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# Harrietstown Housing Authority

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Request for Proposals – Fee Accounting Services

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April 7, 2021

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**Harrietstown Housing Authority  
14 Kiwassa Road, Suite 1  
Saranac Lake, NY 12983  
Telephone: 518-891-3050 / Fax: 518-891-3630**

**PUBLIC NOTICE**

**REQUEST FOR PROPOSALS  
FEE ACCOUNTING SERVICES**

The Harrietstown Housing Authority (HHA) requests proposals for fee accounting services from Certified Public Accountants or Independent Public Accountants for a two-year contract period, beginning July 1, 2021 and ending June 30, 2023.

Copies of the RFP may be obtained at the HHA office at 14 Kiwassa Road, Saranac Lake, NY 12983 or on its website ([www.harrietstownha.org](http://www.harrietstownha.org)). Submittals shall be hand delivered, posted or e-mailed so as to be received no later than 3:00 PM, May 7, 2021, at the HHA office.

The HHA follows all rules and regulations set forth by the U.S. Department of Housing and Urban Development. The HHA is an Equal Opportunity Employer and encourages Section 3 and Minority and Women Business Enterprises to submit proposals.

Solicitation Number 210407\_001

Sarah A. Clarkin, PHM  
Executive Director  
Harrietstown Housing Authority

## 1. AGENCY DESCRIPTION

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The Town of Harrietstown Housing Authority (HHA) owns and operates 113 federal low-income housing units within the Village of Saranac Lake, New York. In addition, the HHA administers 135 tenant-based Housing Choice Vouchers in the Town of Harrietstown. The HHA has a Board consisting of five town-appointed commissioners and two resident-elected commissioners. The HHA Board of Commissioners holds meetings the third Wednesday of each month at 4:00 PM.

## 2. SCOPE OF SERVICES

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The Accountant shall perform all services in a satisfactory and proper manner, as determined by asset management guidelines and the HHA. These services pertain to the HHA's Public Housing and Housing Choice Voucher programs and include:

- (a) Reviewing the Books of Accounts and records on a monthly and annual basis in accordance with applicable federal, state, and/or local laws and the procedures outlined by the HHA;
- (b) Posting books of original entry to General Ledger;
- (c) Preparing monthly and annual financial statements as shall be required by federal, state, and/or local laws and the procedures outlined by the HHA;
- (d) Preparing REAC unaudited submissions for FY2021 and FY2022;
- (e) Assisting with the Management Discussion & Analysis in advance of the FY2021 and FY2022 audits;
- (f) Being available and serving as a consultant on accounting and fiscal matters; and
- (g) Performing all services required by the Department of Housing and Urban Development (HUD).

The HHA shall furnish all data and information to the Accountant as required.

## 3. SUBMITTALS

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### 3.1 Proposal Contents.

At a minimum, proposals shall address the following:

- Experience
  - HUD laws and regulations
  - Asset management experience
  - Other comparable experience
  - References (3), including contact information

- Personnel
  - Names and resumes of those who would do the work
  - List of clients for whom identified personnel have worked
  - Certifications
- Availability
  - Routine monthly review of ledgers/tenant accounts
  - Consultation
  - Monthly board meetings, as required
  - Preparation/submittal of required HUD forms/documents
- Fee
  - Monthly - for services set forth in contract agreement
  - Hourly - for services above and beyond scope of contract

### 3.2 Submittal.

Proposals shall be sent to:

**Sarah A. Clarkin, Executive Director  
Harrietstown Housing Authority  
14 Kiwassa Road, Suite 1  
Saranac Lake, NY 12983  
sclarkin@harrietstownha.org**

Submittals shall be hand delivered, posted or e-mailed so as to be received at the above address no later than:

**Friday, May 7, 2021  
3:00 PM**

### 3.3 Receipt of Proposals.

Proposals received after the date/time specified above will not be opened and/or considered unless no proposals are received prior to the date/time specified, or the HHA has rejected all proposals.

## 4. AWARD OF CONTRACT

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A committee made up of one commissioner, the Executive Director, and the Housing Assistant shall review, evaluate and score proposals from all qualified entities. Points shall be assigned for each component of the proposal in accordance with the established criteria set forth in Section 5. If necessary, interviews will be scheduled.

Final award shall be made by the Board of Commissioners at its monthly meeting scheduled for May 19, 2021 at 4:00 PM.

The HHA reserves the right to reject all proposals.

5. EVALUATION CRITERIA

NAME: \_\_\_\_\_

	FACTORS	POSSIBLE POINTS	POINTS RECEIVED
1.	<b>Experience</b>		
	A. HUD laws and regulations	10	_____
	B. Comparable experience	10	_____
	C. Asset management experience	10	_____
	D. References (3), including contact information	10	_____
	E. Personnel	5	_____
2.	<b>Availability</b>		
	A. For routine monthly review of ledgers/tenant accounts	10	_____
	B. For consultation to assist HHA accounting staff and/or executive director regarding HHA issues	10	_____
	C. For monthly board meetings as required	5	_____
3.	<b>Fees</b>		
	A. Fee for services set forth in Contract Agreement (Monthly)	15	_____
	B. Services above and beyond scope of contract (Hourly) \$	5	_____
4.	<b>Other</b>		
	A. Minority/Women Owned Business	5	_____
	B. Section 3 Business	5	_____
	Total		_____