

TOWNSHIP OF NEPTUNE HOUSING AUTHORITY

May 2023

REQUEST FOR PROPOSAL

RE: FEE ACCOUNTING SERVICES

Thank you for expressing interest in the above-referenced project. The Township of Neptune Housing Authority is seeking qualifications for the Fee Accounting Services described in the attached Request For Proposal.

Listed below you will find all of the information and attachments needed in order to be considered for this commission.

Attachment#1: General Information

Attachment#2: Scope of Services

Attachment#3: Qualifications

Attachment#4: Contract Term and Schedule of Salaries

Attachment#5: Professional Qualifications & Selection Criteria

Attachment#6: Standard Form of Contract (for reference only)

Interested firms will be requested to submit their Proposal packages by **3:00 p.m. on Tuesday** June 6, 2023 at the Township of Neptune Housing Authority Administration Offices located at 1810 Alberta Ave, Neptune City, NJ 07753. No late responses will be accepted.

*****ALL QUALIFICATIONS MUST BE SUBMITTED IN TRIPLICATE*****

The Township of Neptune Housing Authority has made a commitment to obtain Fee Accounting Services by a competitive proposal method (with some HUD defined exceptions) using a qualification-based section procedure.

Every effort has been made to create an equitable system whereby qualified professionals have the opportunity to be selected based upon credentials and merit, and awards are not necessarily made to the lowest priced qualifications.

We appreciate your interest in responding to this invitation, and recognize the time and effort involved in making a submission.

If you have any questions with regards to the RFP please email them to the attention of Bart J. Cook Esq. FHM Executive Director at bcook1@tnha.org

Respectfully,

Bart Cook
Executive Director

Township of Neptune Housing Authority

ATTACHMENT #1

REQUEST FOR PROPOSAL

RE: FEE ACCOUNTING SERVICES

GENERAL INFORMATION

The Township of Neptune Housing Authority provides housing assistance to qualified low-income persons in the Township of Neptune, New Jersey area consistent with the requirements of the U.S. Department of Housing and Urban Development (HUD) regulations and contracts with this Authority.

The following are the projects/programs being operated by this Authority:

Public Housing Program consisting of 275 dwelling units throughout 5 housing developments.

Housing Choice Voucher Program consisting of approximately 279 units.

The Township of Neptune Housing, under an interlocal shared service agreement with the City of Neptune, manages sixty (60) senior Public Housing units on behalf of the City of Neptune. The scope of the Fee Accounting Services will include said Public Housing units.

Comprehensive Grants/Capital Funding/RH Factor Funds

Basis of Accounting:

The accounting principles of the Authority conform to the accounting principles and practices prescribed for housing authorities by the U.S. Department of Housing and Urban Development and the Generally Accepted Accounting Principles (GAAP) in accordance with the Uniform Financial Reporting Standards for HUD housing programs. Such principles and practices are designed primarily for reporting on the stewardship of the Authority management with respect to federal funds.

Fiscal Year: January 1 to December 31

Business Hours: Monday through Friday from 8:00am to 300 pm.

Proposal Review:

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47. Attached please find the rating to be used to evaluate all proposals received in response to this request for proposal.

Insurance:

The successful offeror shall provide and maintain the following minimum limits of insurance coverage during the contract period resulting from this RFP:

- Professional Liability:
\$500,000.00 Errors and Omissions per occurrence.
- Workers' Compensation and Employers' Liability:
Statutory coverage for New Jersey
\$500,000.00 employer's liability

Miscellaneous Requirements:

All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

The successful offeror agrees to protect the confidentiality of files, data, and other materials provided by the Authority or developed in connection to this contract, and to restrict their use to the purposes of performing this contract only.

The firm shall take all steps necessary to safeguard any data, files, reports, or other information from loss, destruction, or erasure. Any costs or expenses of replacing, or damages resulting from the loss of such data, shall be borne by the firm when such loss or damage occurred through its negligence.

It is expressly understood and agreed that the firm or its employees shall in no event as a result of this contract be entitled to any benefits to which Authority employees are entitled including, but not limited to, overtime compensation, any retirement benefits, worker's compensation benefits, any injury leave or other benefits.

The Township of Neptune Housing Authority reserves the right to reject any and all proposals.

RE: FEE ACCOUNTING SERVICES

PURPOSE

The purpose of this RFP is to engage a professional accounting firm to provide fee accountant services for a period of one year as described herein after:

SCOPE OF SERVICES REQUIRED

The Township of Neptune Housing Authority is currently seeking proposals to provide fee accountant services as described under "Scope of Services Required."

- A. In conjunction with Authority staff, ensure the books of accounts of the Authority are maintained in accordance with accounting principles prescribed by HUD and Generally Accepted Accounting Principles (GAAP) in accordance with the Uniform Financial Reporting Standards for HUD Housing Programs.
- B. Analyze monthly general ledger activity by program, utilizing the chart of accounts prescribed by HUD/GAAP. Individual program general ledgers will include Public Housing Projects, including Comprehensive Grants/Capital Funding, Housing Choice Voucher Program and the Family Self-Sufficiency Programs. Review general ledgers with Executive Director and Comptroller on a monthly basis.
- C. Review monthly Authority bank reconciliations, tenant analytical ledgers, cash receipts and disbursement records.
- D. Prepare and record necessary adjustments to convert Authority's books to full accrual basis as requested by the Executive Director, but at least semi-annually.
- E. Issue low-rent housing quarterly compilation reports of budget statements of income & expenses for the Public Housing and Housing Choice Voucher Program. Quarterly financial reports are required for all programs no later than 30 days after the end of each quarter.
- F. Prepare and assist in the preparation of budgets, budget revisions, and other documents as required by the Executive Director
- G. Be available to provide such financial advise and consultation as the Executive Director may require, including monthly consultations of approximately 4 hours per month.

- H. Prepare semi-annual financial reports and supporting schedules, such as are required by HUD and GAAP, including, but not limited to the following:
- Balance Sheet for Housing Choice Voucher Program and Public Housing, HUD Form 52595
 - Statement of Operating Receipts and Expenditures, HUD Form 52599
 - Statement and Voucher for Accruing Annual Contribution, HUD Form 52266
 - Computation of Payments in Lieu of Taxes, HUD Form 52267
 - Analysis of Non-Routine Expenditures, HUD Form 52598
 - Statement of Income and Expense and Changes in Accumulated Surplus of Deficit from Operations, HUD Form 52596
 - Voucher for Payment of Annual Contributions and Operating Statement, HUD Form 52681.

Financial Data Schedule to be submitted electronically to HUD Real Estate Assessment Center (REAC) as required by HUD.

- I. Provide such ledgers, journals, journal vouchers, schedules and other documentation as may be requested by the Authority's Independent auditor. Meet with the auditor, as required, to resolve matters related to the audit of the financial statements of the Authority's fiscal year.
- J. Provide copies of all records, reports, and other documentation generated in connection with the performance of the above services to the Executive Director.

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QUALIFICATIONS:

Accounting firms responding to this request for proposal for accounting services must meet or exceed the following qualifications and specifically certify as an element of the proposal. Respondents shall address the following items in a typed narrative statement in the following sequence:

1. Must be licensed in the State of New Jersey and a Certified Public Accountant (CPA). A statement by the State identifying such registration or license shall be attached to the proposal.
2. The firm must be able to demonstrate sufficient familiarity with the auditing and reporting provisions of the applicable HUD handbooks. To this end, the accounting firm shall submit a statement detailing experience in performing audits and providing significant accounting services to public housing authorities and other governmental units.
3. The firm must meet the continuing professional education requirements of Governmental Auditing Standards, issued by the Comptroller General of the United States.
4. The firm must meet the Governmental Auditing Standards requirements concerning external quality review. A Copy of the firm's most recent peer review report must be submitted with the proposal. The firm's peer review report must be unqualified.
5. The firm must submit resumes of firm principals with the proposal.

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SCHEDULE OF SALARIES

Hourly Rate:

Partner	\$ _____
Senior Accountant	\$ _____
Junior Accountant	\$ _____
Clerical Staff	\$ _____
Other (specify)	\$ _____

Hourly rate for this proposal shall include all necessary labor, overhead, materials, equipment, tools, travel time and expenses for the successful performance of this contract.

All payments shall require written invoice from the service provider. Invoices shall be made no more frequently than on a monthly basis. This Authority shall review the invoice and, if the work is in conformance, make payment within thirty days of the owner's receipt of the invoice.

CONTRACT PERIOD AND AMOUNT

Contract will be in effect for a period of one (1) year from the Notice to Proceed. An upset limit of \$42,000.00 shall be set on this contract. Should this amount be attained prior to the end of the contract period, a new RFP will be required.

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PROFESSIONAL QUALIFICATIONS AND SELECTION CRITERIA

- _____ 1. Brief statement demonstrating your understanding of the services to be provided. (maximum points 10)

- _____ 2. Professional Accounting Firm or Certified Public Accountants. (maximum points 15)
 - Less than five years _____
 - Five (5) years to nine (9) _____
 - Ten (10) years or more _____

- _____ 3. Evidence of your firm's experience and ability to perform this work, include all aspects of professional practice related to PHAs & other Governmental units. (maximum points 20)

- _____ 4. External Quality Peer Review. (maximum points 10)
 - Favorable peer review _____
 - Unfavorable peer review _____

- _____ 5. Capability to provide fee accounting services for one year taking into consideration the current and planned workload of your firm and its staffing. (maximum points 10)

- _____ 6. Continuing Professional Education Requirements of Government Auditing Standards. (maximum points 10)

- _____ 7. Brief description of any active or pending litigation which involves your firm. (maximum points 5)

_____ 8. General response to the invitation. (maximum points 5)

_____ 9. Resumes of Firm Principles. (maximum points 5)

_____ 10. Hourly Rate. (maximum points 10)

_____ TOTAL RATING SCORE

FIRM NAME: _____

SUBMITTED BY: _____

DATE: _____