

THE HOUSING AUTHORITY OF THE CITY OF BILOXI

**REQUEST FOR PROPOSAL
RFP # FAC 03.19
FINANCIAL/ACCOUNTING CONSULTANT**

March 24, 2019

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**REQUEST FOR PROPOSALS
FOR
FINANCIAL/ACCOUNTING CONSULTANT
Solicitation No. FAC 03.19
Section A**

INTRODUCTION

The Housing Authority of the City of Biloxi (BHA) is seeking to contract with a person or firm to provide financial/accounting services for an initial contract period of three years with an option to extend for an additional three (1) year periods.

QUALIFICATIONS / SUBMISSION REQUIREMENTS

Respondent must have a client record of demonstrated success in organizing and maintaining accounting records and budget preparation for Public Housing Authorities in full accord with GAAP and HUD accounting guidelines. The following minimum standards for the proposal to be considered are as follows:

1. Evidence of proposer's ability to perform the work as evidenced by profiles of the principal's and staff's professional and technical competence and experience, along with their support system of equipment and staffing.
2. Capability to provide the required services in a timely manner.
3. Demonstrated familiarity with HUD, REAC requirements and guidelines relating to the financial management of housing authorities.
4. Demonstrated familiarity with the HUD Rental Assistance Demonstration Program (RAD), Project Based Voucher (PBV), and Tenant Based Voucher (TBV) Programs, and their financial requirements.
5. Demonstrated familiarity of Financial Data Submissions (FDS)
6. Demonstrated familiarity with Affordable Housing Development Financing
7. Demonstrated familiarity with the Low-Income Housing Tax Credit (LIHTC) Program, and the financial requirements related to the credits and partnerships involved.
8. Demonstrated familiarity with Public Housing and Housing Choice Voucher Programs
9. Evidence of previous experience in providing financial/accounting consulting services to similar sized housing authorities.

Respondent must submit a detailed proposal, which includes a minimum of the following:

1. *Services*: A description of the services to be provided and the method of providing services.
2. *Staffing*: Identify each person who will be assigned to work with the authority, their role in the assignment, and include a resume' of their experience and qualifications as well as the number of years' experience listed for everyone.
3. *Cost of services*: Price must be valid for the initial three-year contract term. Compensation to be based on a fixed hourly rate with separate expense total and a Not- to- Exceed amount for the contract period. (see attached Section D)
4. *Availability*: Describe proposed timeliness and availability of service by proposed accountant(s).
5. *MBE/WBE*: BHA strongly encourages minority, women owned and small businesses to respond. Please include proof of certification, if this designation is applicable.

6. *Section 3:* BHA encourages respondents to hire housing authority or low-income residents of the area, if applicable to this contract. Please include statement of acceptance to this requirement.
7. Executed Non-Collusive Affidavit (Section B)
8. Certification that you or your firm are not under suspension or otherwise prohibited from practice by any federal, state or local agency.
9. *Insurance:* Evidence of current comprehensive liability insurance coverage- minimum of \$1,000,000.00, including Errors and Omissions
10. *References:* Three references with contact information that can verify experience of accountant that will be providing service to the authority.

The proposal content should be in order and prepared as outlined above.

SCOPE OF SERVICES

Contractor will provide analytical advisory services, guidance, and support to the Agency Controller and Financial Analyst on matters of financial planning and financial and accounting infrastructure, policies, management and other special projects. These services will be both planned and ad-hoc and could occur weekly, monthly and annually.

Specific services include, but are not limited to:

- A. Provide accounting and financial management advice based on best practices, HUD regulations, and the Agency's specific needs and strengths.
Provide specific assistance or back up assistance with:
 1. Section 8 HAP payments and program utilization
 2. Development and monitoring of Agency budgets
 3. Re-occurring accounts payables
 4. Maintenance of general ledgers and subsidiary grant ledgers
 5. Property/capitalized equipment ledgers
 6. Prepare, or assist in preparing, all mid-year and year-end financial statements and annual closing entries.
 7. Complete the closeout, or assist in completing the closeout, for the fiscal year to include preparation of all forms required by HUD and transmission
- B. Review the current financial system, internal controls, and overall financial structure of the Agency to identify areas for improvement, restructuring or other modifications.
- C. Partner with Agency staff to analyze and redesign work processes and the departmental structure including the Agency's existing and required capabilities and capacity.
- D. Provide technical and strategic assistance in the creation of policies, procedures, and process improvements.
- E. Conduct accounting and financial analysis that demonstrates extensive knowledge of HUD/GAAP/GASB and FASB Financial Presentations
- F. Provide assistance with cash forecasting and financial projections to manage the Agency's overall financial position.
- G. Partner with Controller in preparing monthly Financial reports for the Executive Director and Board of Commissioners.
- H. Prepare biweekly status reports describing activities, progress, and recommendations and present these to the Agency.
- I. Schedule semi-annual onsite visits to provide State of the Agency financial reports and clarification on pertinent financial matters relative to questions posed by the Board of Commissioners, the Executive Director, the auditor, or HUD. The

financial/accounting consultant will also be available as- needed to answer questions to the above entities or persons may have regarding the financial records of the Biloxi Housing Authority.

- J. Validate all operations necessary to maintain the general ledgers and subsidiary ledgers for BHA and related entities, including the following services:
 - 1. Prepare all mid-year and year-end financial statements for BHA and other applicable entities
- K. Financial statements for BHA and other applicable agencies.

METHODS TO PERFORMING SERVICES

- A. Contractor will be provided with remote access to BHA's MRI/HAB Software or any replacement software providing similar functions including executable access where applicable. Partner with onsite accounting/finance staff working onsite at BHA to prepare all mid-year and year-end financial statements for BHA and other applicable agencies.
- B. Contractor will be expected to schedule onsite assistance either monthly or quarterly, depending on determined need.

QUESTIONS AND ANSWERS

BHA will allow questions to be emailed to the Purchasing Manager (tnoland@biloxihousing.org) until April 7, 2019. All questions will be grouped together for one response and sent out to all respondents by April 10, 2019. No phone calls or other communication will be accepted

EVALUATION PROCESS

BHA will initially screen the proposals, evaluate based on the evaluation factors and interview the most qualified respondent or respondents. BHA may then negotiate the fees with the person/firm that meets the needs of the BHA. Offers must be submitted in accordance with instructions provided in the RFP. Failure to furnish a complete offer at the time and date due shall result in elimination from award consideration.

BHA reserves the right to award without discussion if the quality of the initial proposal received is such that no purpose would be served by conducting negotiations. The Biloxi Housing Authority reserves the right to reject any or all proposals and to waive any informality in the proposals.

EVALUATION FACTORS – Total Points = 100

Ability to perform work as evidenced by profiles of principal's and staff's competence and experience (0-30 points):	30 points
Evidence of previous experience providing fee accounting services to public housing agencies (0-25 points):	25 points
Familiarity with HUD, REAC and related requirements (0-25 points):	25 points
Capability to provide services in a timely manner (0-10 points):	10 points
Cost of Services (0-10 points):	<u>10 points</u>

POINTS EVALUATION

The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

Points Awarded Range			
	Factor Points Value		
Evaluator Rank	10	25	30
Excellent	9-10	21-25	25-30
Very Good	7-8	16-20	19-14
Good	5-6	11-15	13-18
Average	2-4	6-10	7-12
Poor	0-1	1-5	1-6

TYPE OF CONTRACT

BHA contemplates award of an initial three (3) year period with the option for an additional three one (1) year extensions. BHA reserves the right to cancel the contract with a 30-day written notice to contractor. The charges for services must be directly related to the requirements of the general scope of services in the contract. All invoices must be itemized as to the type of work performed. All services will be assigned by the Executive Director or designee.

Proposed Fees and Fee Addendum

The proposed rate shall be based on an estimated 10 hours to a maximum of 30 hours per month Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying not specifically agreed to by the Agency; etc. Proposer shall use the attached Fee and Expenses Attachment to submit cost.

Travel Expenses

The Agency anticipates that the successful proposer may need to charge the Agency for certain travel expenses that the successful proposer may incur to provide the services. Those expenses include travel to and from Biloxi Mississippi and on-site living expenses. Some proposers may not have to incur such charges, so proposing a cost for these Items is optional. However, any proposer that does NOT propose a cost for these items is thereby agreeing that during the entire time of the ensuing contract period(s), he/she will not charge the Agency for any such costs, no matter how much work the Agency retains such proposer to perform. (See Section D: Fees and Expenses)

SUBMISSION INFORMATION

Please submit one (1) original and (3) copies of your proposal in a sealed envelope marked **“RFP # FAC 03.19 Financial/Accounting Consultant** to the following address:

**Purchasing Manager
Biloxi Housing Authority
330 Benachi Avenue
Biloxi, MS 39530
Or P.O. Box 447 (39533)
Tom Noland - tnoland@biloxihousing.org**

Proposals must be received by 3:00 p.m. local time, April 30, 2019.

By responding to this RFP, the offeror accepts all terms and conditions of the RFP. No proposals may be withdrawn after the due date and all stated terms and conditions stated in the proposals are in effect for 60 days. Facsimile and emailed submissions will not be accepted. Please note that for audit purposes, all original proposals submitted will be retained by BHA for two-years from the date of the award of the proposal.

BHA will not be responsible for any costs or expenses incurred by any offeror who submits a response to this RFP or, prior to executing a contract, complying with its requirements, specifications, terms or conditions. BHA is an Equal Opportunity Employer and encourages such practices for its contractors. Minority and women owned businesses are encouraged to apply.

SECTION B

Required Certifications:

1. Form of Non-Collusive Affidavit

FORM OF NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he is

(a partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against

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or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true.

Signature of Partner,
if Bidder is a Partnership

Signature of Officer,
If Bidder is a corporation

Subscribed and sworn to before me this

_____ day of _____, 20__

Notary Public

My Commission expires _____

Section C
Fees and Expenses

Monthly Fees and Expenses

Hours	Rate	Level and title of Consultant	Total
10 hours			
10 hours			
30 hours			
30 hours			
Total Service Fees	X	X	
Estimated Expenses for Travel per month (based on one two-day trip per month)	X	X	
Total Expenses	X	X	
Total Fees and Expenses (based on 10 hours a month)			
Total Fees and Expenses (based on 30 hours per month)			