

HOUSING AUTHORITY OF THE COUNTY OF CHESTER

REQUEST FOR PROPOSALS

FOR

FEE ACCOUNTING SERVICES

ISSUED: APRIL 18, 2016

SUBMISSION DUE DATE: WEDNESDAY, MAY 11, 2016

Solicitation # 2016-002

The Housing Authority of the County of Chester (HACC), a recipient of federal assistance through the U.S. Department of Housing and Urban Development (HUD), hereby gives public notice of its intent to utilize a competitive negotiation process, in accordance with 24 CFR 85.36, for the procurement of a Fee Accounting Services Contract, the scope of which shall include those fee accounting services associated with the operation and management of all housing programs administered within its operational jurisdiction.

The minimum qualifications are: (a.) the specialized knowledge of, and previous experience with Federal, State, LIHTC, mixed finance and local housing and development programs of the type and scope administered by the HACC; (b.) prior experience as a fee accountant to a Public Housing Authority (PHA); (c.) licensed/registered as a CPA privileged to practice in the Commonwealth of Pennsylvania; (d.) the ability to perform all of the required services on a most timely basis; and, (e.) the adequacy of technical and physical resources.

Qualified accounting firms are invited to submit a proposal for a fixed-rate Fee Accounting services contract to the HACC no later than Wednesday, May 11, 2016. Proposals will be evaluated, and the accounting firm whose proposal is most advantageous to the HACC will be selected, subject to negotiation of fair and reasonable compensation.

The complete Request for Proposals may be obtained by contacting Robin Senss, Special Projects/Procurement Coordinator, via email: RSenss@haccnet.org. (Address: Housing Authority of the County of Chester, 30 W. Barnard St., Suite #2, West Chester, PA 19382).

The HACC is an equal opportunity agency which does not discriminate against any person because of race, color, age, religion, sex, national origin, handicap or familial status. The HACC solicits and encourages Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Section 3 Business participation in all of its contracts.

Dale P. Gravett
Executive Director

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REQUEST FOR PROPOSALS

I. GENERAL INFORMATION

A. The Housing Authority of the County of Chester (HACC) Pennsylvania invites firms to submit proposals for Fee Accounting Services. Proposers will ensure complete knowledge of the conditions and requirements of this RFP and contract offer. The proposer acknowledges receipt and understanding of all instructions, scope of services, and requirements. No claim for extra compensation will be allowed for the contractor's failure to comply with this requirement. Costs incurred to submit a proposal is the responsibility of the proposer.

The contract shall have no provisions for reimbursable expenses except for those resulting from a contract modification.

The costs of travel, postage, telephone, photocopying and living expenses incurred by the Contractor and Contractor's personnel are considered Contractor's overhead, and must be included in the firm fixed price amount. These costs cannot be claimed as reimbursable expenses.

B. DURATION OF CONTRACT

The term of the proposed contract is for two years, with the option to renew annually up to a maximum of five years total.

C. UNNECESSARILY ELABORATE SUBMISSIONS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Proposer's lack of cost consciousness.

II. SPECIFIC INFORMATION – TYPES OF PROGRAMS ADMINISTERED BY HACC

The programs administered by the Housing Authority of the County of Chester include:

- Conventional Public Housing Program (207 units)
- Limited Partnerships' PH - 124 units
- Housing Choice Voucher Program (approx. 1632), including
 - VASH program
 - FSS program
 - SROs
 - Homeownership Program
- CFP – Capital Fund Program
- RHF – Replacement Housing Factor Program
- Bond funding

III. SCOPE OF SERVICES

Services shall include, but not be limited to:

1. Prepare/Review the preparation of all required HUD financial statements and the Authority's internal financial reports;
2. Prepare/Ensure that all monthly journal entries are prepared and processed in accordance with all applicable rules & regulations.
3. Prepare/Review trial balances (unaudited) on a monthly basis and perform account analysis;
4. Analyze/Prepare Annual Contributions Contracts' calculation forms;
5. Assist with review of "Measurement & Verification" analyses for the Energy Performance Contract(s);
6. Prepare/Assist in the preparation of Operating Budgets
7. Prepare/Assist in the preparation of FDS
8. Reconcile Project financing, including Bonds
9. Assist Accounting staff (as needed) in handling and recording the following types of transaction (in addition to the areas already mentioned above):
 - Monthly reconciliation
 - Property & Inventory Control
10. Work in conjunction with the Independent Public Accountant (IPA) who performs the Authority's annual audit, and assist in resolving any audit findings that relate to financial matters; and
11. Perform other accounting and consulting services requested by the Authority.

IV. EVALUATION CRITERIA - FEE ACCOUNTING SERVICES**A. DESCRIPTION**

Firm Name _____

| <u>ITEM</u> | | <u>MAX. VALUE</u> | <u>RATING</u> |
|--------------------|---|--------------------------|----------------------|
| 1. | Listed the firm's prior experience providing fee accounting services of the nature required to a PHA. | 25 | _____ |
| 2. | Demonstrated specialized knowledge and an understanding of Federal, State, LIHTC, mixed finance and local housing programs and public bodies/authorities. | 20 | _____ |
| 3. | Services/fees are fairly priced and affordable. | 20 | _____ |
| 4. | Listed and described the adequacy of the firm's technical and human resources. | 20 | _____ |
| 5. | Provided evidence and assurance of the firm's ability to perform responsively and promptly. | 15 | _____ |
| | SUB-TOTAL | 100 | _____ |
| | Section 3 Bonus | 5 | _____ |
| | TOTAL | 105 | _____ |

Ranked by: _____ Date: _____, 2011

B. OTHER CRITERIA

1. Certifications, Fee Accounting Licenses

Provide copies of licenses as relevant to work in the Commonwealth of Pennsylvania.

2. References

Provide a minimum of three, including name, address, email address, and telephone number. References from similar size & housing mix is preferable.

3. Insurances. *Will be required upon award of contract*

V. SUBMISSION PROCEDURES

A. INQUIRIES

All inquiries regarding this RFP must be submitted by email, with: **“QUESTIONS FOR FEE ACCOUNTING SERVICES RFP”** in the subject line. Email: RSenss@haccnet.org.

All questions regarding this RFP must be received via email no later than Monday, May 2nd, by 2:00 PM. NOTE: No oral explanation or interpretation will be provided to any respondent. No interpretations shall be considered binding on HACC unless provided in writing by HACC. Any information provided to a prospective respondent concerning this solicitation will be furnished promptly to all other prospective respondents as a written addendum to the solicitation, if that information is necessary for submitting bids or if the lack of it would be prejudicial to other prospective respondents. All respondents will be bound by such addenda, whether or not received by the respondents. HACC reserves the right to issue addenda on its own, irrespective of whether questions or requests for interpretations were received from prospective respondents. Any information obtained by, or provided to, any respondent other than by formal HACC addenda to the solicitation shall not constitute a change to the solicitation.

DEADLINE FOR SUBMISSION: WEDNESDAY, MAY 11, 2016 at 2:00PM at HACC’s administrative office located at 30 W Barnard St, Suite 2, West Chester, PA 19382. All submissions must be in writing. Any Proposal submitted after this deadline will not be considered. HACC reserves the right to reject any and all proposal submissions and to request additional information from all respondents

B. SUBMISSION REQUIREMENTS

- Number of Copies: Three
- Proposal Package: 3-Ring Binder, with Tabbed Sections – One for each Evaluation Criteria; one for “Other”; one for mandatory executed forms.

C. GENERAL SUBMISSION INFORMATION

1. All costs incurred directly or indirectly by the proposer for submittal preparation shall be their sole responsibility.
2. All respondents must obtain a copy of the RFP.
3. Addenda or Clarifications will be provided to each source that has obtained the RFP. Your written question may be used as part of the Addendum or Clarification.
4. All submissions shall be clearly labeled with the words: **Proposal for Fee Accounting Services - Attention Robin Senss**. All submissions will become part of the official files of HACC and shall remain valid for ninety days following the deadline for submission. HACC may waive any minor irregularities, technicalities, omissions, and/or errors in the submissions that are received. HACC may cancel this solicitation in its entirety. HACC’s reservation of rights shall in no way affect the formation of a contract upon written notice of award by HACC to the successful respondent.

VI. FORM OF CONTRACT AND COMPENSATION

A. FORM OF AGREEMENT

It is the intent of HACC to enter into an Agreement with the selected firm for a Fixed Price contract.

B. COMPENSATION.

Invoices will be submitted in sufficient detail for HACC to approve payment. Invoices must be signed by an authorized representative. Payment will be made within 30 days after approval of an invoice.

VII. LIST OF FORMS

A. HUD, HACC & Other Forms – to be signed and returned

- HACC 100-A – Pricing Sheet
- HUD 5369-C(8/93) - Certification & Representation of Offerors
- HACC 300 – Non-Collusion Affidavit
- HACC 500 – Statement of Assurances

- Forms NOT included that must be returned:
 - Department of Treasury IRS form W-9
 - Excluded Parties Certification – obtain from: <http://epls.gov>. Follow the instructions; then print the page, sign & date it, and include in your response.

B. HUD & HACC Forms – to be reviewed and understood.

- HUD 5369-B (08/93), Instructions To Offerors, Non-Construction
- HACC 5370-CC, General Conditions, Consultant
- HACC 400C.1, Section 3 & E.O. 11246