



# PALM BEACH COUNTY HOUSING AUTHORITY

## Questions and Answers Related to RFP FY2017-AS-001

Rubino & Company is in receipt of the RFP for audit services and our firm looks forward to submitting a proposal. We would like to submit the following questions to assist us in responding to the RFP:

1. Have there been any significant changes in your operations, programs or personnel recently or contemplated for the future that would impact the scope of services as compared to prior contracts for the same work? (Ex: changes in the audit process or those involved with the process, current year budget vs. prior year budget?)

The Board of Commissioners terminated our prior Executive Director's contract at the end of July. Due to budget constraints several non-reimbursable positions were eliminated.

2. What are the most challenging aspects of the audit process for PBCHA and specifically the accounting and finance team?

PBCHA has not had any challenges in the past during the audit process. Information is available for review prior to field work. PBCHA maintains an open channel of communication throughout the entire process with the auditor firm.

3. Are any of the accounting functions outsourced to another accounting firm? If so, which functions?

There are no accounting functions that are currently being outsourced.

4. Is there any specific expertise and advice the organization looking for that it may not be receiving from its current provider?

Not at this time.

5. What is management's and the board's view on the desirability of transitioning to new auditors?

The Board of Commissioners and Management have requested an RFP for auditing services to ensure price reasonableness and review competition of firms.

6. How long has PBCHA been with the current provider?

PBCHA has utilized the current auditor for their fiscal year beginning 2009 forward.

7. Is the current provider bidding on the engagement?

The RFP is open to all companies who wish to engage audit services with PBCHA. The RFP is not due until November 14<sup>th</sup>.

8. In an effort to understand the level of effort currently exerted by the incumbent auditing firm, please provide:

- a. Prior year audit fees

Prior audit fees are not available for proposal reasons.

- b. Schedule of auditors in the field (ex: 2 people for 2 weeks in November)

In the past the field work has been 3 audit staff members for 1 week or so in January. Information requested after field work is sent electronically through a client portal.

9. Does PBCHA currently, or plan to participate in HUD's RAD program and if so, what is the status of any conversions (all projects complete, some settled and some in process, none yet settled, etc.)

PBCHA does not plan to participate in HUD's RAD program at this time.