

REQUEST FOR PROPOSALS ("the RFP")

FEE ACCOUNTING SERVICES

BACKGROUND

The North Hempstead Housing Authority ("the PHA") solicits proposals to provide fee accounting services for the PHA. The PHA, established and organized under New York State law, the PHA provides affordable, safe, housing at several locations within the Village of North Hempstead, NY. The PHA maintains (187) RAD PBV units, administers (200) vouchers under the Housing Choice Voucher Program, (6) unit building, (76) senior unit tax credit development and Family Self Sufficiency Program (FSS).

The PHA is governed by a seven (7) member Board of Commissioners which sets policy for the PHA, and which awards all contracts of the PHA. Oversight of the PHA and program guidance is provided by the US Department of Housing and Urban Development.

PROGRAMS FOR WHICH FEE ACCOUNTING SERVICES ARE REQUESTED

The Authority has 187 RAD PBV units, and 200 Housing Choice Vouchers (Section 8 vouchers), (6) unit building, (76) senior unit tax credit development and Family Self Sufficiency Program (FSS).

DEFINITION

Wherever the word Accountant shall appear in this Request for Proposals, the same shall mean "a Certified Public Accountant Licensed by the State of New York.

SERVICES TO BE PROVIDED

SECTION I.

Scope of Fee Accounting Services

The Accountant shall perform all the necessary services provided under this contract. The Accountant shall perform and carry out, in a satisfactory and proper manner, as determined by the PHA, the following:

1. On a quarterly basis, review and update the books, records, and accounts of the PHA in accordance with the procedures outlined by the Department of Housing and Urban Development. Maintain an accurate general ledger for the program. Prepare journal entries as required.
2. Prepare a detail comparison of actual expenditures to budget on a quarterly basis.
3. On a quarterly basis, prepare financial reports including balance sheet, income statement, general ledger basis, or as requested by the PHA

4. On a quarterly basis, assist in preparation and filing of VMS report.
5. Prepare reconciliation of restricted / non restricted cash
6. Assist in preparation and filing of annual operating budget, and subsidy calculations.
7. Be available and serve as a consultant on accounting and fiscal matters,
8. Provide internal auditing services as may be requested by the PHA.
9. Attend meetings of the PHA Authority when requested.
10. Prepare all other fiscal reports and statements when requested by the PHA.
11. Review bank reconciliations for all bank accounts when requested by the PHA.
12. Establish and maintain subsidiary books of account and records for the Authority in accordance with the procedures outlined by the U.S. Department of Housing and Urban Development.
13. Prepare year end statements and workpapers for year-end audit.

SECTION II.

Time of Performance

The services of the Accountant are to commence on April, 2021 and end on March 31, 2023. At the sole option of the PHA, services of the Accountant maybe extended one (2) additional year. The Accountant is required to make a minimum of one (1) quarterly onsite visit to the PHA office to perform field work. Additional on-site field visits maybe required contingent reporting requirements.

INFORMATION AND DATA REQUIRED OF EACH RESPONDENT

A. Method for providing the requested services.

Your proposal should include your understanding of the steps necessary to perform the scope work

B. Qualifications and Experience.

1. Demonstrate the ability of the specifically named Accountant (Head accountant), of the firm who will be personally charged with and have the primary obligation to perform the requested services, by listing prior relevant experience,
2. Demonstrate the ability of other specifically named Accountants of the firm who will assist the head Accountant to perform the requested services by listing prior relevant experiences.

3. Demonstrate the ability of other specifically named non-accountants of the firm who will assist the head Accountant to perform the requested services by listing prior relevant experiences.
4. Description of present or prior accounting services with other Housing Authorities.
5. Respondent must provide profile of firm and resumes of all partners, and associates.
6. Respondent must provide letter that they have no pending litigation against the firm or individual partners of the firm.

C. Cost of Services.

1. The Authority desires to receive a fixed annual price for the cost of these services. The PHA will pay quarterly fees for said services.
2. Set forth the hourly rate of compensation for any services requested other than the scope of work.

D. Requirements.

1. The PHA requires services to commence on April, 2021.
2. Respondents must be Certified Public Accountants, duly licensed by the State of New York.

SELECTION CRITERIA

The Accountant will be selected based upon his/her responses to the above Criteria It is very important in the submission of your proposal that you specifically address and respond to each and every item listed in paragraphs A through D under the heading "Information and Data Required of Each Respondent" of this Request for Proposals. Your failure to comply with this directive may cause your proposal to be rejected as incomplete and non-responsive.

RANKING AND RATING

Method for providing the requested service

Excellent – 25 Points Good – 20 Points Fair – 15 Points

Qualifications and experience

Excellent – 25 Points Good – 20 Points Fair – 15 Points

Cost of service

Excellent – 25 Points Good – 20 Points Fair – 15 Points

PROPOSAL SUBMISSION

All respondents agree that by submitting a response to this RFP, the decision the of the North Hempstead Housing Authority on selection is final.

All responses should directly address the criterion under specific headings as per the form of proposal. Responses must be received by the PHA in a sealed envelope marked "Response to RFP for Fee Accountant Services" no later than Thursday, April 22nd, 2021 by 3:00PM and shall be addressed as follows:

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

All questions, or request for information related to the RFP must be directed to Sean Rainey, Executive Director of the PHA at 516.627-6433 or electronically to srainey@nh-ha.com.

Proposals and material contained with the RFP submittal shall become property of the North Hempstead Housing Authority. Regardless of the outcome of selection, firms, and or individuals shall not hold the PHA responsible for any expense, or cost, related in preparation of the RFP submittal, or in negotiating costs towards a contract.

The PHA reserves the right to reject any and all bids.

The PHA is a Equal Opportunity Employer.