

REQUEST FOR PROPOSALS (RFP) FOR OFF-SITE BACK OFFICE SERVICES

SCOPE OF SERVICES

It is intended that the off-site back office services vendor will be ultimately capable of assuming fiscal responsibility of day-to-day operations, via the North Hempstead Housing Authority's (NHHA) Agency Plan, policies and, procedures, for (3) Senior Buildings (263 units) housing units, the Section 8 Program, (6) unit dwelling, and the Family Self-Sufficiency (FSS) program, including, but not limited to the following areas:

- Report directly to the NHHA Executive Director, including but, not limited to providing written monthly reports and weekly updates, with daily communication/accessibility.
- Supply financial data for preparing the annual operating budget which will be prepared by NHHA Independent Fee Accountant (IFA).
- Attend NHHA board meetings and industry meetings/functions, when required.
- Process expenditure as required.
- Development of appropriate monthly tenant billing including rent and other charges.
- Complete fiscal administration of HUD Section 8 Choice Voucher program and, related programs (FSS).
- Rent collection including the issuance of late notices and implementation of applicable policies where non-payment of rent continues.
- Recommend purchases based upon evaluation of monthly inventory and projection of materials and supply requirements consistent with future work schedules, via NHHA's Procurement Policy.
- The implementation of any written policies or verbal understandings of the NHHA.
- Bookkeeping services that included: bank reconciliations of operating and tenant security accounts; preparation of monthly general ledgers; preparation of accounts receivable and accounts payable ledgers; processing of tenant payments; and preparation of checks for monthly expenditures.

RATING & RANKING CRITERIA

Ranking and Rating will be based on the following criteria:

1. Experience (especially as it pertains to HUD & DHCR related programs)
25 points
2. Fee (cost per month)
20 points

3. Key Employees/Dedicated Staff

30 points

4. Business Plan (detailed approach to managing this housing authority)

25 points

All responses should directly address each criteria under specific headings as per Form of Proposal. Responses must be received in a sealed envelope marked "Off-Site Back Office Services" by the Housing Authority Office no later than 3 PM, Thursday April 22nd, 2021 and shall be addressed to:

Sean T, Rainey, PHM
Executive Director
North Hempstead Housing Authority
899 Broadway, Suite 121
Westbury, NY 11590

All proposals must address ranking and rating factors specifically, and in detail, under each heading. If this form of proposal is not followed, the proposal will be rejected. Please be as detail as possible. A ranking and rating committee will score all proposals.