

AVON PARK HOUSING AUTHORITY

REQUEST FOR PROPOSALS

Publish Date: March 20, 2015

Subject: RFP for Fee Accounting Services for Avon Park Housing Authority

FEE ACCOUNTING SERVICES

The Avon Park Housing Authority (APHA), Avon Park Florida is soliciting this Request for Proposals (RFP) from Accounting Firms to provide Fee Accounting services for its Public Housing, Capital Fund, Single Family Affordable Home and Section 8 Project Based programs. Accounting services must be performed in accordance with the Governmentally Accepted Accounting Principles (GAAP) and reporting provisions of applicable HUD and REAC guidelines for Low Income Housing Programs. APHA follows the traditional public housing management (not asset management).

BACKGROUND

APHA is a public body, corporate and politic established pursuant to Florida State Statutes and administers Federal housing programs for low income families. APHA receives funding primarily from the United States Department of Housing and Urban Development (HUD) and is entitled to apply for funding to acquire, construct, modernize, maintain, and operate housing developments.

APHA administers 129 units of conventional low rent public housing, 36 unit Project Based subsidized voucher/HUD multi-family complex and 72 Single Family Affordable Housing Rental project (unsubsidized).

APHA's 2014 combined PH Operating Subsidy and Capital Fund allocation were approximately \$606,894, Section 8 Project Based \$329,483 and Single Family Affordable Rental project (North Central Heights) projected at \$378,247. Total payroll \$375,043.

APHA 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 APHA. The daily accounting is handled by the staff Comptroller, with oversight by the Executive Director.

A copy of the most current monthly Financial Statements, both Consolidated and Comprehensive, may be obtained through the office of Executive Director via email request at the referenced email address stated herein.

GENERAL REQUIREMENTS

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

1. The qualification and experience of the firm with special emphasis on the HUD-subsidized housing market.
2. Names and credentials of the people in the firm who will be assigned to APHA and the percentage of time to be spent by each.
3. A listing of Housing Authorities currently under contract with the firm.
4. Evidence of Professional Liability coverage at not less than \$1,000,000 aggregate.
5. A description of the services that the firm offers in response to the SCOPE OF SERVICES Section outlined below.
6. A description of the experience of the firm with LINDSEY Public Housing- related computer software and computer systems.
7. A fee estimate for a total cost for two-year period, with the option of a third year, and an hourly rate for any additional services beyond the scope of the contract which APHA may subsequently request as an additional work item.

SCOPE OF SERVICES

The solicited services contemplates engagement of the outside accounting firm to perform the below referenced monthly and annual financial services & support;

1. Assist the Comptroller in maintenance of general ledgers in a timely & accurate manner consistent with HUD protocol.
2. Assist the Comptroller with Deposit & transfer guidance & determination of correct account assignment
3. Assist the Comptroller in executing required entries to the agency's Inter-Program Fund Account.
4. Assist the Comptroller in periodic reviewing entries for correct account assignment.
5. Assist the Comptroller in identification & assignment of the proper allocation for pay periods and month.
6. Assist and coordinate with the Comptroller & Executive Director in responding to information requests from auditor during audit period.

7. Provide training to Comptroller in the following areas; general bookkeeping & accounting functions, Lindsey software accounting operations and other related requested tasking skills.
8. Assist the Comptroller in the timely preparation, in coordination with the Executive Director, of the annual operating budgets, budget revisions and financial statements to conform to HUD submittal deadlines.
9. Assist the Comptroller in Lindsey Software orientation & operation associated with accounting programs set up , functionality and reconciliation.
10. Assist the Comptroller in providing timely and accurate monthly reporting to the Executive Director for Board of Commissioners financial reporting on status of the Authority.
11. Provide guidance to the Comptroller and Executive Director on the financial implications of management proposals when requested.
12. Report to the Executive Director any and all fiscal items unusual in nature, requiring the attention of the Authority, as needed.
13. Assist the Comptroller with the preparation of the annual Public Housing Management Assessment Program (PHAS) and FDS submissions to the Real Estate Assessment Center (REAC), including the Management Assessment Subsystem (MASS) submission and the Financial Assessment Subsystem (FASS) in form as required and as amended.
14. Assist the Comptroller in compiling, generating and submitting all required Year End financial Reports.

PROPOSAL SUBMISSION AND AWARD

Proposers must submit three (3) original copies of each proposal in accordance with the requirements of this RFP.

APHA will receive, stamp and process at the prescribed time/date through delivery at APHA's Post Office Box address referenced as follows;

Proposal receipt deadline; 4:00 p.m. E.D.T,
Thursday, April 23, 2015.

Proposal submission shall be clearly marked on the mailing envelope exterior; "2015 Fee Accounting Proposal" - Delivery address:

The AVON PARK HOUSING AUTHORITY

P. O. Box 1327

Avon Park, FL 33826

NO ELECTRONIC MEDIA SUBMISSIONS WILL BE ACCEPTED

Any questions related to the RFP should be directed to;

Larry Shoeman, Executive Director

(863) 452-4432, Ext. 2204

(863)452-5455 FAX

Email; director@avonparkha.org

In the interest of fairness to all competing proposers, APHA will treat as ineligible for consideration any proposal that is received after the deadline.

Only proposals meeting all requirements and including all documentation as described above will be given consideration. APHA will base contract award upon the following selection criteria:

1. Knowledge of HUD accounting regulations and requirements, GAAP accounting practices as well as applicable Federal, State and Local laws. (30 points)
 2. Experience with Public Housing Authorities of similar size and program composition as APHA. (25 points)
 3. Knowledge and experience on LINDSEY public housing software, including use of similar Comp & Consolidated F.S. reporting format. (15 points)
 4. Demonstrated record of availability of the principal fee accountant(s) for either on-site or direct remote consultation. (10 points)
 5. Fee Structure. (20 points)
- TOTAL 100 points

GENERAL

The Authority reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of the APHA. The Authority further reserves the right to waive any minor informality, or the failure of any respondent to comply therewith, if it is in the public interest to do so.

Proposals and material contained therein shall become the property of APHA upon submittal.

Regardless of outcome, the Authority will pay no compensation to any respondent for any costs related to the preparation or submittal of their proposal or in negotiating towards a contract.

APHA will reject the Proposal of any firm who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to PHAs, and reserves the right to reject the proposal of any respondent who has previously failed to perform any contract properly for the Authority.