



Housing Authority of the City of Freeport

REQUEST FOR PROPOSAL

FOR

FEE ACCOUNTING SERVICES

CLOSING DATE

6/14/2024 at 3:00 p.m.

Late proposals will NOT be accepted.

Prepared by:

The Housing Authority of the City of Freeport
1052 West Galena Avenue
Freeport, IL 61032

SECTION I: GENERAL BACKGROUND INFORMATION

Introduction/Background Information

The Housing Authority of the City of Freeport (hereafter referred to as "HACF"), is inviting proposals from qualified, experienced public accounting firms capable of providing accounting services.

HACF Organization Description

HACF is a public corporation organized under the Housing Authorities Act of the State of Illinois and constitutes a body both corporate and politic exercising public and essential governmental functions in order to provide adequate housing at rents which person of low income can afford. Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low income housing program in the United States. Accordingly, HUD contracts with HACF to administer certain HUD funds. The HACF owns and/or manages 178 conventional public housing units located within Stephenson County.

Property/Program Summary

Public Housing Properties	<i>Total Units</i>
Willows Apartments	40
Douglas Village Apartments	40
Westview Apartments	66
Gilmore Apartments	32

Administration

HACF is governed by a 7-member Board of Commissioners, appointed by the Mayor of the City of Freeport. The Board hires the Executive Director, establishes policies, approves contracts, and sets long-range goals for the authority. HACF staffs 7 full-time and 2 part-time employees.

SECTION II: Scope of Fee Accountant Services

HACF is seeking a firm to provide fee and supplemental accounting services. Responding firms must have experience working with HUD/Public Housing Authorities (PHA) with the capacity to provide accounting support ranging from the following:

Fee Accounting Services

- Budgeting and year-end reporting to HUD/REAC
- Work papers for independent auditors
- Financial statements for monthly board reporting
- Bank reconciliations
- Adjusting journal entries
- Recording receipts and disbursements
- Maintenance of a general ledger of authority activity
- Financial reports, custom tailored to HACF's needs
- Submission of the Financial Data Schedule (FDS) and scoring of your financial and management ratios
- Preparation of a "simple" cash flow
- Preparation and submission of monthly 52681-B form (VMS) to REAC
- Attend weekly conference calls
- Attend monthly regular Board Meetings. Occasionally, attend special Board meetings.

Year-End Close Out

- Provide audit-ready work papers
- Prepare and submit your HUD-required FDS
- Submit the FDS to HUD's REAC in the required time frame
- Deliver an analysis of operating reserve
- Provide a report of observations and recommendations to ensure HUD compliance, as requested
- Provide guidance and assistance on best practices for public housing

Budgeting

- Calculation of operating subsidy
- Estimates of administrative fee revenue
- Development of public housing budgets
- Development of a consolidated, multi-program budget
- Analysis of projected Operating Reserves

SECTION III: Time, Performance and Qualifications

Services to commence, July 1, 2024.

The following information is required from all respondents:

A. Method for providing the requested services.

Your proposal should include your understanding of the steps necessary to perform the work listed in **Section II**.

B. Qualification and experience.

1. Experience in HUD accounting and financial management procedures, as it relates to local Housing Authority's operating budgets and grant applications.
2. Experience as fee accountant, with designation of certified public accountant with a minimum of 5 years with governmental authorities and agencies.
3. Thorough knowledge of public contract law and federal procurement requirements under 24 CFR 85.36. Must have thorough understanding of modernization quarterly reports and closeout documents.

C. Requirements

1. HACF requests to receive a fixed annual price for the cost of services.
2. Respondents must demonstrate agreement with these terms in their response.
3. Certified Public Accountant (CPA) preferred.

SECTION IV: Proposal Format and Other Requirements

HACF is soliciting competitive proposals from qualified firms with a documented track record of providing the required services, through a formal Request for Proposals (RFP) process. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal shall demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with HACF.

A. Proposal Format

- Executive Summary - Provide a brief non-technical overview of the Respondent's business including the range of services offered. Respondents should provide information reflecting how and why their services meet HACF needs.

- Company Profile - Provide a history of the business and resumes of key staff to be involved in all aspects of services to be provided including names and qualifications. This shall include both the company's history, providing general accounting services as well as its experience providing such services to public housing agencies.
 - Accounting Services- Describe in detail each aspect of the accounting and reporting services proposed, including the evaluation of financials, the audit report, training of staff, and implementation of recommendations for the current fiscal year and beyond.
 - References - Respondent is required to submit a minimum of the three (3) housing authority references.
 - Proposed Costs - Describe in detail a breakdown of the proposed costs for the required services. Include any and all rates, charges, etc. necessary to calculate the final proposed fee.
 - Required Documentation:
 - Executed copy of HUD-5369-C (Certification and Representations of Offerors).
 - Certification regarding Non-Debarment, Suspension, Ineligibility and Voluntary Exclusion.
 - Evidence that the firm possesses adequate professional liability insurance.
- The HACF reserves the right to request additional information from any firm that responds.

B. Compliance with the Law

The respondent shall comply with all applicable Federal, State, and local laws, regulations, ordinances, and requirements applicable to the work described herein including, but not limited to, these applicable laws, regulations and requirements governing equal opportunity programs, subcontracting with small and minority firms, women business enterprises, and Section 3 of the Housing and Urban Development Act of 1968.

C. Withdrawal

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

The HACF reserves the right to reject any and all proposals.

D. Award of Contracts

Contracts shall be awarded to the Respondent(s) submitting proposals according to the evaluation criteria contained herein, provided the proposal is in the best interest of HACF. The Respondents to whom awards are made will be notified at the earliest practical date. An award may be subject to the Department of Housing and Urban Development's (HUD's) or Civil Service approval. No awards may be made to companies or individuals that are on HUD's list of contractors' ineligible to receive awards from the HACF or the United States, as furnished from time to time by HUD.

E. Certification of Legal Entity

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under State of Illinois law.

SECTION V: Selection Criteria and Proposal Evaluation

Submitted proposals shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services. Once selected, the successful Respondent will enter into a firm fixed-priced contract agreement with HACF to perform the required scope of services. Such a contract agreement will be contingent upon approval from HACF's Board of Commissioners.

The following are the quality/merit factors with the corresponding weights:

Quality/ Merit Factor	Points
1. Experience in Housing and Urban Development (HUD) accounting and financial management procedures, as it relates to local housing authorities in operating budgets and grant applications.	20
2. Experience as fee accountant, with designation of certified public accountant with a minimum of 5 years of governmental authorities and public agencies.	20
3. Thorough knowledge of public contract law and federal procurement requirements 24 CFR 85.36. Must have thorough understanding of HUD capital fund closeout documents and monthly Housing Choice Voucher Program reports.	20
4. Submission of all required documents.	20
5. Cost of Services	15
6. References.	5
TOTAL	100

SECTION VI: Proposal Submissions and Acceptance

Responses to this RFP are to be submitted and received by 3:00 p.m. Friday, June 14, 2024. Three (3) copies should be mailed or delivered to:

Bernadette Mekalska
Administrative Director
Housing Authority of the City of Freeport
1052 West Galena Avenue
Freeport, IL 61032

Proposals must be signed and received in completed form.

Proposals submitted after the designated closing date and time will not be accepted for any reason and will be returned unopened to the originator. HACF reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further consideration for failure to fully comply with the specifications of this RFP.

Single copies of the RFP package may be obtained, at no cost, by visiting the HACF's website at www.freeporthousingauthority.com or by emailing bmekalska@hacf.us.