



RFP AUDIT for 2019-2020

"We are limited not by our abilities but by our vision"

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Louisiana Housing Council invites **qualifying audit firms** to submit a proposal for the completion of an audit of the SWRC financial statements and related filings for a two-year period 2019 – 2020, October 1, 2019 – September 30, 2020. The audit of LHC's financial statements must be performed in accordance with generally accepted auditing standards.

LHC serves member agencies engaged in the fields of affordable housing and community development.

LHC requires the following services:

1. Annual financial statement audit.
2. Management letter

All of the above must be completed by no later than 120 days following contract execution, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, LHC requires that a meeting of the auditors and selected LHC board and staff members be held following the completion of the audit.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing similar clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- e) A proposed timeline for fieldwork and final reporting;
- f) Proposed fee structure and amount;
- g) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.

Your proposal must be received by July 30, 2022. Proposals must be submitted in PDF format to LHC Service Officer at admin@lanahro.org. The LHC budget and finance committee will

review all proposals and make a recommendation regarding the choice of auditors to the full Executive Committee of LHC.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact the LHC Service Officer at admin@lanahro.org. I look forward to receiving your proposal.

Sincerely,

LHC Service Officer