**REQUEST FOR PROPOSAL**

**LANSING HOUSING COMMISSION**

**Fee Accountant Services**

1. **INTRODUCTION**

The Lansing Housing Commission, Lansing, Michigan will accept proposals for a Fee Accounting Services. It is the LHC’s desire to retain and employ a duly qualified accountant or accounting firm to act as the Fee Accountant who shall manage LHC’s books and records on a monthly basis. All 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 (including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines and the Annual Contributions Contract and Project Based Asset Management Handbook, and provided that such compliance is in the best interest of the LHC and is required by law.

The scope of services requested of the Fee Accountant will relate to all of the LHC’s programs including, but not limited to, 506 units of Public Housing in 4 AMPS (consolidating to 1 AMP), 1,900 Housing Choice Vouchers and the Capital Fund Programs (CFP) as well as all other grant programs as awarded. LHC’s fiscal year runs from July 1 through June 30.

Accountants submitting responses to this RFP must be licensed to do business in the State of Michigan and not be suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

1. **QUALIFICATIONS**
2. Must be a Certified Public Accountant (C.P.A.) licensed in the State of Michigan or a licensed Public Accountant.
3. Must have experience representing Housing Commissions and understand HUD funded programs and related federal regulations.
4. Must be approved by the United States Department of Housing and urban Development.
5. **TERM OF CONTRACT**

The term of this contract period shall be for an initial one (1) year period commencing May 1, 2021 through April 30, 2022 with two, 1 year renewal options.

All contract obligations shall prevail for at least 90 days after the effective date of the contract. For the protection of both parties, this contract may be canceled by either party giving 30 days prior notice in writing to the other party.

1. **TECHNICAL SPECIFICATIONS**

**SERVICES REQUIRED:**

1. The LHC requires accounting services and advice in the planning and daily operation of its various housing programs on a monthly basis.
2. The Fee Accountant shall provide a detailed Work plan in their Proposal demonstrating comprehension of the objectives and scope of services provided in the RFP. The Work plan must clearly describe and detail the Fee Accountants approach to timely perform and complete all services required in the RFP and must include the Firm’s staff assigned to complete the service.
3. The services will not constitute an audit of the financial statements of the LHC but rather should be viewed as external accounting service.

**SCOPE OF SERVICES:**

1. Prepare, review, reconcile and analyze monthly, the books, accounts, and records of the PHA in accordance with the procedures outlined by the LHC’s administration. Actively work with LHC administration to research and resolve reconciling items.
2. Prepare and enter necessary journal vouchers.
3. Review controls of costs and finances and recommend improvements.
4. Prepare and review reports and balance sheets required by Federal, State and/or local laws, statues, or regulations.
5. Serve as a consultant on accounting, funding, and other financial matters.
6. Prepare all HUD financial statements as required and in accordance with the scheduled list in HUD 7475.1 REV (or as revised).
7. Prepare and submit required HUD Form 52681B, Section 8 quarterly report.
8. Prepare and record the bi-weekly payroll journal entries.
9. Record approved cash receipts, program income, cash transfers and other required general ledger entries.
10. Maintain the fixed asset sub-ledger and prepare related work papers including details of items upon close out of CFP year.
11. Manage notes receivable/payable and record related entries.
12. Prepare financial package and status reports of all programs to be presented to the Board of Commissioners (“BOC”) each month at the BOC meetings.
13. Inform the Executive Director of any matters that come to their attention which cause agent to believe that errors or irregularities or illegal acts may exist.
14. Prepare FASS financial data and submit to REAC.
15. Prepare PHAS Certification for REAC.
16. Review PHA investments, report and make recommendations to the Executive Director on such matters.
17. Reconcile and review bank accounts and other finance reports.
18. Provide financial records, statements and assistance for the Annual independent Audit, and other audits as necessary.
19. Ensure compliance with PHA Asset Management provisions, rules, and regulations as revised.

The Lansing Housing Commission reserves the right to reject any and all bid proposals.

1. **SELECTION PROCESS**
2. The contract will be awarded to the offer submitting the proposal which is most advantageous to the LHC considering price and other criteria as determined by the LHC in accordance with the Evaluation Factors contained in Section VI below.
3. The proposal must include the resumes of the individual(s) who propose to work for the LHC and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The Evaluation Committee may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.
4. **EVALUATION PROCESS-COMPETITIVE PROPOSAL EVALUATION SYSTEM**

All proposals will be evaluated by an Evaluation Committee in accordance with the following factors and requirements.

**FACTORS:**

1. Specific experience with similar projects; PHA accounting software, number of years in business

20

1. Qualifications/Experience with Housing Authority, Tax Credit Accounting 40
2. Proposed Work Plan 20
3. Cost for services

5

1. Ability to perform services; staff assigned; response time/availability.

15

**MAXIMUM TOTAL POINTS 100**

1. **SUBMISSION REQUIREMENTS-**further instructions may be obtained in form HUD-5369-B, instructions to Bidders for Non-Construction Contracts, which may be obtained from: http://portal.hud.gov/hudportal/documents/huddoc?id=5369-a.pdf.
2. Interested firms shall submit their proposals no later than May 14, 2021 at 2 pm. Proposals can be submitted electronically to [sonyam@lanshc.org](mailto:sonyam@lanshc.org) with the subject line **Fee Accountant Services-do not open before May 14, 2021 2:00 PM**. Questions may be directed to: stevenr@lanshc.org, Finance Manager, Lansing Housing Commission.
3. The resumes of the individual(s) who propose to work for the LHC and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain Committee may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.
4. Detailed explanations of evaluation factors 1-5 under part VI above.
5. A completed bid proposal form (see evaluation factor 4 above.)
6. A signed Stockholder Disclosure Certification.
7. A signed Non-Collusion Affidavit
8. A Business Registration Certificate.
9. A signed form HUD-5369-C, Certifications, Representations of Offerors Non-Construction Contract

***End of RFP Package***

**Lansing Housing Commission**

**Bid Proposal Form**

The undersigned, having fully familiarized themselves with all aspects of the proposal/contract and the invitation, hereby proposes the Fee Accounting Services as per the Request for Proposals dated \_\_\_\_\_\_ at the following costs:

Annual lump sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_payable in 12 equal monthly

payments of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month,

Operating Subsidy Preparation and Submittal $\_\_\_\_\_\_\_\_\_\_\_\_\_Flat Rate

YEC, FDS Submission, Ratio Calculation $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Flat Rate

Detail Hourly Rate for Other Services/Sources:

**FIRM NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Federal ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Authorized Agent/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print or Type Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SAMPLE AGREEMENT DO NOT SUBMIT**

**AGREEMENT FOR FEE ACCOUNTANT SERVICES**

**THIS AGREEMENT** made and entered into this eleventh day of date by and between **THE Lansing Housing Commission (“the Commission”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- (“the Accountant”).**

**WITNESSETH:**

**WHEREAS,** the Commission desires to retain and employ said Accountant in matters connected to the accounting books and records for the Authority, and

**WHEREAS,** THE Accountant desires to accept the position of advisor for the Authority in matters connected to the accounting books and records for the period beginning date, and ending date

**NOW, THEREFORE, In** consideration of the foregoing premises and of the following, it is mutually agreed by the Authority and the Accountant as follows:

1. The Authority hereby retains and employs the Accountant to act as Fee Accountant in matters concerning the accounting books and records of the Authority, and the Accountant hereby accepts such appointment.
2. The Accountant in addition to the maintenance of the books and records of the Authority shall:
3. Prepare, review, reconcile and analyze monthly, the books, accounts, and records of the PHA in accordance with the procedures outlined by the LHC’s administration.
4. Prepare and enter necessary journal vouchers.
5. Review controls of costs and finances and recommend improvements.
6. Prepare and review reports and balance sheets required by Federal, State and/or local laws, statues or regulations.
7. Facilitate the preparation and review of budgets and budget revisions.
8. Serve as a consultant on accounting, funding, and other financial matters.
9. Prepare all HUD financial statements as required and in accordance with the scheduled list in HUD 7475.1 REV (or as revised).
10. Prepare and submit required HUD Form 52681B, Section 8 quarterly report.
11. Prepare and record the bi-weekly payroll journal entries.
12. Record approved cash receipts, program income, cash transfers and other required general ledger entries.
13. Maintain the fixed asset sub-ledger and prepare related work papers.
14. Manage notes receivable/payable and record related entries.
15. Prepare financial package and status reports of all programs to be presented to the Board of Commissioners (“BOC”) each month at the BOC meetings.
16. Inform the Executive Director of any matters that come to their attention which cause agent to believe that errors or irregularities or illegal acts may exist.
17. Prepare FASS financial data and submit to REAC.
18. Prepare PHAS Certification for REAC.
19. Review PHA investments, report and make recommendations to the Executive Director on such matters.
20. Review financial policies and procedures and make recommendations for improvements as appropriate.
21. Reconcile and review bank accounts and other finance reports.
22. Provide financial records, statements and assistance for the Annual independent Audit; and other audits as necessary.
23. Ensure compliance with PHA Asset Management provisions, rules and regulations as revised.

The Authority shall pay the Accountant for the above services in the sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_payable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month, for the period covering \_\_\_\_\_\_ through \_\_\_\_\_ and said compensation will be paid monthly. Additional services approved in advance by the Commission will be billed at the applicable hourly rates or agreed upon flat rate(s).

The parties hereby expressly agree that this contract shall not be deemed to create an employer-employee relationship between the Authority and the Firm, respectively, and no rights or privileges of an employee to the Authority shall injure the Firm.

This contract shall be governed by the laws of the State of Michigan.

This instrument contains the entire agreement of the parties. This instrument may not be changed orally, but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension or discharge is sought.

**THIS AGREEMENT** shall extend to and be binding upon the successors and assigns of the Authority.

**IN WITNESS WHEREOF,** the parties have hereunto set their hands and seals this\_\_\_day of\_\_\_ 2021.

BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Executive Director, Lansing Housing Commission

BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Company Name