

The Brunswick Housing Authority

Request for Proposal

Fee Accounting Services

October 4, 2023

The Brunswick Housing Authority (BHA) is soliciting proposals from Accounting Firms for Fee Accounting Services for its Public Housing, Capital Fund, Housing Choice Voucher, and Business Activities programs.

Background

The BHA is a public housing agency with administrative offices located at 1126 Albany Street, Brunswick, GA 31520. BHA provides quality, affordable housing assistance programs to low-income families residing in its service area. BHA administers the following programs:

- Low Income Public Housing (589 units)
- Capital Fund Program
- Housing Choice Voucher Program (750 vouchers)
- Business Activities (including privately owned apartments (51 units), and participation in joint venture and tax credit property)
- Component Unit (non-profit organization)
- ROSS and Jobs Plus Grants

BHA also has an FSS program within HCV. BHA has opted to utilize Section 226; it does not have a COCC. BHA has three AMPS. Currently, there are approximately 40 BHA employees. Payroll is processed 26 times per year, using ADP. BHA uses Emphasys Elite software. The fiscal year end is June 30.

BHA is governed by a five-member Board of Commissioners. The Board of Commissioners hires the Executive Director to oversee the day-to-day administration of BHA. The accounting function has historically been performed by the Director of Finance, who reports to the Executive Director. However, this position is soon to be vacant. There is also a Finance Assistant, who performs the Accounts Payable function, along with journal entry preparation and various other related tasks.

Term of Contract

BHA is requesting proposals for the fiscal year ending June 30, 2024, with the option to renew for two subsequent years. In the event that the proposer to which the contract is awarded does not execute a contract within thirty (30) days after such award, BHA may give notice to such proposer of intent to award the contract to the next ranked proposer, OR to call for new proposals.

Scope of Services

BHA intends to award a contract to a firm to provide all of the typical accounting services, including:

1. General Ledger and Subsidiary Ledger Entries, including reconciling bank statements, maintaining the general ledger, and maintaining the fixed asset ledger, maintaining capital funds ledger and HUD's online system, eLOCCS.
2. Board Reports: prepare and present the monthly financial statements at the monthly board meeting (could be remote).
3. Year-end Close: compile information, prepare, and submit the FDS to HUD for all programs, including the MD&A.
4. Lead the preparation of the operating budget for all programs administered by BHA.
5. Prepare the annual public housing operating subsidy calculation.
6. Consultation and assistance: provide advice to the Executive Director, Finance Director, or other designated PHA staff on Agency financial matters when requested (up to 100 hours is budgeted for this task). Consultation and assistance services must be approved by the agency prior to services being rendered and billed.
 - Assistance, as needed, with the Agency's year-end closing outside of Task 3.
 - Assisting the Independent Auditor that performs the Agency's annual audit and help resolve any audit findings during the audit, if needed.
 - Training Agency accounting staff, as needed, in HUD accounting and reporting requirements.
 - Providing other "in-scope" accounting services, as requested by the Agency.

General Requirements

Firms responding to this RFP must submit the following information in their proposal:

- The qualifications and experience of the firm with special emphasis on the HUD-subsidized housing market.
- Names and credentials of the people in the firm who will be assigned to BHA and the percentage of time to be spent by each.
- A listing of Housing Authorities currently under contract with the firm.
- Evidence of Professional Liability coverage at not less than \$1,000,000 aggregate.
- A description of the services that the firm offers in response to the Scope of Services section outlined above.
- A fee estimate, and an hourly rate for any additional as-needed services over and above what is included above.
- Completed HUD form 5369-C, which is included in this packet.

Proposal Submission and Award

Proposers must submit three copies of their proposal. Proposals must be signed, sealed, and received in completed form. Incomplete or non-compliant proposal submissions will not be considered. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the proposer. Proposals will be accepted until 4:00 pm on Friday, October 27, 2023, to the attention of:

Brunswick Housing Authority

Attn: Christina Curry

**1126 Albany Street
Brunswick GA 31520**

**OR PO Box 1118
Brunswick GA 31521**

Proposals must be clearly marked "RFP- Fee Accounting Services". Once submitted, all proposals become property of the BHA.

All proposals received by the deadline set forth in this RFP shall be evaluated by a review committee consisting of members of BHA staff. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

- **Mandatory Requirements (25 points)**
The firm is licensed to practice in Georgia, and is not currently debarred or censored by REAC. The ability to perform services in a timely manner and availability will be considered. Provide references from at least 3 other PHAs.
- **Technical Requirements (50 points)**
Knowledge of HUD regulations, requirements, and accounting practices, as well as applicable Federal, State, and Local laws. Experience with PHAs of similar size and program composition as BHA. Professional qualifications and experience of staff conducting accounting services.
- **Fee Structure (25 points)**
Fees for each year of contract should be provided, along with an hourly rate for consulting projects. An estimate for expenses should be provided also.

The Review Committee will review all proposals submitted by the deadline and will make a recommendation that will be presented to the Board of Commissioners. A contract shall be awarded in accordance with the terms and conditions of this RFP to the respondent whose proposal is most advantageous to the BHA considering the requirements outlined above. The BHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in proposals received as the best interest of the BHA.

Certifications and Representations of Offerors Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
 - (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title: