#17-020-QTE-0021
CPA AUDIT CONSULTANT
for Fiscal Year 2016 Audit

**Project Description:**
The San Francisco Housing Authority’s (Authority) fiscal year is from October 1 through September 30 each year. The Authority is required to submit its annual audit to the Federal Department of Housing and Urban Development (HUD) once the internal audit process has been completed by its third party audit firm. The Authority is seeking quotes from qualified certified public accountants who have experience with public sector finance to perform work necessary for this internal audit.

**Scope of Services:**
The contracted firm (Contractor) will work with Authority staff to prepare the 2016 FY Audit which will require, but is not limited to the following:

- Analysis, review and reconciliation of trial balance, schedules, etc. as they relate to the general ledger, FDS and audit report
- Meeting with Authority staff to provide project status updates
- Preliminary audit report for Authority review
- Finalized audit report for submission to third party auditors and REAC

**Schedule:**
This project is to commence immediately and requires work to be completed at an **accelerated pace** in order to meet the audit deadline of May 19, 2017.

**Rate:**
Interested firms must submit their quote on this form and include the following information:

| Firm: ______________________________ | Address: ______________________________ |
| Phone: ____________________________ | Email: ________________________________ |
| Proposed staff: ____________________ | Total hours: __________________________ |
| Years of experience: _______________ | Hourly Rates: _________________________ |

**Deadline:**
Quotes must be received prior to 5:00 PM on May 15, 2017 at the address listed above or emailed to procurement@sfha.org