

REQUEST FOR PROPOSALS
TO PROVIDE
FEE ACCOUNTANT SERVICES

The Gainesville Housing Authority requests proposals from qualified applicants to provide fee accounting services for its 635 units of Public Housing, 1,419 units of Section 8 vouchers, 101 units of Multi-Family Housing, Central Office Cost Center, and related grant programs.

The successful applicant will provide the following services to the Housing Authority in accordance with the monthly and annual accounting cycles:

1. Process all documents required for budget and operating subsidy preparation, including subsidy calculation, budget forms, utility estimates, all required Multi-Family and HUD forms, and PHAS financial internet submissions. Preparation of the PHA operating budget shall include at least one revision;
2. Perform all operations necessary to maintain the general ledgers and subsidiary ledgers for the Housing Authority, including the following services:
 - A. Reconcile bank statements on a monthly basis,
 - B. Prepare journal vouchers on a monthly basis,
 - C. Maintain the general ledgers on a monthly basis, including development of all entries,
 - D. Provide a detailed transaction register (receipts/disbursements) on a monthly basis,
 - E. Review check coding/code checks,
 - F. Prepare all debt service entries,
 - G. Prepare all monthly and year-end financial statements and annual closing entries,
 - H. Maintain investment and insurance registers,
 - I. Maintain property ledger/capitalized equipment, and
 - J. Maintain capital funds subsidiary ledgers as required by HUD and subsidiary ledgers for any development funds or grant monies awarded.

3. Complete the close out for the fiscal year, to include preparation of all forms required by HUD and transmission of the Financial Data Schedule (FDS) to REAC;
4. Schedule a quarterly on-site visit in order to provide clarification on pertinent financial matters relative to questions posed by members of the Board of Commissioners, the Auditor, the Executive Director and/or other Authority staff. The successful applicant will also be available as needed to answer questions an auditor may have regarding the financial records of the PHA;

Fee accounting must be in accordance with Generally Accepted Accounting Standards and reporting provisions of applicable HUD guidelines for Low Income Housing Programs for use in auditing purposes and the Single Audit Act.

The Housing Authority hereby invites qualified firms/individuals to submit proposals for the above referenced services. Proposals should demonstrate qualifications for work to be performed. In evaluating the proposals, the Housing Authority will use the following criteria and points system:

- a. Professional qualifications and evidence of the offeror's ability to perform the work, as indicated by profiles of principals and staff. (35 points)
- b. Capability to provide professional services in a timely manner. (15 points)
- c. Demonstrated knowledge of Housing Authority needs and relevant HUD and Multi-Family requirements. (20 points)
- d. Cost for monthly fee accounting services. (30 points)

In the proposal, the offeror should supply the following information (not all inclusive):

- Qualifications/Experience of the firm
- Qualifications/Experience of the individual(s) performing the services
- Professional References
- Cost for Services
- Cost for Additional Related Services (if applicable)
- Payment Schedule
- Evidence that the accounting firm is registered in Florida
- Evidence of professional insurance policies carried by the firm

The Gainesville Housing Authority reserves the right to waive any minor informality in any proposal when these actions appear to be in the Authority's best interest, cancel the RFP, reject any or all proposals, make an award based solely on the proposals, or to negotiate further with one or more offerors. The Housing Authority also reserves the right to reject the proposal of any offeror who has previously failed to perform satisfactorily, or has failed to complete on time, a contract or contracts of a similar nature. The Authority also reserves the right to select the proposal designed to deliver the most favorable overall impact upon the agency and the right to ask questions of the offerors, interview offerors, or negotiate the services and price before awarding the contract.

All offerors shall provide a signed statement ensuring that no Member of Congress, employee of the U.S. Government, employee or relative of the Gainesville Housing Authority, has an interest, either direct or indirect, in this project, as proposed.

The award will be made without regard to race, color, religion, gender, age, mental or physical disability (or history thereof), marital or family status, beliefs, and national origin.

One original and six copies of the proposal should be forwarded to **Bernadette Woody, Interim Executive Director, Gainesville Housing Authority, 1900 SE 4th Street, Main Office, Gainesville, FL 32641. Submission of proposals will be accepted until 5:00 p.m., Friday, October 28, 2011. The GHA will take no responsibility for mail service delivery failure. Responses received later than 5:00 p.m. on October 28, 2011 will be considered ineligible for consideration – no exceptions.**