



**CARIBOU HOUSING AGENCY
MAINE**

**REQUEST FOR PROPOSALS (RFP)
No. 2020-02**

**Fee Accountant and
Consulting Services**

1. PURPOSE

The Caribou Housing Agency (hereinafter called “Housing Agency” or “CHA”) is a public housing Agency with administrative offices located at 25 High Street, Caribou, ME 04736. The CHA provides quality, affordable housing to low-income families with its Section 8 Housing Choice Voucher Program.

In accordance with applicable Federal and State of Maine requirements, the Housing Agency is currently accepting proposals for **Fee Accountant and Consulting Services**. It is the Housing Agency’s desire to employ a duly qualified fee accountant to manage CHA’s books and records on a quarterly basis. All fee accounting services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (“HUD”), as well as all applicable state and federal laws.

CHA’s programs include, but not limited to 193 Housing Choice Vouchers, the Family Self-Sufficiency Program, and one (1) Housing Choice Voucher Homeownership. The Housing Agency’s fiscal year runs from January 1st through December 31st.

2. HOUSING AGENCY’S RESERVATION OF RIGHTS: The Housing Agency reserves the right to:

- A. Right to Reject, Waive or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
- B. Right to Not Award.** Not to award a contract pursuant to this RFP.
- C. Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- D. Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- E. Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
- F. Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- G. Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- H. No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

- I. Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing this RFP by email, mail or other source and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.

3. CONTRACT PERIOD

The Housing Agency anticipated that it will initially award a contract for the period of one year with the option, at the Housing Agency's discretion, of four (4) additional one-year periods.

4. SCOPE OF FEE ACCOUNTANT AND CONSULTING SERVICES

The scope of fee accountant and consulting services being requested will relate to all of the Housing Agency's programs (including but not limited to Section 8 Housing Choice Voucher, Family Self-Sufficiency, and Housing Choice Voucher Homeownership programs) and shall include, but not be limited to, the following:

A. Quarterly:

- 1.** Prepare quarterly financial statements of the HCV program;
- 2.** Prepare quarterly statements of net assets and the related statements of activities and supplemental schedules, including:
 - a.** Unit Count/Administrative Fee Analysis;
 - b.** HUD Fund/HCV Analysis
 - c.** HCV Unrestricted Net Asset (UNA) and Net Restricted Asset (RNA) Analysis;
and
 - d.** HCV Program Reserve Report

B. Annual

- 1.** Fiscal year closeout to include analysis of general ledger balances and financial transactions to determine compliance with general accepted accounting principles and GASB standards.

2. Prepare annual unaudited Financial Data Schedule (FDS) and submit to REAC by the deadline established by HUD; be available to discuss with REAC any questions that arise from the submitted FDS.
3. Prepare audit package with forms, schedules, statements, and any other supporting work papers needed for audit purposes and provide telephone support during the Housing Agency's Annual Independent Audit, REAC.
 - a. Assist with annual independent audit;
 - b. Submit the Independent Audit Report to the Real Estate Assessment Center (REAC).
4. Review annual audits and assist in evaluation, response and correction of deficiencies.
5. Assist staff with preparation of annual budgets.

C. As Needed

1. Provide adjusting entries with back-up for all adjustments.
2. Meet with staff to advise on general observations of the fiscal operation and recommend improvements.
3. Report to Executive Director all fiscal items unusual in nature, requiring the attention of the organization.
4. Meet with members of the Board of Commissioners, the auditor, Executive Director, and/or other Agency staff (via on-site, phone or internet) to provide clarification on pertinent financial matters relative to questions. The successful applicant will also be available as needed to answer questions an auditor may have regarding the financial records of the Housing Agency.
5. Assist and/or train Housing Agency personnel in HUD accounting and reporting requirements, if necessary;
6. Be available during the year to answer questions and provide financial advice.
7. Assist with all HUD compliance and correspondence including conference calls, if necessary
8. Attend meetings of the Housing Agency, when requested, by the Board of Commissioners or its Executive Director.
9. Other work as assigned.

5. QUALIFICATIONS

In addition to the ability to perform all the above, all respondents shall meet the following minimum requirements:

- A. Experience in Housing and Urban Development (HUD) accounting and financial management procedures, as it relates to local housing authorities' operating budgets and grant applications.
- B. Experience as fee accountant, with designation of certified public accountant with a minimum of five (5) years' experience for a Public Housing Authority.
- C. Have the ability to perform the required services on a timely basis.
- D. Having a working knowledge of QuickBooks Software.
- E. Certify that the fee accountant is not debarred from performing any services for HUD, HUD related programs, or any other governmental or private agency.

6. SUBMISSION OF PROPOSALS

All Proposals must be sealed and received by the CHA no later than 4:30 PM on Friday, November 6, 2020 at the following address:

CARIBOU HOUSING AGENCY
LISA PLOURDE
25 HIGH STREET
CARIBOU ME 04736

The sealed envelope must be marked "Proposals for Fee Accountant & Consulting Services".

7. PROPOSAL REQUIREMENTS

Proposals shall be submitted on the company letterhead and signed by the owner or an executive officer of the firm. Interested firms should have at least five (5) years' experience, or equivalence.

A. Letter of Interest

The Bidder must provide a letter of interest listing the Bidder's members and identifying the primary contact person. The letter must be signed by an authorized principal of the firm and include a statement that the proposal will remain valid for not less than one hundred twenty (120) days from the due date.

B. Executive Summary

Provide a brief description demonstrating your organization's understanding of the services required by this RFP and how your organization's technical expertise, experience, financial resources, proven past performance, and proven managerial processes are consistent with and capable of supporting the specified requirements contained herein.

C. Approach and Methodology to Providing Required Services

Provide a brief description relating your organization's understanding of the separate tasks required under Part 4. (Scope of Work) and the methodology that will be utilized to provide all required services.

D. Staffing and Qualifications

Submit a list showing your firm's direct experience in providing fee accounting services to governmental entities, particularly housing authorities; as well as examples of comparable experience. Information to be provided includes the name of the agency or governmental entity served; period of performance; terms of contract; and a summary of services provided.

E. Schedule/Ability to Perform in a Timely Manner

Describe your organization's ability to perform all required services in a timely manner. Include all proposed processes and timeframes for completion of same.

G. Sample of Relevant Material

Submit samples of any/all charts, documents, forms, etc. that your organization will utilize to perform the required services contained herein.

F. Fees:

1. Describe the proposed compensation for services, including breakdown of time by staff level and computation of the accounting fee including expenses used in your proposal.
2. Fees should be stated as either:
 - a. A flat monthly fee
 - b. Per hourly basis with a not to exceed dollar amount for the fiscal year
 - c. Fees should reflect the amount of time required and estimated hours and hourly rate used by each level of staff within the business.
 - d. Fees must be a discreet dollar amount and not percentage based.

H. References/Experience

Provide a list of three clients comparable in size and investments, preferably public housing authority clients, and include contact persons and telephone numbers.

I. Certifications and Other Statements of Proposers: Each proposer shall submit as part of the proposal the fully completed and executed documents incorporated herein by attachment and reference:

1. Profile of Firm (Attached)
2. Conflicts Certification
3. HUD-5369C – Certification and Representations of Offerors (Non-Construction)
4. Section 3 Business Preference
5. Documentation of License(s) and Insurance (s)
6. Completed Proposal Document Checklist

8. PROPOSAL REVIEW

- A. All proposals will be reviewed in accordance with the Housing Agency’s evaluation criteria, which are as follows:

Evaluation Criteria	Weighting (Maximum Points)
Experience: Demonstrated experience in all aspects of Public Housing Agency management and operations including asset management, auditing services, and fee accounting services.	25
Approach and Methodology to Providing Required Services: The methodology or approach the accountant will employ to perform the services, reports to be provided, and the ability to use FDS line items as the Chart of Accounts.	25
Qualifications: The accountant’s or firm’s capacity, professional qualifications, and ability to manage and complete related services within applicable requirements, guidelines and timelines.	25
Fee Proposal: The Accountant’s or firms proposed monthly estimated cost for completion of the related fee accounting services for each of the requested year(s)	10
Overall Knowledge	15
TOTAL	100

- B. The Housing Agency reserves the right to waive any informality and to reject any and all proposals. No Proposal may be withdrawn for sixty (60) days after the due date. Proposals may be withdrawn prior to the due date either in person or by mail.

PROFILE OF FIRM FORM

1. Name of Firm: _____

Telephone: _____ Fax: _____

Street Address, City, State, Zip:

2. Identify Principals/Partners in Firm:

NAME	TITLE	% OF OWNERSHIP

3. Please indicate the operating structure of your company:

- | | |
|--|---|
| <input type="checkbox"/> Publicly Held Corporation | <input type="checkbox"/> Privately Held Corporation |
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Proprietorship |

4. Proposer's Diversity Statement: You must check all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Resident - (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- | | |
|--|--|
| <input type="checkbox"/> % African American | <input type="checkbox"/> % Native American |
| <input type="checkbox"/> % Hispanic American | <input type="checkbox"/> % Asian/Pacific American |
| <input type="checkbox"/> % Hasidic Jew | <input type="checkbox"/> % Asian/Indian American |
| <input type="checkbox"/> % Women Owned (MBE) | <input type="checkbox"/> % Women Owned (Caucasian) |
| <input type="checkbox"/> % Disabled Veteran | <input type="checkbox"/> % Caucasian American (Male) |
| <input type="checkbox"/> % Other (Specify) _____ | |

5. Is the business 51% or more owned by a public housing resident?

No

Yes, If yes, provide the name and address of the Public Housing Authority:

6. Federal Tax ID Number: _____

Verification Statement: The undersigned bidder hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate.

Signature

Date

Printed Name

Firm Name

CONFLICTS CERTIFICATION

I, _____ I hereby certify on behalf of
_____ (insert name of proposer) and its key
principals that:

- 1. No actual or apparent conflict of interest exists with regard to the Caribou Housing Agency,
- 2. No actual or apparent conflict exists with regard to proposer's or its key principal's possible performance as developer under the Request for Proposal, and
- 3. No actual or potential claim exists against the Caribou Housing Agency

Signature

Date

Printed Name

Firm Name

PROPOSAL DOCUMENT CHECKLIST

(Submission Requirement, Initial)

An Original and Two Copies of Entire Proposal	
Material Sample(s)	
Profile of Firm	
Conflict Certification	
Form HUD-5369-C	
Section 3 Business Preference	
License and Insurance Documentation	
Proposal Document Checklist	