ST. JOHN THE BAPTIST PARISH
HOUSING AUTHORITY
1714 Cannes Drive, LaPlace, LA 70068
Office: 985-359-9037 Fax: 985-651-0738

EMERGENCY PROCUREMENT SOLICITATION

For

Certified Public Accountant (CPA) Audit and Financial Compliance Services

INVITATION FOR EMERGENCY QUALIFICATIONS AND COST PROPOSAL

DATE ISSUED: NOVEMBER 9, 2026

PROPOSALS DUE: NOVEMBER 13, 2026, BY 11:00 A.M. (CST)

The St. John the Baptist Parish Housing Authority (PHA) is soliciting qualifications and a cost proposal from qualified licensed Certified Public Accountants (CPAs) or CPA firms, with the primary objective of completing the overdue FY2024 and FY2025 financial statement audits and delivering final audit reports as soon as possible. Related services include accounting, Financial Data Schedule (FDS) submissions, and HUD compliance support.

Procurement Method

This solicitation is being issued pursuant to the emergency procurement provisions of the Housing Authority's Procurement Policy, 2 C.F.R. § 200.320(c), HUD Procurement, and applicable Louisiana law due to the Authority's current troubled status, outstanding audit requirements, and immediate HUD reporting and compliance obligations.

Background

The Authority currently has overdue FY2024 and FY2025 audits and Financial Data Schedule (FDS) reporting requirements requiring immediate attention. The successful firm will prioritize completion of both audits and delivery of final audit reports as soon as possible, supported by a proposed timeline for completing each audit. lRelated reporting and financial management services will support the Authority in restoring HUD compliance, resolving outstanding reporting requirements, and advancing regulatory recovery efforts.

ST. JOHN THE BAPTIST PARISH
HOUSING AUTHORITY
1714 Cannes Drive, LaPlace, LA 70068
Office: 985-359-9037 Fax: 985-651-0738

Scope of Services

The primary required service is completion of the overdue FY2024 and FY2025 financial statement audits and delivery of final audit reports as soon as possible. The scope also includes related accounting, reporting, and compliance services as needed to support audit completion and HUD compliance:

1. Review and assess the status of outstanding annual audits and related HUD reporting requirements.
2. Complete the FY2024 financial statement audit and deliver the final audit report within 60 calendar days of Notice to Proceed. Complete the FY2025 financial statement audit and deliver the final audit report within 90 calendar days of Notice to Proceed. Earlier completion is encouraged.
3. Prepare, review, or assist with Financial Data Schedule (FDS) submissions through HUD's FASS-PH system.
4. Review accounting records, reconciliations, trial balances, and supporting documentation.
5. Identify and recommend corrective actions for audit findings, LPF deficiencies, and financial management concerns.
6. Coordinate with HUD, the Authority's management, and other financial professionals as necessary.
7. Provide technical assistance regarding public housing accounting and financial reporting requirements.
8. Assist the Authority in establishing a compliance plan and reporting schedule to ensure future compliance.

Minimum Qualifications

Respondents must:

- Hold a current CPA license.
- Be authorized to perform governmental audits in accordance with Generally Accepted Government Auditing Standards (GAGAS).
- Have demonstrated experience performing audits for Public Housing Authorities and HUD-funded programs.
- Be familiar with HUD Financial Data Schedule (FDS), FASS-PH, PHAS, Uniform Guidance, and applicable HUD financial reporting requirements.
- Have sufficient staffing resources to immediately commence work upon contract award.

ST. JOHN THE BAPTIST PARISH
HOUSING AUTHORITY
1714 Cannes Drive, LaPlace, LA 70068
Office: 985-359-9037 Fax: 985-651-0738

Submission Requirements

Submission Method: Qualifications and cost proposals must be submitted electronically to:
Interested firms shall provide:

1. Firm qualifications and experience.
2. Resumes of key personnel assigned to the engagement.
3. Description of relevant public housing and HUD audit experience.
4. Louisiana CPA license information.
5. Proposed project approach and expedited timeline, including milestones and the earliest achievable target dates for completing the FY2024 and FY2025 audits and delivering final audit reports for both fiscal years. Respondents must explicitly confirm their ability to complete the FY2024 audit and deliver the final audit report within 60 calendar days of Notice to Proceed, and to complete the FY2025 audit and deliver the final audit report within 90 calendar days of Notice to Proceed.
6. Cost proposal, including hourly rates and any not-to-exceed fee structure.
7. At least three references from governmental or public housing clients.

Evaluation Criteria

The Authority may evaluate submissions based on:

Criteria	Weight
Public Housing/HUD Experience	40%
Qualifications and Capacity	25%
Project Approach and Timeline	15%
Cost Proposal	20%

The Authority reserves the right to negotiate scope and pricing with the most qualified firm and to award a contract without further discussions if determined to be in the Authority's best interest.

Schedule

- Solicitation Issued: November 9, 2026
- Responses Due: November 13, 2026, at 11:00 a.m. Central Time.
- Selection and Negotiation: November 16, 2026
- Notice to Proceed: Immediately Upon Contract Execution

ST. JOHN THE BAPTIST PARISH
HOUSING AUTHORITY
1714 Cannes Drive, LaPlace, LA 70068
Office: 985-359-9037 Fax: 985-651-0738

Reservation of Rights

The Housing Authority reserves the right to reject any or all responses, waive informalities and irregularities, negotiate with one or more firms, request additional information, and make an award deemed to be in the best interests of the Authority. Due to the emergency nature of this procurement, the Authority may shorten solicitation periods and conduct direct negotiations with qualified firms capable of performing the required services immediately.

Contact Information

All responses and inquiries should be directed to: kjoseph@stjohnha.org

Dr. Kelli Joseph, Executive Director
St. John the Baptist Parish Housing Authority