**Request for Proposals**

Annual Audit, Tax Returns and Internal Control and Compliance Reports for Fiscal Year 2026

October 5, 2025

Proposal Due Date: **Monday,** **November 17, 2025**

# Proposal Engagements

This Request for Proposals (RFP) invites independent Certified Public Accountants to submit proposals for one or both engagements below. If proposing on both, they need not be under separate cover.

1. Annual audit and internal control and compliance reports (including UNIFORM GUIDANCE requirements) for HADCO for the fiscal year ending March 31, 2026, with an option to renew for up to three additional years.

1. Annual tax returns and audit reports for the year ending March 31, 2026, with an option to renew for up to three additional years, for the following partnerships:

* Douglas Multi- Family Property Management Corporation

## General Background

The Housing Authority of Douglas County, Oregon (HADCO) is a public municipal corporation first organized in 1944. HADCO is a leading affordable housing provider in Douglas County serving approximately 1100 households. It achieves its mission of providing, “…the opportunity for affordable housing that is safe, decent, sanitary, and free from discrimination,” by building positive relationships among its partners, clients, and collaborators and through an emphasis on providing a continuum of housing programs and related services to low-income households.

HADCO established Douglas Multi-Family Property Management (DMPM) as a supporting corporation which is guided by HADCO’s mission principles. DMPM manages multi-family projects owned by HADCO.

Programs Administered by HADCO

1. 98 multi-family units subsidized by Rural Development.
2. 35 multi-family elderly/disabled units subsidized by HUD through Oregon Housing and Community Services.
3. 70 tax credit units owned by HADCO.
4. 65 tax credit units owned by HADCO.
5. 750 Section 8 tenant-based Housing Choice Vouchers.
6. 111 Section 8 VASH vouchers specifically available to eligible Veterans.
7. 155 low-rent public housing units scattered throughout Douglas County.
8. One five-bedroom home leased to Umpqua Homes Incorporated which provides housing and care to mentally handicapped and developmentally disabled individuals.

## Specific Financial Background

All activities of HADCO are accounted for within a proprietary (enterprise) fund. All financial records are maintained in-house using MRI Software, Inc., software designed for housing authorities. The financial statements of HADCO are presented on the full accrual basis in accordance with accounting principles generally accepted in the United States of America. HADCO applies all Governmental Accounting Standards Board (GASB) pronouncements as well as Financial Accounting Standards Board (FASB) statements and interpretations, and the Accounting Principles Board (APB) of the Committee on Accounting Procedure issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

## Performance Specifications

Indicate in your proposal if you agree to meet or exceed the following performance specifications:

1. Prepare tax returns and audit reports in a manner which satisfies the following, as applicable:
   * All local, state, and federal legal requirements.
   * Compliance with OMB Uniform Guidance and GASB-34.
   * Auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards (GAS) issued by the Comptroller General of the United States.
   * Minimum standards for Audit of Oregon Municipal Corporations.
   * The Single Audit Amendments Act of 1996.
   * The additional requirements detailed in U.S. Department of Housing and Urban Development Notice PIH 5-31, dated May 25, 1995.
   * Preparing FDS Reports for staff to enter into HUD REAC Financial Reporting System.
   * Preparing RD Financial Reports in accordance with RD regulations.
   * Any applicable subsequent regulations or requirements, including instruction issued by the U.S. Department of Housing and Urban Development, the State of Oregon, or the Federal Office of Management and Budgets (OMB).
2. Express an opinion on the financial statements of HADCO and an opinion on whether combining fund financial statements, the financial data schedule, and the schedule of expenditures of federal awards are fairly stated in relation to the financial statements taken as a whole.
3. Provide reports on internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters.
4. Express an opinion on the financial statements and prepare tax returns and audit reports for the partnership.
5. Submit timely drafts of tax returns and audit reports for HADCO review and approval.
6. Issue timely final audit reports and tax returns upon approval from both HADCO and the limited partner.
7. Prepare necessary confirmations and provide a list of schedules to be prepared by HADCO at least one month prior to the audit, or as soon as possible for the partnerships.
8. Provide ten bound copies, one unbound copy, and one electronic copy of the HADCO audit report, along with the management letter and report on internal accounting control weaknesses, if applicable. The partner-in-charge of the audit shall be free to attend up to one public meeting at which the audit report will be discussed.
9. Provide ten bound copies and one unbound copy of the partnership tax return and audit report plus an electronic copy of the audit report, final trial balance, and audit adjustments.
10. Make work papers, records, or other evidence of audit available to the U.S. Department of Housing and Urban Development and the U.S. Department of Rural Development, or their representatives, for a period of four years from the date of the audit report. Except for disclosures to authorized representatives of HADCO, all work papers, records, and other evidence of audit, including information and data prepared or assembled by the firm, shall be held confidential by the firm, and shall not be made available or otherwise disclosed to any person without the prior written approval of the HADCO Executive Director.
11. Respond, and be available in general, throughout the year to engagement-related technical questions posed by designated staff at HADCO.
12. Prepare the management discussion and analysis, financial statements, tax returns, notes, and schedules for the audit report and provide HADCO for review. The following due dates apply regarding the HADCO audit report:

* June through July – Field work completed.
* August through September - Final audit report due for presentation to HADCO’s Board of Commissioners. CT 12 and IRS 990 due for Douglas Multi-Family Property Management Corporation.
* October – Input, review, and approval of audited REAC submission. REAC submission deadline is December 31st.

## Instructions Regarding Proposals

Please complete the Proposer Information Form and submit in a sealed envelope with the following applicable information:

1. Qualifications of the Firm
   * A description of the firm and its relevant prior experience.
   * References from Municipal entities (especially Oregon housing authorities).
   * References from Tax Credit Partnership entities.
   * A description of the firm’s policy on notification of changes in key personnel.
   * Most recent Peer Evaluation.
2. Qualifications of the Audit and Tax Team

Include a description of the partner(s), manager(s), and staff to be assigned to the engagements, including their resumes. Resumes should address or include:

* Experience in the auditing profession.
* Experience with tax credit partnerships.
* A summary of similar audits the individual has worked on.
* CPA license and municipal roster numbers.
* A summary of the continuing professional education the individual has in governmental accounting and auditing and tax credit regulations during the last two years.
* A statement about whether the individual is independent, as defined by applicable auditing standards.

1. Technical Approach
   * Express agreement to meet or exceed performance specifications, including deadlines.
   * A brief description of the audit and tax procedures to be followed, presented in a form which will enable HADCO to evaluate your firm’s ability to identify, evaluate, and communicate financial and other required issues.
2. Fees and Compensation

* Estimated total hours to complete the HADCO audit report, the partnership tax returns, and audit reports.
* The all-inclusive, “not-to-exceed” fee, including out-of-pocket expenses, for the HADCO audit report.
* The all-inclusive, “not-to-exceed” fee, including out-of-pocket expenses, for the partnership tax return and audit report.
* The frequency and timing of the firm’s billing process.

Proposals must completely address each applicable item listed in this RFP to be considered. Information provided is subject to verification. Financial information provided will be kept strictly confidential. HADCO reserves the right to refuse any or all proposals.

## Evaluation of Proposals

Proposals will be presented at the December 2025, HADCO Board of Commissioners meeting and evaluated using a point system, separately for each engagement, based on the following:

* + Qualifications of the firm (25%)
  + Qualifications of the audit and/or tax team (30%)
  + Technical approach (20%)
  + Fees and compensation (25%)

HADCO may, at its discretion, request a presentation from any or all firms to clarify their proposal but reserves the right to award the contract(s) without further discussion. Proposals should be submitted initially with the most favorable terms, from both technical and price standpoints, that the firm can propose.