**Catskill Housing Authority**

REQUEST FOR PROPOSAL

RFP # 23-001

##### For Fee Accounting Services

#### September 1 2023

**The following documents are made part of this Request For Proposal (RFP)**

* HUD Form 5369-B (Instructions to Offerors, Non Construction)
* HUD Form 5369-C (Certifications and Representations to Offerors, Non Construction)
* Profile of Firm
* Section 3 Certification
* Sample Contract for Fee Accounting Services
* HUD Form 5370-C (General Contract Conditions, Non-Construction)

#### NOTICE TO BIDDERS

In keeping with its mandate to provide efficient and effective services, the Catskill Housing Authority (“CHA”) is seeking competitive proposals for Fee Accounting Services in connection with the business and management of our federally subsidized housing programs in Catskill, New York.

#### BACKGROUND

The CHA is a public entity that was formed in 1945 to provide federally subsidized housing and housing assistance to low-income families within Greene County. The CHA is headed by an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”). Currently, the CHA owns and/or manages: 80 public housing apartments. The CHA currently administers the following grants: Annual Capital Fund. The CHA intends to submit an application to HUD to participate in the Rental Assistance Demonstration (RAD) Program in the near future within the next five years in order to rehabilitate its public housing for the benefit of the CHA residents and the local community. The CHA currently has approximately 4 employees. Major revenue sources for the Authority come from the Department of Housing and Urban Development (HUD), rental income, interest income and services provided to residents (laundry, etc.). For the past several years, CHA has consistently received high performer status with respect to their PHAS score. The CHA maintains its books and records using Happy/MIR Software product. The previous contract for services was performed by John Cruikshank who is retiring in early fall 2023.

#### RFP INFORMATION AT A GLANCE

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| --- | --- |
| CHA CONTACT PERSON | Timothy M. MatticeTelephone 518-943-2900 Fax: 518-943-2793  Email: tmattice.catskillha@gmail.com |
| HOW TO OBTAIN THE RFP OR ARRANGE A SITE VISIT | Contact Timothy Mattice by one of the methods listed above. |
| HOW TO FULLY RESPOND TO THIS RFP | Submit 1 original and 2 copies of your "hard copy" proposal to the CHA office (deliver in person or by mail):  **Catskill Housing Authority**  **32 Bronson Street, Catskill, NY 12414**  If delivering in person, the receptionist window at the main office is open from 9:00 a.m. – 4:00 p.m. and closes daily from 12:00 – 1:00 for the lunch period. Facsimile transmissions or emails transmitting the proposal will not be accepted. |
| PROPOSAL SUBMITTAL RETURN & DEADLINE | **September 22, 2023 by 2:00 p.m.** |

#### INSTRUCTION TO BIDDERS

The selected firm will sign a five-year contract for the period from October 1, 2023 – December 31, 2028.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety. The contents of the request for proposal and the proposal of the selected firm will become part of the contractual obligation if a contract ensues.

Your proposal shall outline the estimated monthly time that will be provided to the CHA, both onsite and remote with your respective rates with a total annual not to exceed cost.

The award will be based upon several factors (see evaluation criteria included in this RFP). It is the CHA’s intention to evaluate each proposal on the basis of the evaluation criteria and to accept the proposal that is considered to best meet the needs of the CHA.

The books of account and financial records are maintained and are located at the Authority office at 32 Bronson Street, Catskill, New York 12414.

All proposals will be due in the Catskill Housing Authority's Administration Office, 32 Bronson St., Catskill, New York 12414 by 2:00 pm on September 22, 2023.

Each prospective proposer agrees to abide by all terms and conditions listed within this document and further agrees that he/she will inform the Contracting Officer in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the CHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the CHA, but not the prospective proposer, of any responsibility pertaining to such issue.

The CHA anticipates the award of a firm, fixed price contract.

Before commencing work, the selected firm shall furnish certificates of insurance showing the following insurance is in force:

* Professional liability, containing errors and omissions coverage in amounts not less than $1,000,000 per occurrence.
* Workers compensation insurance in accordance with New York State Worker's Compensation Laws.
* Commercial General Liability insurance with a combined single limit for bodily injury and property damage of not less than $1,000,000 per occurrence.

If you have any questions regarding this RFP, please contact Timothy Mattice, Executive Secretary, at 518-943-2900, email: tmattice.catskillha@gmail.com

Timothy Mattice, Executive Director and Contracting Officer

#### CHA’S RESERVATION OF RIGHTS:

* The CHA reserves the right to 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 CHA to be in its best interests.
* The CHA reserves the right not to award a contract pursuant to this RFP.
* The CHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
* The CHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP as well as retain the right to demand and receive a change in personnel assigned to the work if the CHA believes that such change is in the best interest of the CHA and the completion of the contracted work;
* The CHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the CHA Contracting Officer.
* The CHA reserves the right to negotiate the fees proposed by the proposer entity.
* The CHA reserves the right to 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.
* The CHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
* The CHA shall reserve the right, 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.

#### SCOPE OF SERVICES

The Accountant shall do, perform, and carry out, in a satisfactory and proper manner and in accordance with applicable rules and regulations, the following tasks:

* Minimum of monthly review of all books of record, bank statements and filings in accordance with the procedures outlined by the U.S. Department of Housing and Urban Development (HUD), including operating statements and financial operations;
* Review monthly Journal Entries, Closing Entries and Adjusting Entries as needed and advise the CHA staff responsible for the book entries of corrective recording procedures to be implemented, including Accounts Receivable, Tenant Security Deposits, Depreciation, and Inventory;
* Prepare spreadsheet for electronic filing for the financial Management Sub-system. Assist with electronic filing of all financial documents per PHAS (Public Housing Assessment System) regulations;
* Submission of the unaudited FDS submission to HUD/REAC within 60 days of the fiscal year end;
* Prepare for filing Fiscal Year End Closings of books of record, all programs, and entry of opening balances to new Fiscal Year General Ledgers, annual REAC submissions, including assistance with audit preparation and work papers;
* Prepare year-end accruals and closing journal entries;
* Assist the CHA staff in preparing for the annual audit of the financial statements;
* Prepare year-end financial statements that are in compliance with HUD’s Asset Management Requirements, including 24 CFP Part 990, the Supplement to HUD Handbook 7475.1 REV., CHG-1, Financial Management Handbook, and any other applicable HUD rules, regulations, notices and guidebooks. Statements shall be in full compliance with GAAP and GASB;
* Prepare MD&A documents and other necessary reporting in accordance with current GASBs;
* Perform periodic and regular audits of Accounts Payable account charging and batch processing;
* Regularly monitor cash and invested fund balances for maximum financial return and to ensure that any payables liability is covered by drawing or transferring funds as necessary;
* Periodically review federal grant sub ledgers to confirm that funds are appropriately obligated, drawn down and capitalized as they are expended;
* Prepare and review annual operating subsidy submission;
  + Preparation and submission of form HUD-52722 (Operating Fund Calculation of Utilities Expense Level);
  + Preparation and submission of form HUD-52723 (Operating Fund Calculation of Operating Subsidy);
* Advise CHA of rule changes affecting finance and accounting and provide guidance and/or technical assistance as necessary;
* Be available and serve as a consultant on accounting and cash management matters;
* Response to inquiries by HUD relating to accounting and fiscal matters;
* Oversight of Bonding of Capital Fund and Required Accounting;
* Oversee and maintain the General Ledger and subsidiary accounting functions and processes as well as ensuring that necessary accounting staff is provided pertinent training;
* Capital Fund and other grant reporting, including Performance and Evaluation Reports;
* Review and monitor monthly operating statements and financial operations;
* Plan and recommend management initiatives essential to maintaining stop-loss compliance as regulated by HUD;
* Prepare annual budgets and budget revisions as necessary;
* Submit all required NYS and/or HUD financial reports for all programs;
* Prepare a monthly report for the Board of Commissioners meeting including monthly Profit & Loss financial statements;
* **Please include any additional recommended tasks in your proposal.**

#### FORM OF PROPOSAL

All proposers shall submit:

1. A letter of interest which includes an understanding of the required services and evidence of the firm’s ability to perform the work, including experience with RAD conversions.
2. Photocopy of the following:
   1. New York State CPA License
   2. Quality of Peer Review Report
3. List of (5) five previous or current clients similar in nature to the Catskill Housing Authority.

*Provide the following for each reference*:

1. Organization name
2. Name and phone number of a contact person
3. Year(s) of work
4. Proposal Fee (inclusive of all costs to provide the proposed services, including, but not limited to: employee costs and benefits, clerical support, overhead, profit, supplies, materials, licensing, insurance, travel, transportation, etc.):

|  |  |  |
| --- | --- | --- |
| **Position** | **Estimated Monthly Hours** | **Hourly Rate** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **On-site Hours** | **Remote Hours** |  |
| Partner (Principal) |  |  |  |
| Senior (Manager) |  |  |  |
| Semi-Senior |  |  |  |
| Junior |  |  |  |
| Other (describe) |  |  |  |
|  |  | **TOTAL ANNUAL**  **COST NOT TO EXCEED** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Proposer must note percentage of annual increase in fees, if any: \_\_\_\_\_\_\_\_\_\_\_%

1. This Form of Proposal page, signed and dated
2. Form HUD-5369-C
3. Profile of Firm
4. Section 3 Certification

**AUTHORIZED SIGNATURE:**

**Signature**

**Print Name**

**Title**

**COMPANY NAME:**

**DATE:**

#### PROPOSAL SUBMISSION:

The proposer shall submit an original and two copies in a sealed envelope by no later than 2:00 p.m. local time on September 22, 2023 at the CHA Administrative Offices located at 32 Bronson Street, Catskill, NY 12414. The envelope shall read:

**Catskill Housing Authority**

**Attn: Timothy Mattice, Executive Director**

**32 Bronson Street, Catskill, NY 12414**

**RFP # 23-001 – Fee Accounting Services**

The receptionist window at the main office is open from 9:00 a.m. – 4:00 p.m. and closes daily from 12:00–10:00 for the lunch period. If the Authority should close earlier than 2:00 p.m., the proposals will be accepted on the next business day. This is not a public opening. The proposals will be forwarded to the evaluation committee for review and each offeror will be contacted thereafter.

The package exterior must clearly denote the above noted RFP number and must have the proposer’s name and return address. Proposals received after the published deadline will not be accepted.

Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED. Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the CHA by the proposer, such may invalidate the proposal. If, after accepting such a proposal, the CHA decides that any such entry has not changed the intent of the proposal that the CHA intended to receive, the CHA may accept the proposal and the proposal shall be considered by the CHA as if those additional marks, notations or requirements were not entered on such. By submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the CHA, including the RFP document, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the Contracting Officer to exclude any of the CHA requirements contained within the documents may cause that proposer to not be considered for award.

Addendums: All questions and requests for information must be addressed in writing to the Contact Person, Timothy Mattice (hereinafter referred to as CP) no later than 7 days before the bid due date. Questions received after that date will be disregarded. The CP will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CP will NOT conduct any ex parte (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between the CHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CP—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CP may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CP may more fairly respond to all prospective proposers in writing by addendum

By submission of a proposal, the offeror agrees, if its proposal is accepted, to enter into a contract with the CHA and complete all work as indicated.

#### EVALUATION CRITERIA

*(to be completed by CHA)*

The following factors will be utilized by the CHA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

|  |  |  |
| --- | --- | --- |
| **Evaluator Name:** | | |
| **Name of Firm:** | | |
| **Factors** | Maximum Points | Points Awarded |
| A. Is the firm responsive in meeting criteria of all factors included in the RFP by submitting all requested documentation? | **5** |  |
| B. Does the firm meet the professional and technical qualifications by supplying evidence of its ability to perform?  (license, insurance) | **10** |  |
| C. Knowledge of HUD's financial, accounting and auditing systems and related reporting requirements, including the requirements of the operating subsidy formula, Public Housing, Capital Fund, and RAD. | **20** |  |
| D. Evidence of Accountant's ability to perform and successfully provide the accounting services described in the Scope of Services in a timely manner, taking into account the number of staffing hours that is anticipated and will be dedicated on an ongoing basis as well as anticipated frequency of field visits versus off-site work. | **15** |  |
| E. Qualifications and experience of the specific staff and supervision that will be assigned to this project | **10** |  |
| F. References. Evidence of experience and successful performance in providing accounting services to Public Housing Authorities. Please provide five references of clients for whom similar work has been performed. | **10** |  |
| G. SECTION 3 CONTRACTOR CERTIFICATION.If your organization meets the eligibility requirements of a Section 3 Business Concern, you qualify for these points. See Section 3 Contractor Certification form included in this RFP. | **15** |  |
| H. Cost | **15** |  |
| Total points | |  |

|  |  |
| --- | --- |
| Signature | Date |

#### EVALUATION METHOD:

Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The CHA reserves the right to reject any proposals deemed by the CHA not minimally responsive (the CHA will notify such firms in writing of any such rejection).

Potential "Competitive Range" or “Best and Finals” Negotiations: The CHA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the CHA in a timely manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 70 points.

Ties: In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

Notice of Results of Evaluation: If an award is completed, upon request, proposers will receive a notice of the results of the evaluation. Such notice shall inform proposers of:

* + - * Which proposer received the award;
      * Where each proposer placed in the process as a result of the evaluation of the proposals received;
      * The cost or financial offers received from each proposer;
      * Each proposer’s right to a debriefing and to protest.

#### CONTRACT AWARD:

Contract Award Procedure: If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed: By completing, executing and submitting the Form of Proposal, the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the CHA. Accordingly, the CHA has no responsibility to conduct, after the submittal deadline, any negotiations pertaining to the contract clauses already published.

Right to Negotiate Final Fees: The CHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the CHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the CHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the Contracting Officer successfully concluded within 5 business days, the CHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The CHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

Contract Service Standards: All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.