

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

REQUEST FOR PROPOSALS: ANNUAL AUDIT SERVICES

RESPONSES TO QUESTIONS: ISSUED 03/16/2022

1. How many staff are in your accounting department?

The Housing Authority of the County of San Mateo (HACSM) has a total of five staff in the accounting department, which includes the Financial Services Manager.

2. Do you outsource any accounting functions?

All accounting functions are performed in-house. We use ADP for payroll processing.

3. When would you like a draft of the audit work?

September 19, 2022

4. Is the 85-day time frame calculated Monday through Friday?

No. It is calculated by calendar days which include weekends.

5. Will you continue to prepare the financial statements and notes, or do you foresee the auditor preparing for the upcoming years?

HACSM prepares and provides financial statements which are then reviewed and rounded by the auditor for presentation. HACSM and the auditor work together to update and prepare the notes.

6. Was the prior year audit performed remotely and would you prefer on-site or remote work for the coming year?

The prior year audit was performed both on-site and remotely. HACSM does prefer some on-site work.

7. When is your unaudited FDS typically submitted to REAC?

It is due by August 31st. HACSM has never had a late submission.

8. Are there any separate reporting requirements for components units that are a part of the scope of the RFP that have not been noted?

The component unit also requires tax services to prepare IRS 990 and CA State tax reporting. This is not part of the audit service fees but separately billed.

9. What were the prior year fees for these services?

Audit fees for FY 20/21 were \$32,800.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO
REQUEST FOR PROPOSALS: ANNUAL AUDIT SERVICES**

10. What do you have budgeted for the current year for these services?

Similar costs budgeted.

11. Did you have any negative experiences with your prior auditor that would prevent them from continuing as the auditor?

Communication between the auditor and HACSM is crucial for the successful completion of the audit. HACSM would like to see improvement in this area.

12. Do you foresee your previous auditor bidding on this contract?

We assume the previous auditor will bid.

13. Is there anything you would like to see improved from the prior year's audit experience?

HACSM requires a pro-active audit firm, knowledgeable regarding new GASB pronouncements and implementation.

14. Would you please confirm the acceptable format and process to submit this proposal?

The proposals in response to this RFP are due no later than **5:00 PM (Pacific Time) on Thursday, March 31, 2022**. Please submit one copy in electronic format (on a USB) to:

Housing Authority of the County of San Mateo
264 Harbor Boulevard, Building A
Belmont, CA 94002
Attn: Debbie McIntyre

HACSM will date and time stamp the envelope containing the USB upon receipt. Proposals received after the deadline indicated above will not be considered. Proposals will not be accepted via facsimile, e-mail, or based on the date of the mail postmark. Delays in mail service or other methods of delivery will not excuse late proposal delivery. Proposers may not submit additional materials after the submittal deadline and incomplete applications will not be considered.

*The Department of Housing office is closed to the public until further notice; however, there is personnel available to accept incoming mail, packages, and postal deliveries.