

THE HOUSING AUTHORITY
OF THE
CITY OF EVANSVILLE

REQUEST FOR PROPOSALS (RFP)
AUDIT SERVICES FOR THE FISCAL YEARS ENDING
DECEMBER 31, 2016 and DECEMBER 31, 2017

RFP May 02, 2016 FIN 01

Rick Moore
Executive Director

HOUSING AUTHORITY OF THE CITY OF EVANSVILLE
Request for Proposals: Audit Services For The Fiscal Years Ending
December 31, 2016 and December 31, 2017

GENERAL INFORMATION

The Housing Authority of the City of Evansville (the "Housing Authority") is charged with providing "affordable decent, safe and sanitary housing for low-income persons."

The Evansville Housing Authority has 47 employees. The Housing Authority itself maintains approximately 330 units of rental housing; and, through its Leased Housing program, funds the rental of more than 1,700 other units of privately owned housing, and 559 Project based/RAD units (currently in process of converting). The Evansville Housing Authority's PHAS Score is 86, operating as a Standard Performer. The SEMAP Certification is 97, a High Performer. Prior year audits are available for review.

Major operational departments include Asset Management, Capital Funds and Leased Housing, Project Based Vouchers (RAD), ROSS-FSS grants, and miscellaneous city administered grants include HOME funds and CDBG grants, Major administrative departments include Executive, Finance, Operations Management, Human Resources and 8 various component units of which 1 is audited by another independent CPA firm.

The component units consist of and are not limited to:

Advantix Development Corp (a not-for profit 501(c)3)

Vision 1505 LP (Tax credit distinct component unit) (outside tax credit certification audit)

ADC V1505, Inc (for profit corporation)

Lincoln Estates Redevelopment Corp (for profit corporation)

Lincoln Estates Redevelopment Partnership (LP owned by Advantix above)

Evansville RAD One, LLC

EHA RAD I, LP (outside tax credit certification audit)

EHA RAD II, LP (outside tax credit certification audit)

And newly created:

Evansville RAD 2 Corporation (2016 or 2017)

EHA RAD III, LP (2016 or 2017, (outside tax credit certification audit))

EHA RAD IV, LP (2016 or 2017 (outside tax credit certification audit))

EHA RAD V, LP (2016 or 2017 (outside tax credit certification audit))

The Housing Authority serves low income and very low-income residents within the City of Evansville and is committed to providing quality services to our residents. The Housing Authority wishes to enter into a Fixed Fee contract to assure this commitment is being met in a professional, effective and cost efficient manner. To that end, the Housing Authority wishes to engage a contractor to provide auditing services in the various areas identified herein. The authority has various entities and is involved in tax credit financing, mortgages, and notes to finance five RAD development projects through the HUD Rental Assistance Demonstration (RAD) program. Not all of the developments have been completed to date. Tax returns shall be prepared for all audited and/or blended units. The component units that are audited by another firm will be prepared outside of this engagement. The audit will be subject to the Indiana State Board of accounts which must approve the RFP, contract and meet state reporting requirements (exit conference notification and state required reporting). The HUD submission of the audit report and certification of the FDS is required by July 31, 2017

This contract will be awarded through the Finance Department. The Director of Finance will be the key contact once the contract is awarded.

REQUEST FOR PROPOSALS

Pursuant to the Code of Federal Regulations, "All procurement transactions will be conducted in a manner providing full and open competition". Consistent with the standards CFR Section 200.509, the Housing Authority of the City of Evansville is seeking competitive proposals to engage a qualified accounting firm to provide annual auditing services for the public housing agency.

CONTACT PERSON

Questions concerning this RFP should be submitted, in writing, not less than five (10) business days prior to the proposal due date:

Eric Kremer Director of Finance
Housing Authority of the City of Evansville
402 Court Street, Suite B
Evansville, IN 47708
eric.kremer@evansvillehousing.org
FAX: (812) 428-8500 x4

The - Finance Director shall serve as the "primary" contact for contract administration.

PROPOSAL SUBMISSION

All responses to this RFP must be submitted no later than 4:00 p.m. Local Time on June 24, 2016.

Submit to:

Eric Kremer Director of Finance
Housing Authority of the City of Evansville
402 Court Street, Suite B
Evansville, IN 47708

NOTE: Proposals received after the deadline will not be considered.

IMPORTANT: One original, marked "**ORIGINAL**" and three (3) copies, marked "**COPY**" must be submitted by the above deadline. The following identification should be clearly marked on the outside of the sealed envelope:

Audit Services for Fiscal Years Ending December 31, 2016 and December 31, 2017
RFP: May 2, 2016 FIN 01

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 the EHA, including the **Instructions to Bidders**, 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 instructions, conditions and requirements set forth within those documents.

- The EHA 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 to be in its best interest.
- The EHA reserves the right not to award a contract pursuant to this RFP.
- The EHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
- The EHA reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
- The EHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Proposals without the written consent of the EHA Finance Director.
- The EHA reserves the right to negotiate the fees proposed by the proposer entity.
- The EHA 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.
- The EHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age or gender or physical handicap, and that it has not been convicted of violating any Laws within the immediate preceding six (6) month period.

DIVERSITY BUSINESS ENTERPRISE PROGRAM REQUIREMENTS

Consistent with 2 CFR Chapter 1, Chapter II, Part 200, et al, the proposer shall make efforts to ensure that minority, women and small business enterprises businesses are utilized when possible. Efforts to achieve minority, women and small business participation shall include, but shall not be limited to:

- a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b) Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- d) Establishing delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises; and
- e) Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.

f) Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned or controlled by socially and economically disadvantaged individuals. If this is done, that fact and the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of EHA.

SECTION 3 PROGRAM

The purpose of section 3 of the Housing Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very-low income persons. Offerors are to ensure they comply with 24 CFR 135.

EVALUATION METHOD

The EHA shall select a minimum of a three-person panel to evaluate each proposal submitted in response to this RFP for the applicable administrative area, and in accordance with the evaluation criteria referenced in this document. The evaluation methods utilized by the panel may include an oral interview of each qualified proposer entity.

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 on the EHA evaluation panel. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the EHA evaluation panel.

CONTRACT AWARD PROCEDURE

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

Upon completion of the Proposal Evaluation Process, the EHA evaluation panel will forward its conclusions and recommendation to the EHA Finance Department. The Finance Director will submit the panel's conclusion and recommendation to the EHA Executive Director for approval of award.

If the recommendation is followed, the successful proposer will receive an EHA Notice of Award; thereafter contract price negotiations will begin.

TERM OF ENGAGEMENT

The contract period shall be for two (2) years, with provisions for an option to extend for an additional one (1) year period thereafter, up to three (3) additional years. The audit firm shall state its willingness to enter into a contract for up to three (3) additional years under substantially the same terms, fees and conditions.* Fees would be subject to inflation-related adjustment as proposed. The audit contract between the selected firm and EHA is subject to approval by the EHA Board of Commissioners. *New HUD programs and new HUD reporting requirements may occur in future years. New programs and negotiated fees will be negotiated prior to the end of the year under audit.

LICENSING AND INSURANCE REQUIREMENTS

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

- (1) a copy of the entity's business license allowing that entity to provide services within the City of Evansville;
- (2) an original certificate from the entity's industrial (workers compensation) insurance carrier;
- (3) original certificates naming the EHA as an additional insured showing the entity's liability insurance coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a deductible of not greater than \$1,000;
- (4) Proof of State unemployment coverage.

RIGHT TO NEGOTIATE FINAL FEES

The EHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such

negotiations may begin after the EHA evaluation panel has chosen an apparent successful proposer and received the Executive Directors/Contracting Officers approval to begin negotiations. If such negotiations are not, in the opinion of the EHA evaluation panel or EHA Contract Officer, successfully concluded within five (5) business days, the EHA shall retain the right to end such negotiations and begin negotiations with the next rated proposer. The EHA shall also retain the right to negotiate additional fees with any proposer, if the EHA needs in these areas change.

NATURE OF SERVICES REQUIRED

The purpose of this RFP is to allow the Housing Authority to solicit meaningful, technical, competitive proposals so that the Housing Authority may select, from among a range of proposals, the Auditing Firm that best meet its needs and requirements. Proposers should acquaint themselves with the Housing Authority's enabling statute, as well as relevant local, state and federal legislation and regulations promulgated thereunder when reviewing the Scope of Services. Prior to submitting a proposal, Proposers at their own expense must secure any personnel required to perform the services contemplated herein.

The Housing Authority encourages auditing firms to submit a proposal for all identified services. The selection of the Firm shall be based on the specific needs of the Housing Authority and shall be made at the Housing Authority's sole discretion.

The Evansville Housing Authority is soliciting firms to perform audit services. Proposals must include a letter indicating that if selected your firm will sign an annual contract for audit services for a period of two (2) years. This contract may be extended for an additional one (1) year period for up to an additional three (3) years if mutually agreed upon by EHA and the Contractor. Proposals must specify that the audit is for the purpose of expressing an opinion on the financial statements and not primarily or specifically designed to disclose any other qualifications that you feel should be included. The fee for performing the audit will be stated and will include all applicable expenses.

This audit will be conducted in accordance with the Single Audit Act, Government Auditing Standards, and the U.S. Department of Housing and Urban Development regulations and the State Board of Accounts *Guidelines for Audits of State and Local Governments by Authorized Independent Public Accountants*. The audit 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).

Solicitation of the Request for Proposals does not commit the Authority to pay any costs incurred in the preparation or submission of said bids.

The auditors should demonstrate their ability to submit a report containing all of the applicable statements listed. Although the Single Audit Act requires the submission of financial statements, the Authority also wishes the audit report to contain the following statements:

REPORT FORMAT

- Accountants' Opinions
- Accountants' Report of Financial Statements
- Accountants' Report on compliance and on Internal Control Structure over Financial Reporting based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.

- Accountants' Report on Compliance and on Internal Control over Compliance in Accordance with c 2 CFR Chapter 1, Chapter II, Part 200, et al.

FINANCIAL STATEMENTS – GAAP BASIS

- Combined Balance Sheet – All Fund Types
- Combined Statements of Revenues, Expenditures and Changes in Fund Balance
- Combining Balance Sheet – All Fund Types
- Combining Statements of Revenues, Expenditures and Changes in Fund Balance
- Statement of Cash Flows (if applicable)
- Notes to the Financial Statements

SUPPLEMENTARY INFORMATION – HUD REPORTS

- Financial Data Schedule (required by REAC)
- Computation of Annual Contributions Earned and Project Account – Operating Reserve Changes – Housing Assistance Payment Program
- Statement of CIAP/Comp Grant and Development Costs
- Reconciliation of Development and Capital Fund Grant Advanced with Costs
- Schedule of Federal Financial Awards
- Statue of Prior Audit Findings
- Schedule of Findings and Questioned Costs
- General Comments
- Schedule of Adjustments Made

TYPES OF PROGRAMS TO BE AUDITED

Low Income Public Housing

The Housing Authority operates 889 units of conventional housing consisting of 330 family units and with 559 units converting to RAD project based units during 2016.

OAdditional Federal Programs

CFP IN36P016501-13	\$1,069,560
CFP IN36P016501-14	\$1,084,714
CFP IN36P016501-15	\$1,105,637
CFP IN36p016501-16	\$1,138,483
CFP IN36R016501-12	\$112,964
CFP IN36R016501-13	\$132,138
CFP IN36R016501-14	\$ 69,508
CFP IN36R016501-15	\$ 70,872
CFP IN36R106501-16	\$ 73,586
IN016RFSH1460A015 – ROSS/FSS	\$47,690
City of Evansville CBDG	\$60,000
City of Evansville HOME funds	\$30,000
City of Evansville CDBG	\$82,000

Section 8 Programs

Under the Section 8 Program, the landlord/tenant relationship is between the housing owner and a family rather than the authority and the family, as in conventional programs.

The Authority presently has 1,932 units under the Section 8 Voucher Program (including VASH and NED vouchers), which will be combined into the Housing Choice Voucher Program during the audit period. In 2016, there will be RAD/Project Based vouchers of 559 plus another 330 over the next 2 years.

REPORTING REQUIREMENTS

1. The contractor shall audit the accounts and records of the Public Housing agency for the 12 month period ending December 31, 2015, and the 12 month period ending December 31, 2016, in accordance with generally accepted auditing standards, the generally accepted government auditing standards and the auditing and reporting provisions of the applicable HUD Audit Guide for the Low-Income Housing Program for use by Independent Public Accountants and the State Board of Accounts *Guidelines for Audits of State and Local Governments by Authorized Independent Public Accountants* . The audit performed will be sufficient in scope to enable the Contractor to express an opinion in the audit report on the financial statements of the Public Housing Agency. The PHA may, from year-to-year, expand the scope of work beyond that required by HUD. Any expanded scope will be attached as an Addendum to this Contract. Report groupings must be based on PHAS defined categories by HUD.
2. In accordance with HUD PIH notice 96-32 and 96-53, the Contractor must follow the PIH compliance supplement relating to the Public Housing Management Assessment Program (PHMAP). This requirement will continue with the new Public Housing Assessment System (PHAS). Please note that this requirement was initiated with PIH notice 95-31. Responsibility continues for reporting until the PHAS report is approved by HUD and the Indiana State Board of Accounts.
3. The Contractor must perform compliance testing for the Section 8 Management Assessment Program (SEMAP), in accordance with standards that will be OMB publications, including OMB Circulars/2 CFR part 200 and the Supplement for audits under OMB Circular A-133/2 CFR part 200, subpart F.
4. In accordance with the Uniform Financial Reporting standards for HUD Housing Programs, effective fiscal years ending 12/31/016 and 12/31/17, the audit report submitted to HUD must be in compliance with Generally Accepted Accounting Principles (GAAP).
5. Upon completion of the audit, an Audit Report consisting of those elements described in the Audit RFP dated May 2, 2016 will be submitted within 60 days after the completion of the audit field work to the following: local HUD Management Office for Audit (2 copies); Public Housing Agency (15 copies) and the required copies sent to the Federal Audit Clearinghouse and the Indiana State Board of Accounts.
6. The Contractor must be a Certified Public Accountant and meet all legal requirements concerning registration in which the PHA is located.
7. The contractor certifies that it has not provided accounting or bookkeeping services for the PHA during the period covered by the audit.

The audit will be required to be performed in accordance with Federal guidelines outlined in 2 CFR Chapter 1, Chapter II, Part 200, et al

The audit for FY 2016 will be required to be performed prior to July 15, 2012, and the report must be issued by July 31, 2012 as follows:

1. Field work must be completed by May 31, 2017
2. Draft report must be submitted June 30, 2017
3. Final report must be submitted by July 31, 2017
4. Electronic Submission to REAC by July 31, 2017

The audit for FY 2016 will be required to be performed prior to May31, 2017, and the report must be issued by July 31, 2017 as above.

At the conclusion of the engagement, the auditor will provide the Authority with any adjusting entries, together with copies of supporting work documents. Additionally, any informal comments and suggestions regarding improvements in operational efficiency should be discussed during the exit interview. Once completed, the successful proposer will be required to submit to the EHA a total of fifteen (15) copies of the Single Audit Report.

The auditing firm selected will be required to retain the audit working papers to which HUD may have access for a period of five (5) years as well as the State Board of Accounts.

SELECTION

The auditor will be selected based on the following point system. The Authority reserves the right to reject any or all proposals and to waive any informality in the proposal submissions.

	PROPOSAL EVALUATION CRITERIA	MAXIMUM POINTS
1	Professional qualifications of staff assigned to the audit. Education, position in firm, and years and types of experience, including RAD, Component Unit and Tax Credit experience.	35 POINTS
2	Capacity to accomplish the work in the required period of time, including organization size and structure of firm.	25 POINTS
3	Prior experience and past performance including auditing of HUD programs, auditing of local governments under the Single Audit Act, and auditing Public Housing Authorities	25 points
4	Total price for the contract to complete the required work.	20 points
5	Section 3 Business Participation	5 points
6	Minority/Women Business Enterprise Participation	10 points

PROPOSAL INCLUSIONS

1. Information concerning your firm, the name of the contact partner and staff persons who will be assigned to perform the audit. You should indicate the prior audit experience, RAD experience, Tax Credit Property, and component unit experience of these persons.
2. References should be provided pertaining to audit clients for which your firm has been the auditor of record or who have permitted the listing of their names as a reference. Please indicate the nature of the work performed for these clients.
3. Breakdown of time by staff level and computation of the audit fee including expenses used in your proposal. This computation should show the amount of time required and rate used by each level of staff within the firm (partner, manager, senior/junior staff, and support staff), estimated hours and hourly rate.

4. Demonstrate experience and capability in providing stability, continuity and responsiveness of both staff and management. For instance, will the same staff conduct the audit this year and be available to work on the audit next year.
5. The proposal should include the external peer review required by ¶ 3.82 of the Government Auditing Standards 2011 Revision for all audit organizations performing audits in accordance with generally accepted government auditing standards (GAAS).

PROPOSAL FORMAT

The EHA intends to retain the successful proposer on a "Best Value" basis, not a "Low Bid" basis. Therefore, so that the EHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below:

Profile of Firm Form: The Profile of Firm Form, to include Section 3 W/MBE documentation, is attached hereto and incorporated herein by reference as **Attachment A**. It and its required attachments must be fully completed and executed and submitted as a part of the Proposal submittal.. Please state experience with RAD and tax credit developments.

Proposed Service Description: The proposed service description must list all services the proposer will provide. The proposal must incorporate the technical specifications of this RFP as well as a description of the plan and/or methods that the proposer will utilize to deliver the proposed services. The detailed work plan shall also show the sequential steps and a timetable fully describing how the proposer proposes to provide the services.

Proposed Fees: The Proposed Fees Form is attached hereto and incorporated herein by reference as **Attachment B**. It must be fully completed and executed and submitted as a part of this Proposal. Please note that EHA reserves the right to negotiate all fees.

Client List: The proposer must submit a list of at least three (3) former or current clients for whom the proposer has performed similar or like services to those being proposed herein, within the preceding twelve (12) months. The list must include:

- The client's name
- The client's contact name
- The client's telephone number
- A description of the service(s) provided

Non-Collusion: Each proposal shall include a completed and notarized Non-Collusive Affidavit attached hereto and incorporated herein by reference as **Attachment C, Form of Non-Collusive Affidavit**.

Certificates and Other Statements of Proposers:

Each proposal shall submit as part of the Proposal the fully completed and executed documents incorporated herein by reference as **Attachment D, Certifications and Other Statements of Proposers:**

- HUD-5369-A "Representations, Certifications, and Other Statements of Bidders"

- HUD-5369-B "Instructions to Offerors - Non-Construction"
- HUD-5369-C "Certifications and Representations of Offerors - Non-Construction"

Other Information (Optional Item): The proposer may include any other general information that the proposer believes is appropriate to assist the EHA in its evaluation.

PROFILE OF FIRM FORM - ATTACHMENT A

Prime _____ Subcontractor _____ (This form must be completed by each).

Name of Firm: _____

Street Address: _____

City, State, Zip: _____ Tel: _____

Fax: _____ E-mail: _____

Year Firm Established: _____ In (City, State): _____

Type of Ownership: _____

Former Name and Year Established (if applicable): _____

Year: _____

Name of Parent Company and Date Acquired (if applicable): Date: _____

Identify Principals/Partners in Firm; please submit a brief resume for each individual listed:

NAME	TITLE	% OF OWNERSHIP

Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

Federal Tax ID No.: _____

Vanderburgh County Business License No.: _____

State Contractors License Type and No.: _____

General Liability Insurance Policy No. and Carrier: _____

Deductible Amount: \$ _____

Professional Liability Insurance Policy No. and Carrier: _____

Deductible Amount: \$ _____

Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm:

Caucasian American Public Held Corporation Government Agency Non-Profit Organization

OR 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 Asian/Pacific

Hasidic Jew Asian/Indian American Woman-Owned Other (Specify) _____

WMBE/RBE Certification Number: _____

Certified by: _____

Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, the State of Indiana, or any Local Government Agency within the State of Indiana?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

Disclosure Statement: Does this firm or any principals of this firm have any current, past, personal, or professional relationship with any Commissioner or Officer of the EHA? Yes No

Name (s) of such Commissioner or Officers: _____

If Yes, please attach a full detailed explanation, including names, circumstances and current status.

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 that if the EHA discovers that any information entered herein is false, that shall entitle the EHA to not make award or to cancel any award with the undersigned party.

NOTE: IF NECESSARY, PLEASE ATTACH ADDITIONAL INFORMATION ON ADDITIONAL PAGES

PRINT NAME

DATE

SIGNATURE

PROPOSED FEES FORM - ATTACHMENT B

PLEASE NOTE: Do not provide these costs in any other manner other than as detailed within this Form. Proposals shall propose fees for both FY 2016 and FY 2017. Attachment B must be fully completed, executed and submitted as part of this Proposal.

A. WORK FOR FY 2016:

LEVEL OF SERVICE	HOURLY RATE	X HOURS	= TOTAL
(1) Partner	\$ _____	_____	= \$ _____
(2) Manager	\$ _____	_____	= \$ _____
(3) Senior Staff	\$ _____	_____	= \$ _____
(4) Intermediate Staff	\$ _____	_____	= \$ _____
(5) Staff Assistant	\$ _____	_____	= \$ _____
(6) Support Staff	\$ _____	_____	= \$ _____
(7) Expenses	\$ _____	_____	= \$ _____
(8) PROPOSED FEE FOR FY 2016 WORK	= \$ _____		

B. WORK FOR FY 2017:

LEVEL OF SERVICE	HOURLY RATE	X HOURS	= TOTAL
(9) Partner	\$ _____	_____	= \$ _____
(10) Manager	\$ _____	_____	= \$ _____
(11) Senior Staff	\$ _____	_____	= \$ _____
(12) Intermediate Staff	\$ _____	_____	= \$ _____
(13) Staff Assistant	\$ _____	_____	= \$ _____
(14) Support Staff	\$ _____	_____	= \$ _____
(15) Expenses	\$ _____	_____	= \$ _____

(8) PROPOSED FEE FOR FY 2017 WORK = \$ _____

_____ COMPANY NAME		_____ TELEPHONE NUMBER
_____ ADDRESS, CITY, STATE AND ZIP		_____ FAX NUMBER
_____ SIGNATURE	_____ DATE	_____ PRINTED NAME

ATTACHMENT C

FORM OF NON-COLLUSIVE AFFIDAVIT

AFFIDAVIT

State of _____) ss.

County of _____)

_____, being first
duly sworn, deposes and says:

That he is _____
(a partner or officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against The Housing Authority of the City of Evansville, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of

Bidder, if the bidder is an individual;
Partner, if the bidder is a partnership;
Officer, if the bidder is a corporation.

