

HOUSING AUTHORITY OF THE CITY OF PITTSTON

REQUEST FOR PROPOSALS

FOR

FEE ACCOUNTING SERVICES

ISSUED: JUNE 7, 2021

SUBMISSION DUE DATE: WEDNESDAY, JUNE 23, 2021

The Housing Authority of the CITY of PITTSTON (PITTSTON HOUSING AUTHORITY), 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, and local housing and development programs of the type and scope administered by the PITTSTON HOUSING AUTHORITY; (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 PITTSTON HOUSING AUTHORITY no later than Wednesday, June 23rd. Proposals will be evaluated, and the accounting firm whose proposal is most advantageous to the PITTSTON HOUSING AUTHORITY will be selected, subject to negotiation of fair and reasonable compensation.

The complete Request for Proposals may be obtained by contacting Joe Chacke, Executive Director, via email: jchacke@pittstonrda.com (Address: Housing Authority of the City of Pittston, 500 Kennedy Blvd, Pittston, PA 18640).

The PITTSTON HOUSING AUTHORITY 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 PITTSTON HOUSING AUTHORITY solicits and encourages Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Section 3 Business participation in all of its contracts.

Joe Chacke
Executive Director

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REQUEST FOR PROPOSALS

I. GENERAL INFORMATION

A. The Housing Authority of the City of Pittston 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.

II. SPECIFIC INFORMATION – TYPES OF PROGRAMS ADMINISTERED BY PITTSTON HOUSING AUTHORITY

The programs administered by the Housing Authority of the City of Pittston include:

- Conventional Public Housing Program (302 units)
- Housing Choice Voucher Program (approx. 147)
- CFP – Capital Fund Program

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. Submission of unaudited financial statements to HUD;
2. Prepare/Ensure that all monthly journal entries are prepared and processed in accordance with all applicable rules & regulations; monthly reconciliation;
3. Prepare/Review trial balances (unaudited) on a monthly basis and perform account analysis;
4. Analyze/Prepare Annual Contributions Contracts' calculation forms;
5. Prepare/Assist in the preparation of Operating Budgets;
6. Prepare/Assist in the preparation of FDS;
7. Reconcile Project financing;
8. Work in conjunction with the Independent Public Accountant (IPA) who performs the Authority's annual audit by providing work papers and other required information and assist in resolving any audit findings that relate to financial matters; and
9. 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.	20	_____
2.	Demonstrated specialized knowledge and an understanding of Federal, State and local housing programs and public authorities.	15	_____
3.	Services/fees are fairly priced and affordable.	30	_____
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: _____, 2021

B. OTHER CRITERIA

1. Certifications, Fee Accounting Licenses
Provide copies of licenses as relevant to work in the Commonwealth of Pennsylvania.
2. Winten/Tenmast Experience
Provide a statement of firm and individuals experience with utilizing Winten/Tenmast.
3. References
Provide a minimum of three, including name, address, email address, and telephone number. References from similar size & housing mix are preferable.
4. 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: jchacke@pittstonrda.com

All questions regarding this RFP must be received via email no later than Monday, June 21st, by 2:00 PM. NOTE: No oral explanation or interpretation will be provided to any respondent. No interpretations shall be considered binding on PITTSTON HOUSING AUTHORITY unless provided in writing by PITTSTON HOUSING AUTHORITY. 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. PITTSTON HOUSING AUTHORITY 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 PITTSTON HOUSING AUTHORITY addenda to the solicitation shall not constitute a change to the solicitation.

DEADLINE FOR SUBMISSION: **WEDNESDAY, June 23rd at 2:00PM** at PITTSTON HOUSING AUTHORITY’s administrative office located at 500 Kennedy Blvd, Pittston, PA 18640. All submissions must be in writing. Any Proposal submitted after this deadline will not be considered. PITTSTON HOUSING AUTHORITY 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 (or similar), 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**. All submissions will become part of the official files of PITTSTON HOUSING AUTHORITY and shall remain valid for ninety days following the deadline for submission. PITTSTON HOUSING AUTHORITY may waive any minor irregularities, technicalities, omissions, and/or errors in the submissions that are received. PITTSTON HOUSING AUTHORITY may cancel this solicitation in its entirety. PITTSTON HOUSING AUTHORITY’s reservation of rights shall in no way affect the formation of a contract upon written notice of award by PITTSTON HOUSING AUTHORITY to the successful respondent.

VI. FORM OF CONTRACT AND COMPENSATION

A. FORM OF AGREEMENT

It is the intent of PITTSTON HOUSING AUTHORITY to enter into an Agreement with the selected firm for a Fixed Price contract that shall include all required HUD, IRS and Pittston Housing Authority forms.

B. COMPENSATION.

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