## Quote Questionnaire

As prescribed in Section VI, Quote Requirements, of the Request for Quote, all Submitters are required to submit responses and documentation as requested on this questionnaire. The information requested must be provided in the prescribed format, and all questions (and sub-questions) must be answered; all questions must be repeated in their entirety before the answers are given. Responses that deviate materially from the prescribed format may lead to the rejection of the Quote.

1. **Organization and Background**
2. Describe the firm's organizational structure, giving specific details about your parent, any affiliated companies or joint ventures to include name(s) of the firm’s public accounting partnerships. Include a statement indicating the availability of the audit staff during the audit work. Identify the individual who has overall responsibility for the firm’s operations.

1. Provide an organizational chart showing functions, positions, and titles of all key personnel that will be dedicated to the CalHFA contract.

1. Identify the locations of the headquarters and branch office (s) that will be providing services under the CalHFA contract.

1. Describe your firm’s internal Information Technology (IT) support:
	1. If IT support is outsourced, provide the entity name and description of services.
	2. What forms of media are acceptable for data submission?

1. Describe the firm’s usual process for communication with the client, including the following:
	1. Within the organization, what is the chain of command?
	2. Does the firm use consultants, and if so, what role do the firm’s consultants play?

1. Describe the levels of coverage for errors and omissions insurance and any other fiduciary or professional liability insurance your firm carries for negligent acts or omissions. Attach proof of coverage (e.g., a certificate of insurance) for such insurance that would be applicable to the firm’s actions under the contract.

1. Describe the firm’s internal quality control policy and procedures, including independent review of work before or after release. The firm must share the results (i.e. final report including findings) of an external quality control review report (“Peer Review”) completed within the last three (3) years as required by the AICPA. The Peer Review report must be included and clearly identified as an attachment or exhibit to the firm’s quote.

1. Include a disclosure of any recent (within the past seven (7) years) or pending litigation brought against the firm for fraud, malpractice, misrepresentation, negligence, or similar cause of action or a statement that there is no such litigation.

1. Are you or any affiliated organization subject to any current dispute(s) with CalHFA or had any dispute(s) within the last five (5) years that could negativity affect a potential business relationship with CalHFA or make such a business relationship unworkable (in CalHFA’ sole and absolute discretion)? Are any proposed subcontractors subject to any current dispute(s) within the last five (5) years that could negatively affect a potential business relationship with CalHFA or make such a business relationship unworkable (in CalHFA’s sole and absolute discretion)? If yes, please explain in detail. A yes to either of these questions may cause the submission to be rejected.

1. Certify that your firm or any affiliated organization is not subject to active or pending litigation for fraud, malpractice, misrepresentation, negligence, or similar cause of action. Also list any active lawsuits, arbitration, or proceedings that ended within the past twenty-four (24) calendar months that could impact the financial standing of your firm or affiliates, or your ability to deliver the services required by this RFQ to CalHFA. If so, explain.

1. Certify that there are no conflicts of interest that would prevent the firm or its staff from conducting the audit work and other work in accordance with the American Institute of Certified Public Accountants Professional Standards.

1. Provide a disclosure as to whether CalHFA records will be sent outside of the United States, where the records are going, and disclose the nature of the records.

1. **Professional Experience of the Firm**
2. Provide the number of years the firm has been providing audit and other attestation services, including the number of Housing Finance Agencies and the number of years the firm has conducted audits of Housing Finance Agencies with assets that exceeded $1 billion dollars within the last five (5) years.

1. Describe the firm’s knowledge of the Governmental Accounting Standards Board (GASB) Statements, and at least two (2) years of experience in auditing to the following standards:
	1. GASB 53 and subsequent amendments.
	2. GASB 68 and 75.
	3. GASB 87 and 96.

1. Describe the firm’s experience in auditing the following classes of investments/assets/liabilities:
	1. Revenue Bonds
	2. Mortgage-backed Securities
	3. Loan instruments and collateralized lending
	4. Derivative Instruments
	5. Estimated valuation methodologies for assets and liabilities

Experience auditing these items may be gained at a variety of different entities.

1. Provide a link or examples of the Independent Auditor’s Report that the firm has prepared in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States in the last five (5) years.

1. **Professional Staff**

This section addresses the experience of the individuals who will be assigned to the CalHFA external audit engagement. When answering the following questions, specify if the services provided were for the public, non-profit, or private sectors.

1. Provide a detailed resume describing the professional qualifications meeting or exceeding experience relevant to the minimum qualifications for each member of the professional staff who will provide services under this contract including:
	1. Principal/Engagement Partner
	2. Audit Manager(s)
	3. On-site Supervisor

1. Identify a Principal/Partner (Engagement Partner) who will be responsible for the CalHFA audit engagement and sign the audit opinion. Identify years of experience in auditing Housing Finance Agencies with at least $1 billion in assets in aggregate.

1. Identify an Audit Manager who will be responsible for the CalHFA audit engagement. Identify years of experience in auditing Housing Finance Agencies with at least $1 billion in assets in aggregate.

1. Identify an On-Site Audit Supervisor who directly oversees the CalHFA audit engagement. Identify years of experience in auditing Housing Finance Agencies with at least $1 billion in assets in aggregate.

1. Certify that the firm will make Audit Manager and On-Site Supervisor responsible for the CalHFA audit engagement available for consultations and in-person meetings at CalHFA throughout the year as needed.

1. Identify and describe the qualifications of other professional staff, who will be available for work on this assignment when needed.

1. **Service Areas**

**Audit and Other Attestation Work Plan**

1. Provide a proposed work plan of CalHFA financial statements. The work plan shall be concise, with the understanding that preliminary survey issues and risk assessments could necessitate changes. The work plan should include a description of work on the internal controls of CalHFA.

1. Provide a proposed work plan and approach for upcoming GASB pronouncements including GASB Nos 101-103.

1. Describe how you ensure flexibility and responsiveness to changes in CalHFA business, risks, operations, programs, and controls.

**Client References**

1. Provide a total number of clients for whom the firm has provided audit and other attestation services, within the past five (5) years. From the list, identify a minimum of five (5) client references, which are similar to CalHFA (i.e., are housing finance agencies with assets that exceeded $1 billion at the time of the audit). For each reference listed, include client name, address, telephone number, name of contact person, and length of service to the client. CalHFA reserves the right to contact references other than those listed above.

1. **Accessibility Compliance**
2. Document your firm's current and planned level of compliance with Revised 508 standards for all deliverables to be provided by the successful Submitter, including any electronic content that may be posted to the CalHFA website. Submitter may document its compliance by providing (a) its policy and procedures for validating the accessibility of electronic content; (b) a narrative description of said policy and procedures; or (c) a written Accessibility Conformance Report (ACR) for each Information and Communication Technology (ICT) Standards item that is to be developed, updated, configured for, and delivered to CalHFA.  Any documentation provided in responding to this question should be based on the latest version of the Voluntary Product Accessibility Template (VPAT) provided by the Information Technology Industry Council (ITIC).