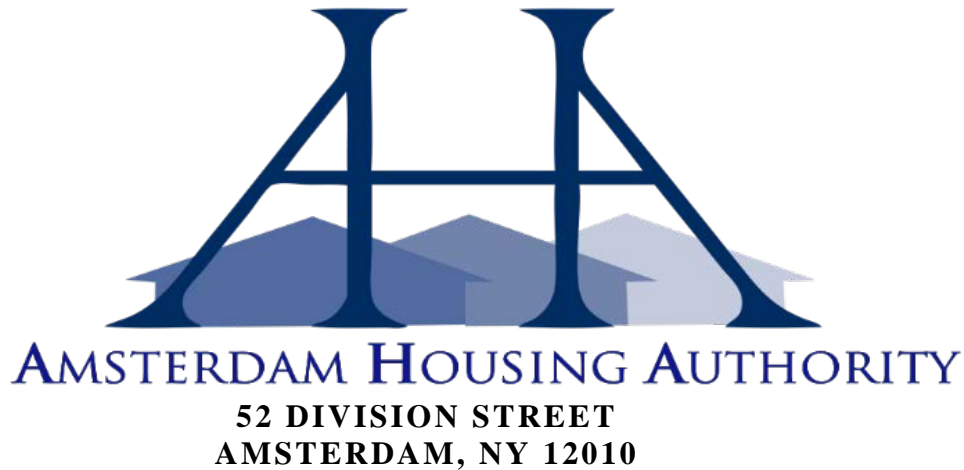


**Accounting Services  
Request for Proposals (RFP) - 2018-05**



**TYPE OF PROJECT:** Request for Proposal (RFP) for Accounting Services

**DATE OF ISSUANCE:** Monday, October 1, 2018

**DESCRIPTION OF SERVICES:** The Amsterdam Housing Authority (AHA) is a public housing agency located at 52 Division St. Amsterdam, New York. The AHA is accepting proposals for Accounting Services.

**CONTACT PERSON:** Damaris G. Carbone, Executive Director  
dcarbone@amsterdamhousingauthority.org

**LAST DAY FOR QUESTIONS:** Friday, October 19, 2018 at 2:00 pm

**SUBMISSION DEADLINE:** Friday, November 2, 2018 at 2:00 pm

**SUBMISSION ADDRESS:** Amsterdam Housing Authority  
52 Division Street  
Amsterdam, NY 12010

**CONTRACT AWARD DATE:** Friday November 30, 2018

Separate sealed proposals will be accepted at the AHA's Administrative Office, 52 Division Street, Amsterdam, NY 12010, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The Amsterdam Housing Authority will accept proposals for Accounting Services. It is the Housing Authority's desire to retain and employ a duly qualified accountant or accounting firm to act as the Authority Fee Accountant, who shall perform on site services to the Authority's books and records on a weekly basis for an annual period commencing January 1, 2019.

The procurement for the services hereunder shall be by competitive proposals and evaluated based on the point system detailed herein and AHA will award the contract to the firm whose proposal AHA deems to be in the best interests of the AHA. Price shall be considered, but not the sole determinant as to the award.

Each proposal shall be signed by an official authorized to bind the services and shall contain a statement of the effect that the proposal is a firm offer for a 90-day period.

## Submission and Place

Sealed proposals must arrive by mail: overnight delivery service or hand delivered to the AHA no later than 2:00pm, November 2, 2018 and should be addressed as follows:

Damaris G. Carbone  
Executive Director  
52 Division Street  
Amsterdam, New York 12010

Sealed envelopes containing proposals must be marked "RFP for Accounting Services". Submissions by facsimile or email shall not be accepted. It is the responsibility of the responder to ensure the proposal is submitted in the time period stated above.

## Terms and Conditions

The term of the contract resulting from the RFP shall be January 1, 2019 – December 31, 2019 with four one-year options to be exercised at the discretion of the AHA. The proposals must clearly state the cost of services.

The Fee Accounting Services must be in accordance with Generally Accepted Accounting Principles (GAAP) and reporting provisions of applicable HUD and REAC guidelines and the Single Audit Act A-133, or other applicable requirements.

The AHA reserves the right to issue addenda to this Request for Proposal. If it becomes necessary to revise any part of the Request for Proposal (RFP), addenda will be provided in writing to all prospective firms receiving this RFP. Any addenda shall be deemed a part of this RFP and will supersede the original RFP requirements and standards.

The AHA will not be liable for any cost incurred by the firms in issuing a response to the RFP and/or prior to the issuance of a contract award. Responding firms should ensure that all costs are included in each proposal.

The AHA shall award the contract to the most advantageous proposal from a responsible and responsive firm taking into consideration deliverables, price, and evaluation criteria set forth in the RFP. At the AHA's sole discretion it may determine that no contract award shall be made.

All proposals submitted in response to this RFP, plus any other related materials submitted, shall become the property of the AHA.

Proposals submitted in response to this RFP may be withdrawn only by communicating the intent to withdraw a proposal in a written and sealed communication to the AHA before the deadline for proposal submission.

By submission of a proposal, in the event a prospective firm's proposal is accepted, the firm agrees to enter into a contract with the AHA that incorporates all the requirements of this RFP.

The Contract Agreement will be in a form customarily employed by the AHA.

Any proposal received at the place designated in the solicitation after the exact time specified for receipt will not be considered.

Any requests for clarification of this RFP by a firm must be submitted in writing by 2:00 p.m. on Friday, October 19, 2018 via e-mail to [dcarbone@amsterdamhousingauthority.org](mailto:dcarbone@amsterdamhousingauthority.org)

The AHA reserves the right to reject any and all proposals or parts therein.

Award of the contract for Fee Accounting Services is subject to approval by the AHA Board of Commissioners.

## Content of Proposal

### Firm's Qualifications

- A. Firm's History
- B. Firm's experience in the Public Housing industry
- C. Experience listed under Section titled Scope of Services
- D. Credentials of staff levels listed requested under Section titled Cost Proposal.

### Firm's Procedures

Briefly describe how the firm keeps abreast of changing laws and regulations that impact the affordable housing industry in general and Housing Authorities in particular. Additionally, describe the firm's requirements for continuing professional education, including CPE directly related to government accounting.

## Cost Proposal

Provide estimate of staff levels for the base year and each of the 4 option years to be utilized, days expected at each level, and hourly rates.

## Scope of Services

The Amsterdam Housing Authority requests proposals to provide weekly, monthly, quarterly, and annual Accounting Services for the following programs:

1. Low-Income Public Housing Programs
2. HUD Rental Assistance Demonstration properties with PBV or PBRA ;
3. Housing Choice Voucher Program (approximately 480 vouchers);
4. Resident Opportunity and Supportive Service Program;
5. Low Income Housing Tax Credit Projects containing Section 8 PBV and/or with RAD PBV vouchers.
6. Any other applicable federal, state, or local grant fund programs that become a part of the AHA portfolio.

The scope of services to be provided will include but not be limited to the following:

- A. Directly supervises the Accounts and Payroll for the AHA, Rivercrest Development Corp. and Rivercrest Commons.
- B. Prepares or supervises the preparation of reports or statements pertaining to the Authority's fiscal operations for the Executive Director and the regional and national officers of the Department of Housing and Urban Development.
- C. Prepares the annual operating budgets (Public Housing, Section 8, Grants, Rivercrest) in review by the Executive Director and Subsequent approval by the Rivercrest Development Corp. and Rivercrest Commons). Prepares budget salary spreadsheets indicating current year salary and the proposed salary with distributions for all programs for all years. Other data is based on requests from departments based on past history. Prepares budget revisions as necessary. Prepares monthly budget reports for the Executive Director, Board of Commissioners and other affiliated entities as well as attends the board meetings as required.
- D. Monitors cash to assist with maximizing cash flow.
- E. Maintain AHA in maintaining general ledgers and subsidiary ledgers using the Tenmast Software system.
- F. Administers the approved budgeted receipts and expenditures by monthly comparison of approved amount to actual amounts. Reviews pertinent items with various department heads monthly in Executive Staff meetings.
- G. Assists in the administration of the modernization grants including, but not limited to, all Capital and Stimulus funds, competitive and non-competitive funds; generation of all HUD-mandated reporting forms as the Five-Year and Annual Plan, Physical and Managements Needs Assessment, Annual Statements and Performance and Evaluation Reports.
- H. Completes timely all HUD required reporting through the HUD.gov, Federal reporting.gov, FDS, WASS, RAMPS CCR Registration and, Section 3 as required.

- I. Supervises and participates in the writing and coding of all checks on submitted invoices on a weekly basis for the AHA, Rivercrest Development Corporation and Rivercrest Commons.
- J. Supervises and participates in the preparation of payroll.
- K. Exercises continuing controls to ensure compliance with budgetary guidelines, internal auditing requirements and inventory controls and cost reduction techniques.
- L. Supervises and participates in all Section 8 fiscal activities including budgeting, funding requests, and other financial reporting of the respective programs; including but not limited to VMS reporting.
- M. Prepares, receives and evaluates proposals for all RFPs, Authority independent audits and Authority banking services.
- N. Reviews issues for conformity with the Annual Contributions Contract and HUD regulations.
- O. Initiates correspondence regarding financial and accounting activities, supervises and maintains department files and records.
- P. Performs and supervises the performance of the required internal audits.
- Q. Responsible for gathering and maintaining documentation/reports in accordance with HUD requests and guidelines.

## References

Respondents shall provide three references of current Housing Authority clients (and corresponding contact information) for which the firm provides accounting services so that AHA may check references.

## Other Comments

For general information about the RFP of specific information regarding the Authority's accounting system and operations, please contact Damaris Carbone at 518-842-2894.

## Evaluation Criteria

- 1) Price described for the base year and each of the four one-year options proposed based of cost per year. (10 Points)
- 2) Explain your firm's intent to research, train and adapt to HUD accounting rules. Demonstrated experience and competence in this type of work. (20 Points)
- 3) Familiarity with Housing Authorities of similar size and programs in specific and HUD rules and regulations in general. (20 Points)
- 4) Capability and capacity to accomplish work within required time period. (20 Points)
- 5) Proximity of the firm to AHA, and availability of on-site consultation including ability to attend board meetings when needed. (10 Points)

## AWARD OF CONTRACT

The AHA reserves the right to award the contract to the firm whose proposal is determined by AHA in its sole judgment to be the most advantageous proposal, taking into consideration all listed evaluation criteria and price. Should the selected finalist fail to enter into a contract with the AHA within thirty (30) days after award of the contract, the AHA reserves the right to award the contract to the next most

advantageous firm. In the alternative, the AHA may choose to re-issue the RFP if the rejection of all proposals is in the best interest of the AHA.

All awards are subject to review and approval by the AHA Board of Commissioners.