

CHESTER HOUSING AUTHORITY

REQUEST FOR  
PROPOSALS FOR  
FEE ACCOUNTANT

CONTACT PERSON  
STEVEN FISCHER  
EXECUTIVE  
DIRECTOR

1111 Ave of the States  
CHESTER, PA. 19013  
(610) 904-1111. EXT

101

**REQUEST FOR PROPOSALS FOR ACCOUNTING SERVICES-**  
**August 1, 2021**

The Chester Housing Authority (CHA) headquartered in Chester, PA is requesting proposals from Fee Accountants to perform Financial Services for the Chester Housing Authority.

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

Each proposal shall include sufficient information to evaluate the proposal against the attached evaluation factors. It is critical that the responding firms demonstrate a thorough and complete understanding of Housing Authority accounting and the requirements associated with the U.S. Department of Housing and Urban Development (HUD) programs and systems.

Each proposal shall be signed by an official authorized to bind the services and shall contain a statement to the effect that the proposal is a firm offer for a 60-day period.

### **Submission and Place**

Sealed proposals must arrive by mail; overnight delivery service or hand delivered to the CHA no later than 5:00pm, August 20, 2021 and should be addressed as follows:

Steven Fischer  
Executive Director  
Chester Housing Authority  
1111 Ave of the States  
Chester, Pa. 19013

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

### **Term**

The term of the contract resulting from this RFP shall be November 1, 2021 to October 31, 2024 with two one year options to be exercised at the discretion of the CHA. The proposals must clearly state the cost of services.

### **Content of Proposal**

#### I. Firm's Qualifications

A. Firm's history

B. Firm's experience in the Public Housing industry

C. Experience listed under Section IV. Scope of Services

D. Credentials of staff levels listed requested under Section III. Cost Proposal.

## II. 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.

## III. Cost proposal

- A. Provide estimate of staff levels for the three base years and each of the two option years to be utilized, days expected at each level, and hourly rates.

## IV. Scope of Service

- A. Directly supervises Staff Accountants, and Payroll.
- 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) for review by the Executive Director and subsequent approval by the Board. Prepares budget salary spreadsheets indicating current year salary and the proposed salary with distributions for all programs for both years. Other data is based on requests from departments based on past history. Prepares budget revisions as necessary. Prepares monthly budget reports for the Board of Commissioners, and attends board meetings as required.
- D. Administers the approved budgeted receipts and expenditures by monthly comparison of approved amount to actual amounts. Reviews pertinent items with various department heads weekly in Executive Staff meetings.
- E. Prepares and oversees the funding requisitions for special grant programs as needed for entry into the HUD Line of Credit Control System (LOCCS) and enters requisitions into LOCCS. Perform LOCCS queries and reconciliation on a monthly basis
- F. Assists in the administration of all modernization grants including, but not limited to, all Capital Funds, competitive and non-competitive and Replacement Housing Factor Funds; generation of all HUD-mandated reporting forms as the Five-Year and Annual Plan, Physical and Management Needs Assessment, Annual Statements and Performance and Evaluation Reports.
- G. Maintains any Grant general ledgers and prepares periodic financial reports for review by the Deputy Executive Director and Executive Director and submits semi-annual reports to HUD.
- H. Completes timely all HUD required reporting through the HUD.gov, Federal reporting.gov, FDS, RAMPS and CCR Registration, as required.
- I. Directs and supervises the collection and deposit of all Authority rental receipts and the proper disbursement of all funds for purchases, contracts, payrolls, and other necessary expenditures; receives and prepares for deposit of Authority funds other than rental receipts and determines proper coding for distribution purposes.
- J. Prepares cash flow and availability information; purchases and sells securities as investments of excess Authority funds. Oversees preparation of checks that are written on Authority funds and directs internal cash flow.

- K. Supervises and participates in the preparation of payroll.
- L. Exercises continuing controls to ensure compliance with budgetary guidelines, internal auditing requirements and inventory controls and cost reduction techniques.
- M. Supervises and participates in all HCVP (Section 8) fiscal activities including budgeting, funding requests, and other financial reporting of the respective programs; including but not limited to VMS reporting
- N. Maintains contracts, and securities investment registers.
- O. Prepares, receives, and evaluates proposals for all RFPs, Authority independent audits and Authority banking services\_
- P. Reviews issues for conformity with the Annual Contributions Contract and HUD regulations.
- Q. Initiates correspondence regarding financial and accounting activities, supervises and maintains department files and records.
- R. Performs or supervises the performance of the required internal audits.
- S. Responsible for gathering and maintaining documentation/reports in accordance with HUD requests and guidelines.

#### V. References

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

#### VI. Other Comments

For general information about the RFP or specific information regarding the Authority's accounting system and operations, please contact Steven Fischer at 610 876-5561 ext101.

**ACCOUNTING SERVICES RFP EVALUATION SYSTEM**

Name and Address of Respondent \_\_\_\_\_  
\_\_\_\_\_

1) Price described for the base year and each of the two one year options proposed based on cost per year.

(15 Points) \_\_\_\_\_

2) Demonstrated experience and competence in this type of work.

(30 Points) \_\_\_\_\_

3) Familiarity with Housing Authority's Programs in specific and HUD rules and regulations on general.

(20 Points) \_\_\_\_\_

4) Capability and capacity to accomplish work within the required time period.

(20 Points) \_\_\_\_\_

5) Availability of Fee Accountant to attend board meetings when needed.

(15 Points) \_\_\_\_\_

Total Point Score: \_\_\_\_\_

Narrative Review of Proposal: \_\_\_\_\_

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