

BETHLEHEM HOUSING AUTHORITY

REQUEST FOR PROPOSALS

Independent Audit of Waiting and Transfer Lists

October 2026

Proposal Due Date

October 30, 2026 at 2:00 PM Eastern Daylight Time

Bid Opening Date

November 2, 2026 at 9:00 AM Eastern Standard Time

INTRODUCTION

The Bethlehem Housing Authority (BHA) is a duly formed public corporation created under the laws of the Commonwealth of Pennsylvania in the business of providing affordable housing resources throughout the jurisdiction served. The Authority has reviewed the scope of work to be completed and has determined that the most advantageous procurement method is through the acceptance of competitive proposals. As a result, proposals will be received and evaluated utilizing the evaluation criteria outlined in this Request for Proposals (RFP), and price alone is not the sole determining factor.

SCOPE OF WORK

The Authority is seeking the services of a qualified management or consulting firm to perform an independent audit of BHA's waiting and transfer lists and related admissions and transfer practices. The selected firm shall perform the following services:

October 1 2024 through September 30 2026

Complete a 100% review of all new admissions from the waiting list to verify that applicants were admitted in the proper order.

Complete a 100% review of all transfers to verify that tenants were transferred in the proper order.

October 1 2022 through September 30 2024

Complete a 10% sample review of all new admissions from the waiting list to verify that applicants were admitted in the proper order.

Complete a 10% sample review of all transfers to verify that tenants were transferred in the proper order.

Policy Review and Supporting Information

Review BHA's Administrative Plan and Admissions and Occupancy Policy (ACOP) provisions related to waiting list management and compliance with the Violence Against Women Act (VAWA).

Review documentation and information provided by BHA related to the matters under review.

Conduct interviews with designated staff and other relevant individuals, as requested by BHA.

Written Reports

Prepare a written report identifying any actions, decisions, or practices that are not consistent with BHA policies or applicable program requirements.

Prepare a written report summarizing findings, observations, and recommendations for corrective action or process improvements, as appropriate.

FIRM EXPERIENCE AND PROJECT APPROACH

Firms must demonstrate their expertise and experience in providing the requested services as defined in this RFP. The Proposer must have a minimum of three (3) years of experience providing housing program compliance review or similar services. Previous experience with Public Housing Authorities is required.

Please include what information BHA will need to provide to your firm in order to complete the independent audit, if selected. The proposal shall describe the review methodology, the approach to selecting the 10% samples, and the anticipated timeline for completing the work and written reports.

PROPOSAL SUBMISSION

Proposals shall be submitted to:

Bethlehem Housing Authority
Attn: Richard Snyder
645 Main Street
Bethlehem, PA 18018

Faxed or electronically submitted proposals will not be accepted. There will be no public opening of proposals. Any proposal received prior to the due date and time will be securely kept, unopened. Late proposals will not be opened unless the Proposer can document that a guaranteed delivery method was utilized (e.g., Federal Express) and the proposal was late due solely to the delivery company. The Authority reserves the right to reject all proposals and to waive any informality whenever such rejection or waiver is deemed to be in the best interest of the Authority.

AMENDMENTS TO OR INTERPRETATIONS OF THE RFP

If needed, addenda to the RFP or the Scope of Services shall be issued to all firms requesting an RFP. Addenda shall be issued electronically via email. All Proposers shall acknowledge receipt of any addendum to this RFP by return email.

QUESTIONS OR CLARIFICATIONS OF THE RFP

Questions or requests for clarifications to the RFP or its terms shall be submitted no later than seven (7) calendar days prior to the proposal due date stated in this RFP and directed to the Authority's contact, Richard Snyder, at rsnyder@betha.com.

PROPOSAL REQUIREMENTS

Firms wishing to submit a proposal shall outline the scope of service, project approach, references, and other information necessary to communicate the firm's ability to provide services. Fees are requested as part of the proposal; however, the Authority reserves the right to negotiate with the selected firm, and cost is not the primary determining factor in the contract award.

Proposals will be evaluated based on the firm's ability to provide services consistent with the needs of the Authority. The Authority reserves the right to select a firm that meets its specific needs.

Proposals must contain the following minimum information:

1. Introduction

A summary of proposal contents and an overview of the services to be provided.

2. Scope of Services

A detailed description of the services that will be provided under this request, including the proposed work, methodology and approach, sample selection procedures, information required from BHA, and timeline for completion.

3. Qualifications and Curriculum Vitae

Relevant and concise information regarding the firm's expertise and qualifications to perform the requested services. Provide at least three (3) Public Housing Authority references for similar work at agencies of comparable size and program composition. Include a Curriculum Vitae (CV) for each proposed key personnel member, including the individual responsible for leading the review, describing relevant qualifications and experience.

4. Certifications

The firm shall include a Non-Collusive Affidavit, Statement of Equal Opportunity, and Certification of Non-Debarment with the proposal.

5. Insurance

The firm shall submit proof of general liability insurance in the minimum amount of \$1,000,000, proof of professional liability insurance in the minimum amount of \$1,000,000, and proof of Workers' Compensation Insurance in the amount required by law.

6. Other Items

The firm is encouraged to include additional items that demonstrate its ability to provide services in accordance with the needs of the Authority.

7. Fee and Payment Schedule

The firm shall provide a total proposed fee for the requested services and complete the Staffing and Cost Schedule included in this RFP. Identify each proposed employee or staff position, title, hourly rate, approximate hours, and estimated amount charged. Identify any out-of-pocket expenses separately and state the proposed payment schedule.

PROPOSAL EVALUATION CRITERIA

The following criteria and associated points will be utilized to rank proposals:

Evaluation Criteria	Maximum Points
Firm qualifications, qualifications of principal(s), and qualifications of proposed personnel, including relevant certifications and CVs.	30
Methodology and approach to providing services, including sample selection procedures and timeline for completion.	25
Familiarity with waiting list administration, admissions, transfers, and VAWA requirements, and previous experience providing similar services to public housing providers of comparable size and program composition.	30
Cost of services.	15
Total	100

Price alone is not the sole determining factor. The Authority will consider the qualifications, approach, relevant experience, and proposed cost of each firm in accordance with the criteria above.

STAFFING AND COST SCHEDULE

Firm Name: _____

Complete the schedule below for all personnel proposed for this engagement. Enter the approximate hours and amount charged for each employee or staff position. The estimated amount charged should equal the hourly rate multiplied by the approximate hours. Attach additional rows or supporting detail if needed.

Employee Name or Staff Position	Title	Hourly Rate	Approximate Hours	Estimated Amount Charged
TOTAL STAFF COST			_____	\$ _____

Total approximate hours of service: _____

Total proposed fee for professional services: \$ _____

Estimated out-of-pocket expenses: \$ _____

Total proposed amount including expenses: \$ _____

Proposed maximum amount not to be exceeded, including expenses: \$ _____

Out-of-pocket expense description and pricing assumptions:

Proposed payment schedule:

INTRODUCTION TO AGREEMENT

AGREEMENT made as of the _____ day of _____ in the year _____.

OWNER

Bethlehem Housing Authority
645 Main Street
Bethlehem, PA 18018

CONSULTANT

Firm Name: _____

Address: _____

For the Independent Audit of Waiting and Transfer Lists, the Owner and Consultant agree as set forth in the Scope of Work and the completed proposal.

See Scope of Work.

See completed proposal.

OWNER SIGNATURE

Bethlehem Housing Authority

Signature: _____

Print Name: _____

Title: Executive Director

Date: _____

CONSULTANT SIGNATURE

Firm Name: _____

Signature: _____

Print Name: _____

Print Title: _____

Date: _____