THE HOUSING AUTHORITY OF FULTON COUNTY

RFP FOR

FY2024 FEE ACCOUNTING SERVICES

FOR

LOW-INCOME PUBLIC HOUSING

AND

SECTION 8 PROGRAMS.

APRIL 2, 2024

**SCOPE OF SERVICES FOR FEE ACCOUNTING SERVICES**

**SECTION 1: SCOPE OF FEE ACCOUNTANT SERVICES**

The Accountant shall perform all the necessary services provided under this contract under all

terms and conditions as specified by Housing and Urban Development (HUD) to keep the

Authority compliant and consistent with all rules and regulations of Asset Management as

defined by HUD. The Accountant shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Authority, the following:

1. Review and update the books, records, and accounts of the Authority in

 accordance with the procedures outlined by the U.S. Department of

 Housing and Urban Development (HUD) for the Public Housing and

 Section 8 programs. Maintain a general ledger for each program.

 b) Prepare journal entries as required.

 c) Prepare such fiscal reports and balance sheets on a monthly, quarterly, or

 annual basis as shall be required by federal or State statutes or regulations,

 or as requested by the Authority.

 d) Prepare quarterly requisitions for funds.

 e) Review existing modernization program and budgets for the purpose of

 determining eligible activities under the modernization programs.

 f) Establish and maintain subsidiary books of account and records for the

 Authority in accordance with the procedures outlined by HUD.

 g) With input from Authority staff prepare a draft budget and operating

 subsidy calculation for the Board’s review. Prepare

 and assist in any revisions of the budget and operating subsidy

 calculations

 h) Be available and serve as a consultant on accounting and fiscal matters.

 i) Provide internal auditing services as may be requested by the Authority.

 j) Attend meetings of the Authority when requested by the Authority or its

 Executive Director.

 k) Prepare all other fiscal reports and statements when requested by the

 Authority or its Executive Director.

 l) Perform such other accounting and fiscal services when requested by the

Authority or its Executive Director.

 m) Perform all the services and comply with all the terms and conditions, as

 set forth in the agreement for Accounting Services.

 n) Review any documents and make any suggestions to management to

 insure a clear audit.

 o) Prepare quarterly payroll tax returns (including pension report)

 p) Maintain Authority’s property ledger in accordance with HUD rules and

 regulations.

**SECTION II: TIME AND PERFORMANCE**

The Services of the Accountant are to commence May 2, 2024 and end May 2, 2026.

**INFORMATION AND DATE REQUIRED OF EACH RESPONDENT**

 **A. Method for providing the requested services.**

Your proposal should include your understanding of the steps necessary to perform the work listed in Section 1.

 **B. Qualification and experience.**

 1. Experience in HUD accounting and financial management procedures, as it relates to

 local Housing Authorities’ operating budgets and grant applications including the

 Housing Choice Voucher Program monthly VMS reporting requirements.

2. Experience as fee accountant, with designation of certified public accountant with a

 minimum of 5 years with governmental authorities and agencies

3. Thorough knowledge of public contract law and federal procurement requirements under

24 CFR 85.36. Must have thorough understanding of modernization quarterly reports and

 closeout documents.

 **C. Cost of Services.**

1. The Authority desires to receive a fixed annual price for the cost of services. The

 Authority asks that the annual price be then broken down into the cost for each of the

 Authority’s programs, Public Housing and Section 8. The Authority anticipates

 twelve equal monthly payments.

2. If the draft budget is not submitted by the specified date, the Authority will withhold all

 payments until such time a draft budget is completed.

 **D. Requirements**

1. The Authority desires to receive a fixed annual price for the cost of services The

 Authority asks that the annual price be then broken down into the cost for each of the

 Authority’s two programs, Public Housing and Section 8. The Authority anticipates

 twelve equal monthly payments.

2. The Authority desires to receive a fixed hourly price for any additional services not

 included in Section I, Scope of Fee Accountant Services, provided the Accountant

 receives approval from the Authority’s Executive Director, prior to commencement of the

 services

3. Respondents must demonstrate agreement with these terms in their response.

4. Respondents must be a Certified Public Accountant, and/ or Licensed Public Accountant

5. Proposal references that the Authority may contact.

E. Small Minority and Women Owned Businesses Enterprises Participation

 Set forth by the degree of participation by the respondent in the work under this proposal

 by the above mentioned interests.

**F. SELECTION CRITERIA**

The Accountant will be selected based upon his/her response to the above-listed

requirements in paragraphs D above and to the Evaluation criteria listed in Attachment 1.

**PROPOSAL SUBMISSIONS**

Responses to this RFP are to be submitted by Wednesday, April 17,2024 at 12PM to:

Zakyia Brown Exec Assistant/Office Manager

Housing Authority of Fulton County

**4273 Wendell Dr. Atlanta GA 30336**

**ATTACHMENT 1**

**HOUSING AUTHORITY OF FULTON COUNTY**

**REQUEST FOR PROPOSALS**

**FEE ACCOUNTING SERVICES**

**EVALUATION FACTORS**

The Housing Authority of Fulton County in Atlanta (Fulton County) GA is seeking proposals for Fee

Accounting for its Low-Income Housing Program, Voucher/PH Program from May,2 2024 to May 2, 2026. The following are the quality/merit

factors with the corresponding weights.

Factor Weight

1. Experience in Housing and Urban Development (HUD) accounting and financial

management procedures, as it relates to local housing authorities in operating budgets

and grant applications, including the Housing Choice Voucher

Program…………………………………………………………….…………25 points

2. Experience as fee accountant, with designation of certified public accountant with a

minimum of 5 years worth of governmental authorities and

agencies…………………………………………………………………….…20 points

3. Thorough knowledge of public contract law and federal procurement requirements 24

CFR 85.36. Must have thorough understanding of HUD capital fund closeout

documents and monthly Housing Choice Voucher Program reports.…..……20 points

4. Price…………………………………………………………….......................20 points

5. References……………………………………………………………………...5 points

6. Demonstrate knowledge for State of New Jersey budget filing deadLines………………………………………………………………………….. .5 points

7. EOP Policy……………………………………………………………………..5 point