

REQUEST FOR PROPOSAL

for

Fee Accounting Services

TROY HOUSING AUTHORITY

Issued By:

Deborah A. Witkowski
Executive Director
Troy Housing Authority
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Troy, New York 12180

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Proposal Due Date: April 27, 2018

INTRODUCTION

The Troy Housing Authority (THA) is accepting proposals from qualified firms to provide Fee Accounting services from July 1, 2018 through December 31, 2020 with two one-year option periods to renew.

One original and three copies of the proposals should be delivered to the attention of Deborah Witkowski, Executive Director, Troy Housing Authority, 1 Eddy's Lane Troy, NY 12180 no later than 4:00 p.m. Eastern Standard Time on April 27, 2018.

The THA is a public entity that was formed in 1944 to provide federally subsidized housing and housing assistance to low-income families, within the City of Troy. THA is headed by an Executive Director (ED) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and THA's Procurement Policy.

TERMS AND CONDITIONS

1. All proposals must comply with the provisions of the Procurement Policy of the THA, Troy, New York, the General Law's c.30B and Title 24 of the Code of Federal Regulations (CFR) 85.36 and applicable Department of Housing and Urban Development ["HUD"] regulations regarding competitive proposals.
2. The Fee Accounting Services must be in accordance with Generally Accepted Accounting Principals (GAAP) and reporting provisions of applicable HUD and REAC guidelines and the Single Audit Act A-133, or other applicable requirements.
3. The THA reserves the right to issue addenda to this Request for Proposal. If it becomes necessary to revise any part of the Request for Proposal (RFP), addenda will be provided in writing to all prospective firms receiving this RFP. Any addenda shall be deemed a part of this RFP and will supersede the original RFP requirements and standards.
4. The THA will not be liable for any cost incurred by the firms in issuing a response to the RFP and/or prior to the issuance of a contract award. Responding firms should ensure that all costs are included in each proposal.
5. The THA shall award the contract to the most advantageous proposal from a responsible and responsive firm taking into consideration deliverables, price, and evaluation criteria set forth in the RFP. In the THA's sole discretion it may determine that no contract award shall be made.
6. All proposals submitted in response to this RFP, plus any other related materials submitted, shall become the property of the THA.

7. Proposals submitted in response to this RFP may be withdrawn only by communicating the intent to withdraw a proposal in a written and sealed communication to the THA before the deadline for proposal submission.
8. By submission of a proposal, in the event a prospective firm's proposal is accepted, the firm agrees to enter into a contract with the THA that incorporates all of the requirements of this RFP.
9. The Contract Agreement will be in a form customarily employed by the THA.
10. Any proposal received at the place designated in the solicitation after the exact time specified for receipt will not be considered.
11. Any requests for clarification of this RFP by a firm must be submitted in writing by 4:00 p.m. on Monday, April 16, 2018 via e-mail to deb.witkowski@troyhousing.org
12. The THA reserves the right to reject any and all proposals or parts therein.
13. Award of the contract for Fee Accounting Services is subject to approval by the THA Board of Commissioners.

SCOPE OF SERVICES

The Troy Housing Authority requests proposals from qualified firms to provide monthly, quarterly, and annual Fee Accounting Services for the following programs:

1. HUD Rental Assistance Demonstration (THA owned) properties with PBV (approximately 1000 Units);
2. Housing Choice Voucher Program (approximately 925 vouchers);
3. Resident Opportunity and Supportive Service Program;
4. Two Low Income Housing Tax Credit Projects – (135 units) containing Section 8 PBV and (100 units) with RAD PBV vouchers.
5. Any other applicable federal, state, or local grant fund programs that become a part of the THA portfolio.

The scope of services to be provided by the Fee Accounting firm will include but not be limited to:

1. Assist THA in maintaining general ledgers and subsidiary ledgers using the Elite Emphasys Software System.
2. Monitor cash to assist with maximizing cash flow.

3. Prepare monthly and quarterly reports for each of the programs, including statements of revenue/expense, income, cash flow, and budget to actual reports for the Executive Director, the Board of Commissioners, and other affiliated entities.
4. Maintain property ledger/capitalized equipment and depreciation schedules.
5. Prepare all year-end financial statements and annual closing entries.
6. Complete the close out for the fiscal year to include preparation of all forms required by HUD including the timely preparation of the annual Financial Data Schedule (FDS) and submission to the Real Estate Assessment Center (REAC).
7. Conduct a “pre-audit” for accounting and internal control systems to determine exposure to comments and findings by external auditors. Work with the external auditors on the annual audit by providing work papers and schedules and related information for the preparation of the Management Discussion and Analysis section of the Audited Financial Statements.
8. Report to the Board of Commissioners any and all fiscal items unusual in nature and requiring the attention of the Authority.
9. Other related financial, management and compliance assistance as needed.

PROPOSAL SUBMISSION REQUIREMENTS

All proposals will be evaluated by the THA. Interested firms must submit their proposals no later than 4:00 p.m. Eastern Standard Time on April 27, 2018 to:

Deborah Witkowski, Executive Director
Troy Housing Authority
One Eddy's Lane
Troy, NY 12180

No proposals will be accepted after that time. One original proposal and three (3) copies of each proposal must be submitted by the deadline specified. Faxed proposal responses and electronic mail responses are not permitted.

Proposals must address each of the points detailed below:

1. Letter of Transmittal: This letter of transmittal must be printed on company letterhead and signed by a company official authorized to bind the firm. The firm must also include the name, address and telephone number of the person(s) authorized to discuss the proposal. The letter must clearly state the intention of the firm, if selected, to provide the services at the proposed price and within the time specified in accordance with the terms and conditions specified in the proposal and this RFP. Finally, the letter must indicate whether or not any of the parties to the proposal at any time have been debarred or otherwise prevented from participation in HUD-funded projects.
2. Firm's Profile: Must provide a description of the firm, including the number of years that the firm has been in the business of providing these services. Include resumes setting forth the experience and credentials of all potential field accounting staff.
3. Experience: Must provide a description of the firm's prior experience in providing Fee Accounting services. Include any information relating to the knowledge of and/or experience in the subsidized housing industry; including but not limited to, experience in providing Fee Accounting services for Housing Authorities with Rental Assistance Demonstration (RAD) conversions, Housing Choice Voucher and Project Based Voucher programs, non-profit organizations' experience and experience with REAC/FASS submissions.
4. References: Please include a complete list of current and former clients whom the firm has provided Fee Accounting Services to within the last three (3) years. The list should include the contact name, address, phone number, fax number, and email address.
5. Fee Schedule.

PROPOSAL EVALUATION

This section describes the criteria and process to be used by the THA in evaluating proposals received in response to this RFP.

Firm Criteria:

1. Approved to conduct Fee Accounting business in the State of New York.
2. Has been in the business of providing Fee Accounting or Auditing services for public housing authorities and/or other entities for a minimum of three years at the time of proposal submission.
3. Has a minimum of two years successful experience with the REAC/FASS certification process.
4. Has not been disbarred or otherwise prevented from participation in HUD funded programs.
5. Confirms that it can provide evidence of professional liability insurance coverage of a minimum of \$1,000,000.
6. Submits a statement of Non-collusion.

Evaluation Criteria:

In evaluating the Proposals the THA will use the following criteria and points system:

1. Professional qualifications of the firm and evidence of the ability to perform the work, as indicated by staff profiles and knowledge of HUD regulations, REAC requirements and accounting practices, as well as applicable Federal, State, and Local Laws. (30 points)
2. Experience with Public Housing Authorities of similar size and program composition as THA. (30 points)
3. Proximity of the firm to the THA, and availability for on-site consultation including attendance at the Board of Commissioners meetings as needed. (10 points)
4. Knowledge and experience using Emphasys Elite or a similar public housing software. (10 points)
5. Fee Structure. (20 points)

AWARD OF CONTRACT

The THA reserves the right to award the contract to the firm whose proposal is determined by THA in its sole judgment to be the most advantageous proposal, taking into consideration all listed evaluation criteria and price. Should the selected finalist fail to enter into a contract with the THA within thirty (30) days after award of the contract, the THA reserves the right to award the contract to the next most advantageous firm. In the alternative, the THA may choose to re-issue the RFP if the rejection of all proposals is in the best interest of the THA.

All awards are subject to review and approval by the THA Board of Commissioners.