

Housing Authority of the Township of Edison

REQUEST FOR PROPOSALS

ACCOUNTING SERVICES

The Housing Authority of the Township of Edison, New Jersey, herein after referred to as the “Authority”, will accept proposals for “Accounting Services” for the period of November 1, 2018 to October 31, 2019 and November 1, 2019 to October 31, 2020. It is the Authority’s desire to retain and employ a duly qualified accounting firm to act as the Authority’s Accountant in all financial matters which may arise in connection with the business and management of its various housing programs. All accounting services must be provided in accordance with the existing rules, orders, directives and regulations promulgated by the United States Department of Housing and Urban Development, and New Jersey State Law, provided that such compliance is in the best interest of the Authority and is required by law.

The scope of accounting services being requested will relate to all of the Authority’s programs (including, but not limited to, Public Housing, Section 8, Capital Fund Program Leveraging Programs & Shelter Plus Care Grant). All services required of the Accountant are found in the enclosed Agreement for Accounting Services. All respondents shall complete the enclosed Agreement by completing the information (including fees proposed) in the spaces provided and originally executed copies of the Agreement and include a detailed letter, resume or both, stating their qualifications to serve as the Authority’s Accountant, that they meet, to the Authority’s satisfaction, the threshold qualifications, stated below and presenting evidence an experience to demonstrate they meeting the Authority’s quality/merit factors stated in the attached evaluation sheet. The selection of the Accountant will be based upon which candidate who, having met the threshold qualifications, scores the highest in the sum of points, which shall be allocated in accordance with the qualify/merit factors stated on the evaluation sheet, attached to this Request for Proposals.

THRESHOLD QUALIFICATIONS

1. Must be a Certified Public Account or an Accountant licensed by the State of New Jersey.
2. Must have experience serving as an Accountant to other Housing Authorities and an understanding of HUD funded programs and related federal regulations.
3. Must be acceptable to the United States Department of Housing and Urban Development
4. The Accountant must be prepared to spend a minimum of 16 hours per month to complete the services covered under this RFP.

PROPOSAL SUBMISSION

All qualified candidates interested in submitting a proposal for “Accounting Services” must submit two completed and executed copies of the Agreement for Accounting Services, as well as a detailed resume, cover letter or both, demonstrating the candidate meets both the threshold requirements of this RFP and the degree to which the candidate meets the qualify/merit factors in the attached evaluation system, and shall include a lump-sum retainer which shall state a fixed price for the listed services.

All proposals shall be sealed and mailed or hand-delivered on or before October 15, 2018, 10:00 AM. No fax copies will be accepted. Envelopes should be addressed as follows:

Deborah M. Hurley, Executive Director
Housing Authority Township of Edison
14 Rev. Samuel Carpenter Boulevard
Edison, New Jersey 08820

Attn: ‘PROPOSALS FOR ACCOUNTING SERVICES’

Office Hours are: Monday through Friday (excluding holidays) 8:30 AM to 4:30 PM

Office telephone: (908) 561-2525

PROPOSAL REVIEW

All proposals will be reviewed in accordance with the “Competitive Proposal” process outlined in the HUD Procurement Handbook 7460.8 Rev-2 and HUD Notices PIH90-47 as well as the Authority’s professional services evaluation criteria.

The Authority retains the right to reject any and all proposals or award a contract for performance of the above cited services to the proposer whose proposal is most advantageous to the Authority, taking in to consideration the evaluation factors as set forth in the proposal package.

Deborah M. Hurley
Executive Director