

**TOWNSHIP OF EDISON HOUSING AUTHORITY**

**Request for Proposals**

**ACCOUNTING SERVICES**

**Proposals due: Tuesday, November 22, 2022 at 10:00 AM**

**Submit to: Deborah M. Hurley, Executive Director, C-PHM  
Township of Edison Housing Authority  
14 Rev. Samuel Carpenter Blvd.  
Edison, NJ 08820**

## **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 **December 1, 2022 to November 30, 2023, and December 1, 2023 to November 30, 2024.** 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, RAD conversion, Section 8, Capital Fund Program Leveraging Programs, and Continuum of 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 **Tuesday, November 22, 2022, 10:00 AM**. No fax copies will be accepted. Envelopes should be addressed as follows:

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

Attn: “PROPOSALS FOR ACCOUNTING SERVICES”

Office Hours: 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, C-PHM  
Executive Director

## HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON

### Agreement for Accounting Services

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022. By and between the Housing Authority of the Township of Edison, New Jersey, (the "Authority") and \_\_\_\_\_, (the Accountant") with offices at \_\_\_\_\_.

WHEREAS, the Accountant desires to serve as Accountant for the Authority in matters connected to the establishment and ongoing functions of the accounting books and records for all programs and functions of the Authority for the period of this contract; and

WHEREAS, the Authority desires to have the Accountant to serve and represent the Authority; and

WHEREAS, it is the intention and desire of the Authority and the Accountant to comply with any and all existing rules, orders and regulations of the United States Department of Housing and Urban Development ("HUD"), and New Jersey State Law.

NOW, THEREFORE, in consideration of the foregoing premises, it is mutually agreed between the parties hereto as follows:

The Authority hereby retains the Accountant as the Accountant for the Authority in matters concerning the maintenance of all the accounting books and records of the Authority.

The Accountant Shall:

- a. Maintain and establish the accounting books and records, including monthly posting to the general ledger. The book must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed by HUD and New Jersey State Law. Accountant must convert existing books in accordance with the generally accepted accounting policies ("GAAP");
- b. Prepare budgets, financial statements and forms as required by New Jersey State Law and the policies of the United States Department of Housing & Urban Development including submission of financial statements, operating budget and PFS Computation thru SAGIS to HUD via the Internet.
- c. Prepare all requisitions and financial reports;
- d. Review all state and federal payroll forms and reports (including a yearly reconciliation of all payroll deductions).
- e. Attend meetings, when requested or required with HUD staff, HUD Auditors, Independent Auditors, and Executive Director and/or Commissioners

- f. Prepare the income and expense ledgers or a trial balance of the ledgers showing amounts budgeted and the actual amounts of the fiscal year to date, at the end of each calendar month.
- g. Review monthly reconciliation of bank accounts upon receipt of statements.
- h. Prepare a reconciliation of balances of tenants' accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the Accountant's control records.
- i. Provide advice and assistance to Board Members and employees of the Authority with respect to HUD and State account procedures, including new GAAP accounting regulations.
- j. Prepare work papers for the IPA audit.
- k. Prepare annual Capital Fund and Quarterly Leveraging Fund reports and expenditures – budget revisions as may be required.
- l. Provide the Authority with quarterly obligations and expenditures of obligations and expenditures of Operating Budget, Leveraging Funds, Continuum of Care Grant Funds and Capital Funds funding for submission to eLOCCS.
- m. Prepare and advise in the submission of PHAS.

The Authority shall pay the Accountant for the above services for the period covering December 1, 2022 to November 30, 2023, for (“Year 1”) the sum of \$ \_\_\_\_\_ per month, payable monthly and for the period beginning December 1, 2023 ending on November 30, 2024 (“Year 2”) the sum of \$ \_\_\_\_\_ per month, payable monthly.

The Authority shall pay the Accountant for the services not covered under Section 2 (Items a – m), at a rate of \$ \_\_\_\_\_ per hour. **The additional work must be approved by the Authority prior to commencement of the work.**

The Authority and the Accountant, in any event, agree to be bound and do hereby bind themselves as to duties required by the Account and as to payment therefore by the Authority in accordance with the rules and regulations as set down and approved by HUD, provided that such regulations are binding upon the Authority under the law.

Notwithstanding anything to the contrary herein, the parties specifically agrees that this Agreement shall not be deemed to create the relationship of employer and employee between the Authority and the Accountant, respectively, and no rights or privileges of an employee of the Authority shall insure to the Accountant hereby.

The Authority may terminate this Agreement for failure or refusal of the Accountant to perform, to the satisfaction of the Authority, the services agreed upon herein. Should this contract be so terminated prior to the set forth above, the Accountant shall be entitled to compensation to the date of termination, in an amount equal to the pro-rated monthly compensation then unpaid.

This Agreement shall extend to, and be binding upon, the successors and assigns of the Authority.

IN WITNESS WHEREOF, the Authority and the Accountant have hereunto set their hands and the seal of the Authority this date of \_\_\_\_\_.

**HOUSING AUTHORITY OF THE  
TOWNSHIP OF EDISON**

By: \_\_\_\_\_  
**Deborah M. Hurley, C-PHM**  
**Executive Director**

ATTEST: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**Accounting Firm**

\_\_\_\_\_  
**IRS I.D. Number**

**COMPETITIVE PROPOSAL**  
**THRESHOLD QUALIFICATION**  
**EVALUATION SYSTEM**

**Professional Services**

**Type of Services:** Accounting Services

**Name/Address of Respondent:**

1. Must be a Certified Public Account or an Accountant licensed by the State of New Jersey. (35 points)
2. Must have experience serving as an Accountant to other Housing Authorities and an understanding of HUD funded programs and related federal regulations. (30 points)
3. Must be acceptable to the United States Department of Housing and Urban Development. (15 points)
4. The Accountant must be prepared to spend a minimum of 16 hours per month to complete the services covered under this RFP. (20 points)

**Total Point Score:**

**Narrative Review of Proposal:**