27, 2026**

1. PURPOSE

The Deerfield Beach Housing Authority (DBHA) is requesting proposals from qualified Certified Public Accounting (CPA) firms to provide Independent Audit Services beginning fiscal year ending **September 30, 2025**.

The selected firm will conduct an independent audit of the Authority's financial statements and applicable programs in accordance with **Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (Yellow Book), and applicable federal regulations**.

2. ENTITIES AND PROGRAMS TO BE AUDITED

The audit engagement will include the following programs and entities with a **September 30 fiscal year end**:

- **Housing Choice Voucher Program (HCV)**
- **ROSS (Family Self-Sufficiency)**
- **Business Skill Center**



- **Deerfield Beach Empowerment (Nonprofit Organization)**
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3. COMPONENT UNITS (EXCLUDED FROM THIS RFP)

The Deerfield Beach Housing Authority has **three discretely presented component units** which:

- Have a December 31 fiscal year end
- Are currently audited by another independent accounting firm
- Will not be included in the scope of this audit engagement.

The selected audit firm will not be responsible for auditing these component units.

4. SCOPE OF AUDIT SERVICES

The selected CPA firm will provide **Independent Audit Services** including, but not limited to:

Financial Statement Audit

- Audit the financial statements of the programs and nonprofit organization listed above.
- Express an opinion on the fairness of the financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

Compliance and Internal Control Review

- Evaluate internal controls over financial reporting.
- Assess compliance with applicable federal, state, and local regulations.

Government Auditing Standards

- Conduct the audit in accordance with Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States.



Federal Program Compliance

- Review compliance with HUD program requirements related to the Housing Choice Voucher Program and ROSS/FSS programs.

Audit Deliverables

The selected firm will provide:

- Independent Auditor's Report
- Report on Internal Control Over Financial Reporting
- Report on Compliance and Other Matters
- Management Letter (if applicable)
- Required communications with those charged with governance

Board Presentation

The auditor will present the audit results to the Deerfield Beach Housing Authority Board of Commissioners if requested.

5. TERM OF CONTRACT

The Deerfield Beach Housing Authority intends to award a **three (3) year contract** for Independent Audit Services.

The initial engagement will cover the audit of the Fiscal Year Ending September 30, 2025.

The contract will commence following Board approval in April 2026.

6. MINIMUM QUALIFICATIONS

Firms responding to this RFP must demonstrate:

- Current Certified Public Accountant (CPA) licensure



- Experience auditing Public Housing Authorities and HUD-funded programs
 - Knowledge of HUD financial reporting requirements
 - Experience auditing nonprofit organizations
 - Familiarity with Government Auditing Standards (Yellow Book)
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7. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

Cover Letter

Signed by an authorized representative of the firm.

Firm Background

- Description of the firm
- Years in business
- Relevant experience

Audit Approach

- Description of proposed audit methodology
- Proposed timeline for completion

Key Personnel

- Qualifications and experience of staff assigned to the audit
- Certifications and professional credentials

References

Provide **three references** from public housing authorities or similar organizations.



Fee Proposal

Provide a detailed fee schedule including:

- Cost for **FY 2025 audit, and subsequent years.**
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8. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Criteria	Weight
Experience with Housing Authorities	30%
Audit Methodology	25%
Qualifications of Staff	20%
Cost Proposal	15%
References	10%

9. PROCUREMENT SCHEDULE

Activity	Date
RFP Issued	March 12, 2026
Proposal Submission Deadline	March 27, 2026
Proposal Evaluation	April 2026
Board Approval	April 2026
Contract Start Date	After Board Approval

10. SUBMISSION INSTRUCTIONS

Proposals must be received **no later than March 27, 2026.**



Email submissions may be sent to:

sjoy@dbhaonline.org

lcoley-mckenly@dbhaonline.org

11. CONDITIONS

- DBHA reserves the right to **reject any or all proposals.**
 - DBHA may **request additional information or interviews** with respondents.
 - Respondents are responsible for **all costs incurred in preparing proposals.**
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12. CONTACT INFORMATION

All questions regarding this RFP must be submitted to:

Shawn Joy

Deerfield Beach Housing Authority

sjoy@dbhaonline.org

954-895-5470