

The Brunswick Housing Authority
Request for Proposal
Fee Accounting Services
September 1, 2023

The Brunswick Housing Authority (BHA) is soliciting proposals from Accounting Firms for Fee Accounting Services for its Public Housing, Capital Fund, Housing Choice Voucher, and Business Activities programs.

Background

The BHA is a public housing agency with administrative offices located at 1126 Albany Street, Brunswick, GA 31520. BHA provides quality, affordable housing assistance programs to low-income families residing in its service area. BHA administers the following programs:

- Low Income Public Housing (589 units)
- Capital Fund Program (with CFFP)
- Housing Choice Voucher Program (750 vouchers)
Business Activities (including privately owned apartments (51 units), and participation in joint venture and tax credit property)
- Component Unit (non-profit organization)

BHA also has an FSS program within HCV. BHA has opted to utilize Section 226; it does not have a COCC. BHA has three AMPS. Currently, there are approximately 40 BHA employees. Payroll is processed 26 times per year, using ADP. BHA uses Emphasys Elite software. The fiscal year end is June 30.

BHA is governed by a five-member Board of Commissioners. The Board of Commissioners hires the Executive Director to oversee the day-to-day administration of BHA. The accounting function is performed by the Director of Finance, who reports to the Executive Director.

Term of Contract

BHA is requesting proposals for the fiscal year ending June 30, 2024, with the option to renew for two subsequent years. BHA is currently operating under an Interim Executive Director, and the Finance Director is retiring in the near future. BHA does have a Finance Assistant who is responsible for Accounts Payable and a number of monthly General Ledger and Bank Book entries. In the event that the proposer to which the contract is awarded does not execute a contract within thirty (30) days after such award,

BHA may give notice to such proposer of intent to award the contract to the next ranked proposer, OR to call for new proposals.

Scope of Services

BHA intends to award a contract to a firm to provide the following accounting services:

1. General Ledger and Subsidiary Ledger Entries, including reconciling bank statements, maintaining the general ledger, maintaining the fixed asset ledger, maintaining capital funds ledger and HUD's online system, eLOCCS.
2. Board Reports: prepare and present the monthly financial statements at the monthly board meeting.
3. Year-end Close: prepare and submit the unaudited and audited FDS to HUD for all programs, including the MD&A.
4. Lead the preparation of the operating budget for all programs administered by BHA.
5. Prepare the annual public housing operating subsidy calculation.
6. Consultation and assistance: provide advice to the Board of Commissioners, Executive Director, or other designated PHA staff on Agency financial matters when requested (up to 100 hours is budgeted for this task). Consultation and assistance services must be approved by the agency prior to services being rendered and billed.
 - Assistance, as needed, with the Agency's year-end closing outside of Task 3.
 - Assisting the Independent Auditor that performs the Agency's annual audit and help resolve any audit findings during the audit, if needed.
 - Training Agency accounting staff, as needed, in HUD accounting and reporting requirements.
 - Providing other "in-scope" accounting services, as requested by the Agency.

General Requirements

Firms responding to this RFP must submit the following information in their proposal:

- The qualifications and experience of the firm with special emphasis on the HUD-subsidized housing market.
- Names and credentials of the people in the firm who will be assigned to BHA and the percentage of time to be spent by each.
- A listing of Housing Authorities currently under contract with the firm.
- Evidence of Professional Liability coverage at not less than \$1,000,000 aggregate.
- A description of the services that the firm offers in response to the Scope of Services section outlined above.

- A fee estimate, and an hourly rate for any additional as-needed services over and above what is included above.
- Completed HUD form 5369-C, which is included in this packet.

Proposal Submission and Award

Proposers must submit three copies of their proposal. Proposals must be signed, sealed, and received in completed form. Incomplete or non-compliant proposal submissions will not be considered. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the proposer. Proposals will be accepted until 4:00 pm on Friday, September 15, 2023, to the attention of:

**Brunswick Housing Authority
Sharon Dyer, Director of Finance
1126 Albany Street
Brunswick GA 31520**

**OR PO Box 1118
Brunswick GA 31521**

Proposals must be clearly marked "RFP- Fee Accounting Services". Once submitted, all proposals become property of the BHA.

All proposals received by the deadline set forth in this RFP shall be evaluated by a review committee consisting of members of BHA staff. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

- **Mandatory Requirements (25 points)**
The firm is licensed to practice in Georgia, and is not currently debarred or censored by REAC. The ability to perform services in a timely manner and availability will be considered. Provide references from at least 3 other PHAs.
- **Technical Requirements (50 points)**
Knowledge of HUD regulations, requirements, and accounting practices, as well as applicable Federal, State, and Local laws. Experience with PHAs of similar size and program composition as BHA. Professional qualifications and experience of staff conducting accounting services.
- **Fee Structure (25 points)**
Fees for each year of contract should be provided, along with an hourly rate for consulting projects. An estimate for expenses should be provided also.

The Review Committee will review all proposals submitted by the deadline and will make a recommendation that will be presented to the Board of Commissioners. A contract shall be awarded in accordance with the terms and conditions of this RFP to the respondent whose proposal is most

advantageous to the BHA considering the requirements outlined above. The BHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in proposals received as the best interest of the BHA.