

THE CLEMENTON HOUSING AUTHORITY

RFP FOR

FY2018 FEE ACCOUNTING SERVICES

FOR

LOW-INCOME PUBLIC HOUSING  
AND

SECTION 8 PROGRAMS.

JANUARY 2, 2018

## SCOPE OF SERVICES FOR FEE ACCOUNTING SERVICES

### SECTION 1: SCOPE OF FEE ACCOUNTANT SERVICES

The Accountant shall perform all the necessary services provided under this contract under all terms and conditions as specified by Housing and Urban Development (HUD) to keep the Authority compliant and consistent with all rules and regulations of Asset Management as defined by HUD. The Accountant shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Authority, the following:

- a) Review and update the books, records, and accounts of the Authority in accordance with the procedures outlined by the U.S. Department of Housing and Urban Development (HUD) for the Public Housing and Section 8 programs. Maintain a general ledger for each program.
- b) Prepare journal entries as required.
- c) Prepare such fiscal reports and balance sheets on a monthly, quarterly, or annual basis as shall be required by federal or State statutes or regulations, or as requested by the Authority.
- d) Prepare quarterly requisitions for funds.
- e) Review existing modernization program and budgets for the purpose of determining eligible activities under the modernization programs.
- f) Establish and maintain subsidiary books of account and records for the Authority in accordance with the procedures outlined by HUD.
- g) With input from Authority staff prepare a draft budget and operating subsidy calculation for the Board's review by February 28, 2019. Prepare and assist in any revisions of the budget and operating subsidy calculations
- h) Be available and serve as a consultant on accounting and fiscal matters.
- i) Provide internal auditing services as may be requested by the Authority.
- j) Attend meetings of the Authority when requested by the Authority or its Executive Director.
- k) Prepare all other fiscal reports and statements when requested by the Authority or its Executive Director.

- l) Perform such other accounting and fiscal services when requested by the Authority or its Executive Director.
- m) Perform all the services and comply with all the terms and conditions, as set forth in the agreement for Accounting Services.
- n) Review any documents and make any suggestions to management to insure a clear audit.
- o) Prepare quarterly payroll tax returns (including pension report)
- p) Maintain Authority's property ledger in accordance with HUD rules and regulations.

## SECTION II: TIME AND PERFORMANCE

The Services of the Accountant are to commence July 1, 2018 and end June 30, 2019.

### INFORMATION AND DATE REQUIRED OF EACH RESPONDENT

#### A. Method for providing the requested services

Your proposal should include your understanding of the steps necessary to perform the work listed in Section 1.

#### B. Qualification and experience.

1. Experience in HUD accounting and financial management procedures, as it relates to local Housing Authorities' operating budgets and grant applications including the Housing Choice Voucher Program monthly VMS reporting requirements.
2. Experience as fee accountant, with designation of certified public accountant with a minimum of 5 years with governmental authorities and agencies
3. Thorough knowledge of public contract law and federal procurement requirements under 24 CFR 85.36. Must have thorough understanding of modernization quarterly reports and closeout documents.

#### C. Cost of Services.

1. The Authority desires to receive a fixed annual price for the cost of services. The Authority asks that the annual price be then broken down into the cost for each of the Authority's two programs, Public Housing and Section 8. The Authority anticipates twelve equal monthly payments.
2. If the draft budget is not submitted by the specified date, the Authority will withhold all payments until such time a draft budget is completed.

#### D. Requirements

1. The Authority desires to receive a fixed annual price for the cost of services. The Authority asks that the annual price be then broken down into the cost for each of the Authority's two programs, Public Housing and Section 8. The Authority anticipates twelve equal monthly payments.
2. The Authority desires to receive a fixed hourly price for any additional services not included in Section I, Scope of Fee Accountant Services, provided the Accountant receives approval from the Authority's Executive Director, prior to commencement of the services.
3. Respondents must demonstrate agreement with these terms in their response.
4. Respondents must be a Certified Public Accountant, duly licensed by the State of New Jersey, or Public Accountant duly licensed by the State of New Jersey.
5. Proposal shall reference that the Authority may contact.

#### E. Small Minority and Women Owned Businesses Enterprises Participation

Set forth by the degree of participation by the respondent in the work under this proposal by the above mentioned interests.

#### F. SELECTION CRITERIA

The Accountant will be selected based upon his/her response to the above-listed requirements in paragraphs D above and to the Evaluation criteria listed in Attachment 1.

#### PROPOSAL SUBMISSIONS

Responses to this RFP are to be submitted by January 26, 2018 at 12PM to:

John P. Schmidt, Chairman  
Clementon Housing Authority  
22 Gibbsboro Rd  
Clementon, NJ 08021

**A copy of the proposal shall also be emailed to Chairman John P. Schmidt at [jschmidt@clemhousing.net](mailto:jschmidt@clemhousing.net).**

**ATTACHMENT 1  
 CLEMENTON HOUSING AUTHORITY  
 REQUEST FOR PROPOSALS  
 FEE ACCOUNTING SERVICES  
 EVALUATION FACTORS**

The Housing Authority of the Borough of Clementon, New Jersey is seeking proposals for Fee Accounting for its Low-Income Housing Program, Section 8 Voucher Program and Modernization Program from July 2018 to June 2019. The following are the quality/merit factors with the corresponding weights.

<u>Factor</u>	<u>Weight</u>
1. Experience in Housing and Urban Development (HUD) accounting and financial management procedures, as it relates to local housing authorities in operating budgets and grant applications, including the Housing Choice Voucher Program.....	25 points
2. Experience as fee accountant, with designation of certified public accountant with a minimum of 5 years worth of governmental authorities and agencies.....	20 points
3. Thorough knowledge of public contract law and federal procurement requirements 24 CFR 85.36. Must have thorough understanding of HUD capital fund closeout documents and monthly Housing Choice Voucher Program reports.....	20 points
4. Price.....	20 points
5. References.....	5 points
6. Demonstrate knowledge for State of New Jersey budget filing dead-Lines.....	5 points
7. EOP Policy.....	5 points