



Request for Proposal
for
Fee Accountant Services
RFP # 2021-05

Bid Opening Information:

Bid will be opened and read at meeting attendance available to public via zoom on Friday August 20, 2021 at 3:00 PM C/T.

Zoom Link: <https://us02web.zoom.us/j/85285960551>

Meeting ID: 852 8596 0551

Telephone # 1 346 248 7799 US

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**REQUEST FOR PROPOSALS
 HOUSING AUTHORITY OF THE CITY OF EDINBURG
 PROFESSIONAL FEE ACCOUNTANT SERVICES**

EDINBURG HOUSING AUTHORITY NOTICE OF REQUEST FOR PROPOSALS RFP #2021.05 (Fee Accountant) 2nd publication
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AGENCY CONTACT PERSON	Dr. Martin Castillo Jr, Executive Director Telephone (956) 383-3839 E-Mail: accounting@edinburgha.org
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	<ol style="list-style-type: none"> 1. Access https://ha.economicengine.com 2. Click on the "Login" button in the upper left side. <p>If you have any problems in accessing the documents, please contact 1-866-526-9266 or (956) 383-3839/accounting@edinburgha.org</p>
DEADLINE TO SUBMIT QUESTIONS	Friday, August 13, 2021, 12:00 p.m. CST
PROPOSAL SUBMITTAL RETURN	Ciro Trevino Administrative Office Attn: Accounting Department 910 South Sugar Road, Edinburg, TX 78539
PROPOSAL SUBMITTAL DEADLINE:	Friday, August 20, 2021 at 10:00 a.m. CST
COMPETITIVE PROPOSAL OPENING:	Friday, August 20, 2021 at 3:00 p.m. CST,
Zoom Link: https://us02web.zoom.us/j/85285960551	Meeting ID: 852 8596 0551
Telephone # 1 346 248 7799 US	
Award recommendation at the next regularly scheduled public board Meeting. 4th Thursday of each month @ 5:00 pm CST 910 South Sugar Road, Edinburg, TX 78539	

REQUEST FOR PROPOSAL

Fee Accountant Services

I. INTRODUCTION

The Housing Authority of the City of Edinburg (EHA) is soliciting, through this Request of proposal (RFP), qualified individuals or firms to perform fee accounting services for its public housing agency for the initial engagement period of one year, and an option to renew for up to two additional years.

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 (HUD), (including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines and the Annual Contributions Contract and Project Based Management and Accounting) provided that such compliance is in the best interest of the Housing Authority of Edinburg and is required by law. Accountants submitting proposals to the RFP must also be licensed to do business in the State of Texas or state of business residence and not be suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

The Housing Authority of the City of Edinburg will accept proposals for a Fee Accountant. It is the Housing Authority's desire to retain and employ a duly qualified accountant or accounting firm to act as the Fee Accountant, who may be called upon for onsite services as needed for the examination of the Authority's books and records. The annual period will commence April 1, 2022 to March 31, 2023. 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, the Annual Contributions Contract and Project Based Asset Management) provided that such compliance is in the best interest of the Authority and is required by law. The scope of services requested of the Fee Accountant will relate to all the Edinburg Housing Authority programs including, but not limited to, 325 units of Low Rent (5 Amps), Capital Fund Grants, 1072 units of Section 8 Voucher Program, and any additional programs added during the current fiscal year. The agency has two tax credit properties and five public housing properties.

Funding sources include but are not limited to Operating Subsidy Funds, Capital Funds and Housing Assistance Payment Funds, Tenant Rents. The Edinburg Housing Authority's fiscal year runs from April 1st through March 31st. The Housing Authority also has two active non-profit corporations.

EHA has created this Request for Proposal (RFP) to be completed by all interested vendors and will review both technical and cost considerations for each proposal.

All questions and copies of this RFP and/or copies of our previous year's audited financial statements may be obtained from the EHA Central Office, 910 S. Sugar Road, Edinburg, TX 78539, by e-mailing accounting@edinburgha.org

The Edinburg Housing Authority reserves the right to reject any and all proposals or re-advertise, postpone, or cancel this RFP at any time at its discretion and to waive any informality. Also, the determination or the criteria and process whereby proposals are evaluated, the decision as to who shall receive the contract award, or whether an award shall be made because of this RFP, shall be at the sole and absolute direction of the Edinburg Housing Authority.

Statistical Data:

Employees: Full time (30) paid biweekly
Board of Commissioners (5)

Primary Active Bank Accounts Estimates:

Low Rent	1	Deposits per Month	25	Checks /ACH's issued 125.
Section 8	2	Deposits per Month	5	Checks /ACH's issued 325.
Capital Funds	2	Deposits per Month	3	Checks /ACH's issued 3.
Non-Profits	3	Deposits per Month	5	Checks /ACH's issued 5.

The agency has approximately 30 employees that are paid biweekly from the Low Rent general fund bank account.

II. QUALIFICATIONS

Provide proof of meeting the following qualifications.

1. Must be a Certified Public Accountant (C.P.A.) licensed in the State of Texas or a Licensed Public Accountant.
2. Must have experience with Housing Authorities and have an understanding of HUD funded programs and related federal regulations.
3. Must be approved by the United States Department of Housing and Urban Development.

III. TERM OF CONTRACT

The term of this contract shall be for a one (1) year period (with two additional one-year renewable options) commencing not later than April 01, 2022. This contract, at the option of the Housing Authority and the successful bidder, may commence at a date earlier than April 01, 2022, if mutually agreed upon by the Housing Authority and the successful bidder.

All contract obligations shall prevail for at least 90 days after the end 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. Initial Contract: April 1, 2022 to March 31, 2023
2. Renewal Contract: 2nd Year April 1, 2023 to March 31, 2024
3. Renewal Contract: 3rd Year April 1, 2024 to March 31, 2025

IV. TECHNICAL SPECIFICATIONS

SERVICES REQUIRED:

1. The Edinburg Housing Authority requires fee 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 the Proposal demonstrating comprehension of the objectives and scope of services to be provided in response to the RFP. The Work Plan must clearly describe in detail the Fee Accountant's approach to timely perform and complete all services required by the RFP and must include the Firm's staff assigned to complete the services. The services will not constitute an audit of the financial statements of the Edinburg Housing Authority, but rather should be viewed as external accounting services.

SCOPE OF SERVICES:

1. Prepare Monthly Financial Reports for each individual Low Rent Program, Capital Fund Program, Section 8 Voucher Programs, nonprofit component units, and other additional programs approved during the fiscal year.
2. Perform operations necessary to maintain the financial reports and records for the PHA and to prepare, furnish and maintain, as applicable, the following financial reports, records, and services:
 - a) Reconciliation of Bank Statements
 - b) Code or Review of coding of check vouchers
 - c) Necessary Journal Entries
 - d) Investment Information
 - e) Insurance Registers
 - f) Annual Closing Entries
 - g) The following Financial Statements, including:
 - Balance Sheet
 - Budgeted Statement of Income
 - Supplemental Schedules
 - Utility Consumption Report by Amp
 - Grants Reports
 - Schedule of Fund Received
 - Statement of Land, Structures and Equipment
 - Transactions (Check) Register
 - General Ledger
 - Board Report Package Monthly Inclusive of all entities to include Balance Sheet and P&L of each entity. (Months reserve calculation Low Rent/S8 preferred)

3. Prepare various HUD financial reports at required frequencies, semi-annual and annual, if applicable, including: (See note on Page 9)
 - a. HUD-52267 (Calculation of PILOT) (upon request)
 - b. HUD-52564 Operating Budget (upon request)
 - c. HUD-PFS Operating Subsidy Calculation. (upon request)
 - d. VMS monthly submittals, 8 hour of research annual reconciliations as needed to be reported to HUD-FMC. (required)
 - e. Annual filing fees for financial statements and (required)
 - f. research fees for VMS when requested by HUD. (required)

V. EVALUATION & SELECTION PROCESS

The contract will be awarded to the qualified individual or firm whose proposal is most advantageous to the Edinburg Housing Authority and whose price and other factors under considered most closely conform to this RFP. Due to the evaluation procedure for the *RFP*, lowest dollar price MAY or MAY NOT determine the successful Vendor. Price constitutes only one of the several evaluation criteria. The proposals will be judged on criteria that shall include, but are not necessarily limited to those, listed in the section below.

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

FACTORS	POINTS
Specific experience with similar projects; number of years in business.	10
Qualifications/Experiences with Housing Authorities/ HUD	30
Proposed Word Plan	20
Cost of Services	30
Ability to perform services; staff assigned; responsive time/availability.	10
Maximum Total Points	100

VI. SUBMISSION REQUIREMENTS:

1. Interested firms shall submit an original and three (3) copies of their sealed bid proposals to Accounting Department, Housing Authority of Edinburg, 910 S. Sugar Road, Edinburg, TX 78539 no later than the date and time as specified on the **Notice of Request for Proposals**. The proposals must be sealed in an envelope clearly marked "**Fee Accountant Services**" with the Proposer's Name, Address, email, telephone number.
2. The resumes of the individual(s) who propose to work for the PHA 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.

3. Detailed explanations of evaluation factors 1-5 under part VI above.
4. A completed bid proposal form, including line item estimates for all items and any additional filing fees, research estimates, etc.
5. A signed Stockholder Disclosure Certification.
6. A Business Registration Certificate.
7. A signed form HUD-5369-C, Certifications, Representations of Offertory Non-Construction Contract (may be downloaded from <http://www.hud.gov/offices/adm/hudclips/forms/hud5.cfrn>).
8. Include completed IRS Form W-9

Deadline for submission of proposals is as stated on the **Notice of Request for Proposals**. All sealed proposals must be labeled "Fee Accountant Services Proposal FYE 2019." and addressed to Dr. Martin Castillo Jr., Executive Director, Edinburg Housing Authority, 910 South Sugar Road, Edinburg, Texas 78539. Proposals will be opened as per the Notice of Request for Proposals and scheduled to be awarded by the EHA Board of Commissioners next scheduled Public Meeting as referred to in the **Notice of Request for Proposals**. EHA reserves the right to hold proposals for sixty (60) days after opening without acting on them. Any proposal received after the time set for opening will be returned to submitter unopened. EHA will not be responsible for mis-sent or misplaced proposals. EHA reserves the right to reject any or all proposals, and to waive any informality in proposals received, and to accept the proposal most advantageous to EHA. All requests for additional information should be directed via email to accounting@edinburgha.org.

End of RFP Package.

LEGAL NOTICE

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the Housing Authority of Edinburg, TX (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (*42 U.S.C. S121 OJet seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there to, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act.

Edinburg Housing Authority

BUSINESS REGISTRATION CERTIFICATE

Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

**FAILURE TO SUBMIT YOUR BUSINESS REGISTRATION
CERTIFICATE *WILL* RESULT IN THE DISQUALIFICATION OF
YOUR BID!**

Edinburg Housing Authority 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 at the following costs not to exceed:

Note:

The EHA is currently completing the items listed in Item 3 on Page 5, (PILOT, SUBSIDY/UEL & BUDGET) the cost for these items should not be included in the amount below but may be added at a later date at the request of the Housing Authority.

Please provide a separate page totaling the itemization of costs worksheet for the amounts for all items listed in the Annual lump sum amount below which will exclude Pilot, Subsidy/UEL, and Budget as noted above. Include any reimbursed items that will be billed such as REAC filing fees and or other items such as estimated travel if requested for onsite services, board presentation(s).

Please also provide a separate page itemization for the Item 3 on Page 5 in the event the EHA elects to have this service added as a supplemental item at a later date.

Annual lump sum of \$. _____ (Please provide supporting documents) ____

\$ _____ (Sum in words), payable in 12 monthly payments of

\$ _____ (price in words) per month.

FIRM NAME _____

Federal ID# (Must be provided): _____

Address _____

Signature of Authorized Agent / Title _____

Print or Type Name _____ **Date** _____

Phone Number _____ **Email** _____

Edinburg Housing Authority

STOCKHOLDER/OWNER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Proposal Submission

Name and Principal Address of Business:
(Company Stamp Here)

I certify that the list below contains the names and home addresses of all stockholders or owners holding 10% or more of the issued and outstanding stock or ownership of the undersigned.

OR

I certify that no one stockholder or owner owns 10% or more of the issued and outstanding stock or ownership of the undersigned.

Check the box that represents the type of business organization:

Partnership Limited Liability Corporation Corporation Sole Proprietorship
 Limited Partnership Limited Liability Partnership Subchapter S Corporation

Sign, and notarize the form below, and, if necessary, complete the stockholder list below. Reliable source information may be alternately provided regarding ownership in lieu of signature, notary, and stockholder listing. Check one: Certification (completed below) Source information attached in lieu of Certification

Stockholders/Owners:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 20____

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

PROPOSAL DOCUMENT CHECKLIST*

<input type="checkbox"/>	An Original and 3 copies of entire Proposal
<input type="checkbox"/>	Bid Proposal Form and Supplemental Pages (2)
<input type="checkbox"/>	Evaluation Factors 1-5 Support
<input type="checkbox"/>	References and Resumes
<input type="checkbox"/>	Stockholder/Owner Disclosure Certification
<input type="checkbox"/>	Valid State of TX Business Registration Certificate
<input type="checkbox"/>	Certification Regarding Debarment and Suspension (Form HUD-2992)
<input type="checkbox"/>	Form HUD-5369-C
<input type="checkbox"/>	Copy of W-9 Form

*This form need not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.