

REQUEST FOR PROPOSALS

ACCOUNTING SERVICES

Proposals Due by: August 27th, 2020 at 10:00 AM

Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280

REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for accounting services for the fiscal year 10/1/2020 to 9/30/2021. It is the Housing Authority's desire to retain and employ a duly qualified Accountant to act as advisory for the Authority in all matters connected to the establishment and ongoing functions of the accounting books and records. All services must be in accordance with the existing rules, orders, directives and regulations promulgated by the United States Department of Housing and Urban Development (including the HUD Accounting handbook, the Financial Management Handbook and the Annual Contributions Contract) and the New Jersey Local Authorities Fiscal Control Act.

The services that are requested will be as follows and will relate to all of the Housing Authority's programs (including, but not limited to: Community Development Program, asset management, Section 8 Project Based Assistance and other grants and programs as administered by the Authority):

- 1) Maintenance and establishment of the accounting books and records, including monthly posting to the general ledger. The books must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed by HUD and the State of New Jersey.

- 2) Preparation of budgets, financial statements and forms as required by law and the policies of the United States Department of Housing and Urban Development and the State of New Jersey.
- 3) Preparation of all state and federal forms for requisitions and financial reports.
- 4) Preparation of all state and federal payroll forms and reports not currently prepared by the payroll service.
- 5) Attendance at meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director.
- 6) A quarterly statement must be prepared showing the amounts budgeted and the actual amounts expended for the fiscal year to date shall be provided at the end of each calendar quarter (at a minimum). An individual statement should be prepared for each of the Housing Authority's programs.
- 7) Preparation of a monthly reconciliation of bank accounts shall be prepared promptly upon receipts of the bank statements.
- 8) Preparation of a reconciliation of balances of tenant's accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records.
- 9) Preparation of all worksheets, budgets, forms and other items essential in complying with the New Jersey Local Authorities Fiscal Control Act. The accountant shall prepare all work papers necessary to complete the annual audit and financial statements, on a GAAP basis

- 10) Preparation and filing of all HUD required electronic financial filings via the Internet.
- 11) Preparation of all accounting documents and reports pertaining to the Capital Fund Leveraging Program.
- 12) Must handle all asset management issues and related filings and documents.
- 13) All work related to asset management including AMP budgets and financial statements.

Qualifications:

- 1) Must be a Certified Public Accountant (C.P.A.), licensed by the State of New Jersey or a licensed Public Accountant.
- 2) Must have previous experience and an understanding of HUD funded programs.
- 3) Must be approvable by the United States Department of Housing and Urban Development.

Proposal Submission:

All persons interested in submitting a proposal for accounting services should submit a proposal based upon a lump-sum fee (Payment schedule to be established by the Authority). Proposals should be delivered to the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before August 27th, 2020 by 10:00 A.M. Proposals will be evaluated according to the Housing Authority's "Competitive Evaluation System." A copy of the evaluation system has been attached to the RFP for review by those persons interested in

submitting a proposal. All persons submitting a proposal are encouraged to contact the Housing Authority in an effort to personally review the financial operations of the Authority.

The following items must be submitted with the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar projects that the firm has previously completed;
- 3) Listing of references;
- 4) Evidence that the firm is licensed in the State of New Jersey;
- 5) An insurance certificate indicating that the firm has professional liability insurance.
- 6) Valid New Jersey Business Registration Form
- 7) Non-Collusive Affidavit
- 6) Certification that the neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.

ANTHONY FEORENZO

Executive Director

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Accounting Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Hackensack Housing Authority's Programs in specific and HUD rules and regulations in general (30 Points).
- 3) Capability and capacity to accomplish work within the required time period (30 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (20 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 7) Price (10 Points) \$

Total Point Score:

Narrative Review of Proposal:

**Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601**

Accounting Services

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:
- 2) Telephone Number:
- 3) Contact Person:
- 4) Amount of Fee:
- 5) Amount of any expected reimbursables:
- 6) Other:

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for Accounting Services for the fiscal year 10/1/20 through 9/30/21. The Request for Proposals (RFP) may be obtained at the Housing Authority office:

Hackensack Housing Authority

65 First Street

Hackensack, New Jersey 07601

(201) 342-4280

All proposals are due by 8/27/20 by 10:00 AM.

This solicitation is being undertaken in accordance with NJSA 19:44.4 et seq. as a "Fair and Open" competitive process and in accordance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law.

ANTHONY FEORENZO

Executive Director

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant)

(name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid
entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____
_____relies upon the truth of the statements contained in said Proposal
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such
contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent
fee, except bona fide employees or bona fide established commercial or selling agencies maintained by
_____.

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)