

ENGLEWOOD HOUSING AUTHORITY  
111 West Street  
Englewood, New Jersey 07631  
Tel. (201) 871-3451

RFP NOTICE  
Fee Accountant

The Englewood Housing Authority is receiving proposals from qualified certified fee accountants no later than Tuesday, April 19, 2022 at 11:00 A.M. for the term of 12 months, beginning May 1, 2022.

Request for proposal specifications may be obtained at the offices of the Englewood Housing Authority or by calling (201) 871-3451. E.O.E.

ENGLEWOOD HOUSING AUTHORITY  
111 West Street  
Englewood, New Jersey 07631  
Tel. (201) 871-3451 Fax: (201) 871-5908  
Tel. (201) 871-8951

REQUEST FOR PROPOSALS - ACCOUNTING

The Englewood Housing Authority will accept proposals for accounting services for the fiscal year 5/1/2022 through 4/30/2023 with the option of an additional one-year extension. It is the Housing Authority's desire to retain and employ a duly qualified Accountant to act as advisory for the Authority in all matters connected to the establishment and ongoing functions of the accounting books and records. All services must be 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, the Financial Management Handbook and the Annual Contributions Contract and general GAAP accounting principles.

The services that are requested will be as follows and will relate to all of the Housing Authority's programs including, but not limited to, Section 8 RAD Housing (152 units); Section 8 Housing Choice Voucher (575) units including Foti 115 Humphrey Street property (9 units) and Multifamily housing units (64); Englewood Housing Management Services, Inc. (4 units); Section 8 rental rehab units (13) and Section 8 Project Based Vouchers (108).

- 1) Maintenance and establishment of the accounting books and records, including monthly postings to the general ledger. The books must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed by HUD and GAAP regulations.
- 2) Preparation of budgets, financial statements and forms as required by law and the policies of the United States Department of Housing and Urban Development and the Commissioners of the Housing Authority and the Executive Director.
- 3) Preparation of all requisitions and financial reports.

- 4) Review of all state and federal payroll forms and reports (including a yearly reconciliation of all payroll deductions).
- 5) Attendance at meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Executive Director. A minimum of 7 to 11 Board meetings per year will be required.
- 6) A copy of the income and expense ledgers showing the amounts budgeted and the actual amounts for the fiscal year to date shall be provided at the end of each month.
- 7) Review of monthly reconciliations of bank accounts shall be prepared promptly upon receipts of the bank statements.
- 8) Preparation of a reconciliation of balances of tenants accounts whenever the summary of transaction with tenants (as furnished by the Authority) does not agree with the accountant's control records.
- 9) Preparation of audit work papers for independent audit.
- 10) Preparation of monthly financial reports for Board meeting.
- 11) Interested persons must be prepared to spend an average of at least 20 hours minimum per month per program.
- 12) Follow up with auditor on preparation of Income Tax Return for Englewood Housing Management Services, Inc. and Westmoor Gardens, Inc. and responsibility for filing if auditor fails to do so.
- 13) Supervision and training of bookkeeper's report keeping and filing.
- 14) Supervision of spreadsheet to be created by bookkeeper of quarterly expenses per contractor, per project.
- 15) Full knowledge of willingness to set up and monitor HUD's new asset management procedures as dictated by HUD's scheduling and guidelines and to assist and

train bookkeeper and Executive Director in all compliance issues.

- 16) Assistance in setting up and maintaining new PHA-Web accounting program to generate quarterly reports to Commissioner's satisfaction.
- 17) Serve as the Qualified Purchasing Agent (QPA) as defined under the New Jersey Public Contracts Law.

#### QUALIFICATIONS:

- 1) Must be a Certified Public Accountant (C.P.A.), and Qualified Purchasing Agent (Q.P.A.), licensed by the State of New Jersey.
- 2) Should have experience and an understanding of HUD funded programs, especially those listed. (Please include experience in your proposal) and general GAAP accounting procedures.
- 3) Must be approvable by the United States Department of Housing and Urban Development.

#### PROPOSAL SUBMISSION:

All persons interested in submitting a proposal for accounting services should submit a proposal based upon a lump-sum fee (broken-down by month, lump-sum fee/12). Proposals should be delivered to the office of Englewood Housing Authority, 111 West Street, Englewood, New Jersey on or before Tuesday, April 19, 2022 at 11:00 A.M. All persons submitting a proposal are encouraged to contact the Housing Authority in an effort to personally review the financial operations of the Authority.

#### PROPOSAL REVIEW:

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47 as well as any and all other updated related HUD notices. Attached is the proposal

rating system which will be used to evaluate all proposals reviewed in response to this R.F.P.

Domingo Senande  
Executive Director

DATE: 03/23/2022

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Service: Accounting

Name/Address of Respondent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1) Ability to demonstrate experience and familiarity with all Englewood Housing Authority's programs, in particular with regard to HUD's rules and regulations (Public Housing, Section 8 existing, Continuum of Care vouchers, enhanced vouchers, Family Self-Sufficiency, Section 8 New Construction Multifamily Housing as well as 2 not-for-profits, etc. (15 points) \_\_\_\_\_
- 2) Previous experience with housing authorities and not-for-profit agencies. (10 points) \_\_\_\_\_
- 3) Prior experience with Englewood Housing Authority (10 points) \_\_\_\_\_
- 4) Capability and capacity to accomplish all work with the required time period as established by HUD, the Executive Director, and the Board of Commissioners. (15 points) \_\_\_\_\_
- 5) Geographic location of the firm relative to the proximity of the Englewood Housing Authority. (10 points) \_\_\_\_\_
- 6) Firms Equal Opportunity Policy. Each firm submitting a proposal must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin. (5 points) \_\_\_\_\_
- 7) Price. (5 points) \_\_\_\_\_
- 8) Ability and willingness to train and \_\_\_\_\_

supervise the bookkeeping staff and the Executive Director in all phases of accounting operations as dictated by HUD regulations, both current and future. Ability to dedicate a potential 12 - 20 hours minimum per month to Housing Authority programs. (15 points)

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- 9) Must attend a minimum of 7 or more Board meetings (held on Monday evenings at 7:00 P.M. - usually the 4<sup>th</sup> Mondays except for holidays). (15 points)
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TOTAL POINT SCORE (100 points)

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E.H.A. Staff

Narrative Review of Proposal: \_\_\_\_\_

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**AUDITORS :**

**REFERENCES & TELEPHONE NUMBERS :**

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AGREEMENT FOR ACCOUNTING SERVICES

This agreement made the \_\_\_\_\_ day of \_\_\_\_\_ 2022,  
by and between the Englewood Housing Authority  
hereinafter called the "Authority" and \_\_\_\_\_  
(Accounting Firm Name)

hereinafter called the "Accountant," witnesses:

Whereas, said Authority desires to retain and employ said Accountant in matters connected to the establishment and on-going functions of the accounting books and records for said Authority;

Whereas, said Accountant desires to accept the position of advisor for said Authority in matters connected to the establishment and on-going functions of the accounting books and records for fiscal year 2022 with the option of an additional one year extension.

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

1. That the Authority hereby retains the Accountant for the said Authority in matters concerning the maintenance of the accounting books and records of the Housing Authority of the City of Englewood including the monthly postings to the general ledger. The books will be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed by HUD.
2. That the said Accountant shall:
  - a. Attend meetings of the Authority when requested.
  - b. Prepare the operating budgets and revisions, if applicable, of the Authority.
  - c. Prepare year end financial statements.
  - d. Prepare all Section 8 requisitions.
  - e. Prepare monthly reconciliations of bank accounts.

- f. Prepare applicable work papers for independent audit.
  - g. Prepare all Comp. Mod. financial requisitions and reports to HUD, as well as any other reports as required.
  - h. Prepare quarterly and year-end payroll tax returns.
  - i. Review monthly tenant analytical reports and reconcile them to the general ledger.
  - j. Meet and advise staff on HUD and state of New Jersey rules and regulations.
  - k. Prepare monthly financial reports for Board meeting.
  - l. Oversee auditor's Income Tax Return for Englewood Housing Management Services, Inc., Westmoor Gardens, Inc. and 115 Humphrey Street (if required).
  - m. Systematic quarterly auditing, internal review of sampling of Section 8 and public housing files.
3. That the said Authority shall pay Accountant for the above services in the sum of \_\_\_\_\_ for the period covering through. Said compensation will be paid monthly at a fee of \_\_\_\_\_.
4. The parties hereto expressly agree that this Contract shall not be deemed to create and employer-employee relationship between the Authority and the Firm respectively, and no rights or privileges of an employee of the Authority shall inure to the Firm.
5. The Contract shall be governed by the laws of the State of New Jersey.
6. 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 Englewood Housing Authority.

All parts of this proposal shall be deemed a part of this contract and failure to provide services as outlined shall be cause for termination.

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

\_\_\_\_\_  
Domingo Senande  
Executive Director

\_\_\_\_\_  
Auditor (Firm Name)

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of  
Primary Accountant