

## REQUEST FOR QUALIFICATIONS

The City of St. Louis, Community Development Administration (CDA), seeks Statements of Qualifications from Certified Public Accounting firms to provide a programmatic and financial review of a federally funded home repair program administered by a non-profit organization. The firm should be conversant with and knowledgeable about the regulations governing Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds and should have audit experience, preferably OMB A-133 Single Audit experience, in reviewing CDBG and HOME-funded programs and financial administration.

The firm selected will be expected to review approximately 350 home repair loan files representing projects originated and managed over a six-year period (2006-2011). The selected firm must review each project file and any other operating agency and Community Development Administration records needed to determine the following:

- compliance with all applicable federal regulations including lead-based paint requirements
- program eligibility of all clients, activities and expenditures
- adequacy of file documentation
- accuracy of reporting
- verification of payment to contractors

## SELECTION CRITERIA

Please submit a statement of your qualifications.

The successful contractor will be chosen based on the following criteria as established by a review of submissions and selected interviews:

- **Capacity.** The extent to which the individual or firm can address this assignment in a timely and professional manner.
- **Experience.** A description of both the firm and the specific individuals who would be assigned, with emphasis on past projects involving similar challenges, and references with whom we might speak.
- **Cost.** The typical costs that your organization incurs for providing such services.
- **Time to Complete.** Time is of the essence. We request that completion of the project by no later than March 31, 2013.

**UTILIZATION OF MINORITY AND WOMEN-OWNED (MBE/WBE) BUSINESS ENTERPRISES:**

It is the policy of the City that, to the extent the respondent is expressly permitted to enter into any sub-agreement for work, Minority and Women-owned Business Enterprises (MBE/WBE) shall have an equal opportunity to participate in the performance of this Agreement. The policy regarding MBE/WBE participation establishes goals of at least 25% MBE and 5% WBE participation. We will only count towards the MBE/WBE goals firms who are certified by the City.

**COMPLIANCE WITH UNAUTHORIZED ALIEN EMPLOYEES ACT**

To comply with the provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, Consultant shall, by sworn affidavit (Exhibit B) attached hereto and incorporated herein by this reference) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted Work. Consultant shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Statements of qualifications and a completed application should be submitted by the close of business, not later than February 20, 2012. Statements should be submitted to:

Mr. Bill Rataj  
Director of Housing Programs  
Community Development Administration  
1520 Market Street, Suite 2000  
St. Louis, MO 63103

We are open to consideration of an alternative approach if it will accomplish the same purpose. We reserve the right to reject any or all submissions.

Any questions concerning this RFQ may be directed to Bill Rataj at the above address, or by calling (314) 657-3845 or by e-mail at [ratajb@stlouis-mo.gov](mailto:ratajb@stlouis-mo.gov).

We do not discriminate on the basis of race, religion, color, disability, or national origin in the administration of the program. CDA is an equal opportunity Agency. . 