

## **REQUEST FOR PROPOSALS FOR FEE ACCOUNTING SERVICES**

### **PURPOSE**

Jackson Housing Authority (JHA) will accept proposals from accounting firms to provide year-end close assistance, unaudited FDS submission, and consulting services as needed. The term of the possible contract will be for 3 years beginning with fiscal year ending December 31, 2024, with options to extend the agreement annually for 2025 and 2026. Jackson Housing Authority is projecting to execute a contract with the beginning date of December 20, 2024. All services must be provided in accordance with the existing rules, orders, directives, regulations AND handbooks promulgated by the United States Department of Housing and Urban Development.

The services that are requested will be as follows and will encompass all of the Housing Authority's programs including, but not limited to: Public Housing (539 units), Six Mixed Finance properties (493 Developer owned units of which 234 units are ACC, 50 PBRA, 178 PBV, 126 RADPBV, and 23 LIHTC), Housing Choice Voucher (HCV) Program – 1,556 vouchers, HUD-VASH, EHV, Fair Share, Capital Fund Programs, ROSS, FSS, JobsPlus the non-profit components of the Authority, and all other grant programs as awarded.

No assistance is requested with the LIHTC year-end close or independent audits; only the component unit portion that must be reflected on the JHA audit. The JHA accounting staff do the majority of closing entries and provide supporting documents to the fee accountants to analyze and build the unaudited FDS.

### **TERMS AND CONDITIONS**

All proposals shall remain valid for a period of sixty (days) calendar days after the date specified for receipt of proposal in accordance with procurement regulations. All costs of the proposal process, interviews, contract negotiation and related expenses, are solely the responsibilities of the respondent.

The Executive Director and the appointed staff will review proposals. JHA reserves the right to award the contract to the responsible proposer whose qualifications, price, and other factors considered are the most advantageous to JHA. JHA also reserves the right to reject any or all proposals, to waive informalities and minor irregularities, and/or modify or cancel the solicitation. Proposals which appear unrealistic in terms of management commitments or are indicative of failure to comprehend the complexity of this RFP and subsequent contracts may be rejected.

Respondents are requested and advised to be as complete as possible in their response. JHA reserves the right to:

- Contact any respondent to clarify their proposal
- Contact any past/current clients of the respondent
- Solicit information from any available source concerning any aspects of the proposal
- Seek and review any other information deemed pertinent to the evaluation process

### **PROPOSAL REQUIREMENTS**

1. Proposals shall be submitted on company letterhead, and signed by the owner or an executive officer of the firm. Interested firms should have at least five (5) years of experience
2. Proposals shall contain a copy of the organization's/firm's Business Registration issued by the State of Tennessee Division of Revenue.

3. Incorporation certification or affidavit stating the date of partnership was established, including the names and address of corporate ownership/partners.
4. Description of the company and at least three current housing authorities for whom you are providing with accounting services. For each agency, please include a brief description of the agency size, types of programs provided, number of years for services provided and a point of contact with telephone number.
5. Professional licenses and qualifications, including resumes, of all personnel that will be dealing with this contract.
6. Each company submitting a proposal shall execute an affidavit to the effect that he or she has not colluded with any other person, firm or corporation in regard to any proposal submitted. Such affidavit shall be attached to the proposal.
7. Certified Statement that neither the firm nor the members of the firm or individuals are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local oversight, regulatory or law enforcement authority.
8. Evidence of all appropriate and applicable insurance coverage carried by the firm or individual, including policy coverage periods.
9. Statement that the firm operated in full compliance with all applicable civil rights and non-discrimination statutes, executive orders, rules and regulations.
10. Provide an executive summary of the proposal, including a statement of the firm's understanding of the services to be provided, range of services available, and why their services meet JHA needs.
11. Provide your description of fees. The basis for the fees should be stated (i.e., number of staff, level of staff, hourly rates, etc.). Please include a description of expected billing arrangements.
12. Each offeror is required to submit four (4) signed copies of their proposal at the time and date specified. Failure to include any of the above information or a proposal received after the appointed time will result in the rejection of a proposal.

### **SCOPE OF SERVICES**

- Review and analyze the accounting records of the Jackson Housing Authority in accordance with the procedures outlined by HUD and GAAP, ensuring all year end closing requirements have been done.
- Prepare any necessary journal entries.
- Review controls of costs and finances; along with reviewing PHA investments, and make recommendations on such matters.
- Be available and serve as consultant on accounting, funding, future development plans, and other financial matters.
- Inform the Executive Director of any matters that causes suspicion of any illegal acts that exist.
- Prepare the unaudited FDS and submit successfully to REAC by February 28.
- Review financial policies and procedures and make recommendations as appropriate.

- Provide financial records, supporting documentation, and assistance for the Annual Independent Audit.

## **EVALUATION CRITERIA**

- **Technical** – Proposal clearly states the respondent understands the work to be performed including a complete understanding of all state and federal guidelines applicable to public housing agencies and tax credit recipients, and has the capabilities and staff to perform such services. **(30 Points)**
- **Experience** – This includes not only the firm’s technical experience in representing other Tennessee public housing authorities and similarly situated clients, but the individual experience of key personnel who will be conducting the services. Respondent shall be evaluated on their submission of detailed information on Respondent experience in providing similar services to similar agencies, providing information on the Respondent’s financial and audit experience. Respondents shall have a demonstrated minimum of five (5) years of experience in conducting the required services, which can be documented through the references/work experience provided. **(30 points)**
- **Approach** - Respondents shall be evaluated on their overall methodology including proposed schedule, availability of key personnel, and quality and effectiveness of proposal. **(20 points)**
- **Price** - All Respondents shall submit a price proposal which shall include a proposed fixed fee for all services to be performed under the terms and conditions of this RFP. Any such proposal shall also indicate the rates at which such fees have been calculated. **(20 points)**

**Total Possible Points - 100 Points**

## **PROPOSAL SUBMISSION**

Proposals should be mailed to the Authority on or before **5:00 PM, December 13, 2024**, and should be addressed as follows:

ATTN: PROPOSAL FOR FEE ACCOUNTING SERVICES  
Jackson Housing Authority  
125 Preston Street  
Jackson, TN 38301

Questions or clarification of any matter can be emailed to [lbrooks@jacksonha.com](mailto:lbrooks@jacksonha.com). All questions and answers will be posted on the website with the RFP for all to review.