
Harrietstown Housing Authority

Request for Proposals - Accounting Services

March 27, 2017

Table of Contents

Public Notice..... 1

1. Agency Description..... 2

2. Instructions to Bidders..... 2

3. Award of Contract..... 3

4. Scope of Services 3

5. Contract Agreement for Accounting Services..... 4

6. Ranking Sheet..... 6

**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, 2017 and ending June 30, 2019.

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). Proposals will be accepted up to and no later than 3:00 PM, May 1, 2017, 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's Business Enterprises to submit proposals.

Solicitation Number 170327_001

Sarah A. Clarkin, PHM
Executive Director
Harrietstown Housing Authority

1. AGENCY DESCRIPTION

The Town of Harrietstown Housing Authority 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 on the third Wednesday of each month at 4:30 PM in the Lake Flower Apartments' meeting room.

2. INSTRUCTIONS TO BIDDERS

2.1 Proposal Contents.

At a minimum, proposals shall address the following:

- Experience
 - HUD laws and regulations
 - Asset management
 - Other comparable
 - 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

2.2 Submittal.

Bid documents 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:

**Monday, May 1, 2017
3:00 PM**

2.2 Receipt of Proposals.

No proposals received after the date/time specified above will be opened and/or considered.

3 AWARD OF CONTRACT

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. If necessary, interviews will be scheduled.

The top ranking individual shall be contacted to negotiate and arrive at an agreeable fee. In the event an agreeable cost cannot be negotiated, the HHA shall begin negotiations with the next lower ranking individual. Final award shall be made by the Board of Commissioners at its monthly meeting scheduled for May 17 at 4:30 PM.

The HHA reserves the right to reject all proposals.

4. SCOPE OF SERVICES

The Accountant shall perform all services in a satisfactory and proper manner, as determined by the asset management guidelines and the Local Public Agency. 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, quarterly, or annual basis for the Local Public Agency in accordance with the procedures outlined by the Local Public Agency;
- (b) Posting books of original entry to General Ledger;
- (c) Preparing such fiscal reports and balance sheets on a monthly, quarterly, or annual basis as shall be required by Federal, State, and/or Local Laws, statutes and regulations, and the Local Public Agency;
- (d) Being available and serving as a consultant on accounting and fiscal matters; and
- (e) Performing all services required by the Department of Housing and Urban Development (HUD).

The Local Public Agency shall furnish all data and information to the Accountant as required.

5. CONTRACT AGREEMENT FOR ACCOUNTANT SERVICES

This Agreement entered into as of _____, 2017, for two years by and between the HARRIETSTOWN HOUSING AUTHORITY, hereinafter referred to as the “Local Public Agency,” and _____, hereinafter referred to as the “Accountant”.

WITNESSETH THAT:

WHEREAS, the Local Public Agency has entered into an Annual Contribution Contract with the United States of America providing for assistance in the construction and management of Public Housing Units, known as **Projects NY87-1 and NY87-2**; and the management and administration of the **Housing Choice Voucher Program**; and

WHEREAS, the Local Public Agency desires to engage the Accountant to render certain technical advice and assistance in connection with such undertakings of the Local Public Agency:

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. Scope of Services

The Accountant shall perform all the necessary services identified in this Contract in a satisfactory and proper manner, as determined by the asset management guidelines and the Local Public Agency. These services include:

- (a) Reviewing the Books of Accounts and records on a monthly, quarterly, or annual basis for the Local Public Agency in accordance with the procedures outlined by the Local Public Agency;
- (b) Posting books of original entry to General Ledger;
- (c) Preparing such fiscal reports and balance sheets on a monthly, quarterly, or annual basis as shall be required by Federal, State, and/or Local Laws, statutes and regulations, and the Local Public Agency;
- (d) Being available and serving as a consultant on accounting and fiscal matters; and
- (e) Performing all services required by the Department of Housing and Urban Development (HUD).

The Local Public Agency shall furnish all data and information to the Accountant as required.

2. Compensation and Method of Payment

The Local Public Agency will pay to the Accountant the amount of \$_____ per month, which shall constitute full and complete compensation for the Accountant’s services as defined in Paragraph 1.

Additional services beyond the Scope of Services, defined in Paragraph 1, shall be billed at the rate of \$_____ per hour.

3. Terms and Conditions

This Agreement is subject to termination by either party by the giving of at least 60 days written notice.

This Agreement and the Terms are subject to the approval of HUD.

IN WITNESS WHEREOF, the Local Public Agency and the Accountant have executed this Agreement, effective July 1, 2017 and ending June 30, 2019.

Sarah A. Clarkin, Executive Director
Harrietstown Housing Authority

Date

Accountant

Date

5. RANKING SHEET

NAME: _____

	FACTORS	POSSIBLE POINTS	POINTS RECEIVED
1.	Experience		
	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.	Availability		
	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.	Fees		
	A. Fee for services set forth in Contract Agreement (Monthly)	15	_____
	B. Services above and beyond scope of contract (Hourly) \$	5	_____
4.	Other		
	A. Women/Minority Owned Business	5	_____
	B. Section 3 Business	5	_____
	Total		_____

POINTS AWARDED

- 0% No Response
- 30% Marginal
- 50% Acceptable
- 70% Occasionally Exceeds Acceptable
- 90% Consistently Exceeds Acceptable
- 100% Outstanding in All Respects