

REQUEST FOR PROPOSALS

FOR

FEE ACCOUNTING SERVICES 2010-3

ALL PROPOSALS MUST BE ADDRESSED AND SUBMITTED TO:



**PAMELA E. DAVIS, EXECUTIVE DIRECTOR
HOUSING AUTHORITY CITY OF DEERFIELD BEACH, FLORIDA
533 S. DIXIE HIGHWAY, 2ND FLOOR
DEERFIELD BEACH, FLORIDA 33441**

PROPOSALS MUST BE RECEIVED ON OR PRIOR TO 3:00 P.M.

AUGUST 20, 2010

Deerfield Beach Housing Authority



REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS
FOR FEE ACCOUNTING SERVICES 2010-3

The Deerfield Beach Housing Authority is accepting proposals with statements of qualifications from Certified Public Accounting Firms for fee accounting services for a two (2) year period to include the year ending 9/30/2010 through the fiscal year ending September 30, 2012 with three one year option periods.

One Original and eight copies of the proposals should be delivered to the Deerfield Beach Housing Authority, 533 S. Dixie Highway, Ste 201, Deerfield Beach, Florida 33441 on or before 3:00 P.M., Friday, August 20, 2010 and clearly marked "Proposal for Fee Accounting Services."

Bid packages can be obtained at the Deerfield Beach Housing Authority, 533 S. Dixie Highway, Ste 201, Deerfield Beach, Fl. 33441, Telephone number (954) 425-8449 ext. 110, fax (954) 425-8450 and E mail address: pdavis@dbhaonline.org.

The Deerfield Beach Housing Authority reserves the right to waive any minor irregularities as well as reject any and all proposals.

Deerfield Beach Housing Authority



RFP

FOR FEE ACCOUNTING SERVICES 2010-3

The Housing Authority of the City of Deerfield Beach requests proposals from qualified applicants to provide computerized fee accounting services for its 196 units of Public Housing, 430 units of Section 8 Housing Choice Vouchers, 56 unit Low Income Housing Tax Credit Property, the Business Skills Center and other related grant programs. The Deerfield Beach Housing Authority uses Lindsey Software for its public housing needs including accounting. The successful applicants will provide services to the Housing Authority in accordance with the monthly and annual accounting cycles:

1. Process all documents required for budget and operating subsidy preparation, including subsidy calculation, budget forms, utility estimates, and PHAS financial internet submissions. Preparation of the PHA operating budget shall include at least one revision.
2. Perform all operations necessary to maintain the general ledgers and subsidiary ledgers for the Housing Authority, including the following services:
 - A. Reconcile bank statements on a monthly basis,
 - B. Prepare journal vouchers on a monthly basis,
 - C. Maintain the general ledgers on a monthly basis, including development of all entries,
 - D. Provide a detailed transaction register (receipts/disbursements) on a monthly basis,
 - E. Review check coding/code checks,
 - F. Prepare all yearend financial statements and annual closing entries,
 - G. Maintain investment and insurance registers as necessary
 - H. Maintain property ledger/capitalized equipment and depreciation schedules,

- I. Maintain capital funds subsidiary ledgers as required by HUD and subsidiary ledgers for any development funds or grant monies awarded.
 - J. Prepare monthly financial statements of public housing, Section 8, and business skills center programs,
 - K. Provide Housing Choice Voucher Management System monthly reporting.
 - L. Provide financial documents monthly to debt service providers,
 - M. Pay bi-weekly payroll taxes and prepare quarterly 941 reports,
 - N. Assist with annual independent audit
 - O. Assist with annual Low Income Tax Credit (LITC) property audit.
3. Complete the close out for the fiscal year, to include preparation of all forms required by HUD. Prepare timely annual unaudited Financial Data Schedule (FDS) submission to the Real Estate Assessment Center (REAC).
 4. Schedule an annual on-site visit in order to provide clarification on pertinent financial matters relative to questions posed by members of the Board of Commissioners, the auditor, the Executive Director and/or other Authority staff. The successful applicant will also be available as needed to answer questions an auditor may have regarding the financial records of the PHA;
 5. Report to the Board of Commissioners any and all items unusual in nature, requiring the attention of the Authority.

Fee accounting must be in accordance with Generally Accepted Accounting Principals (GAAP) and reporting provisions of applicable HUD and REAC guidelines for Low Income Housing Programs for use in auditing purposes and the Single Audit Act.

The Housing Authority hereby invites qualified firms/individuals to submit proposals for the above referenced services. Proposers must submit ten (10) original copies of each Proposal in accordance with the requirements of this RFP. Proposals will be accepted until 3:00 p.m., August 20, 2010.

Proposals should demonstrate qualifications for work to be performed. In evaluating the proposals the Housing Authority of the City of Deerfield Beach will use the following criteria and points system:

- a. Professional qualifications and evidence of the CPA's ability to perform the work, as indicated by profiles of principals and staff (30 points)
- b. Availability of the principle fee accountant for on-site consultation including attendance of regular Board meetings if required. (10 points)
- c. Experience with Public Housing Authorities needs and relevant HUD, Low Income Tax Credit and REAC requirements (30 points)
- d. Cost for monthly fee accounting service (20 points)
- e. Knowledge and experience on public housing software (10 points)

In the proposal, the firm should supply the following information (not all inclusive):

- a. Qualifications/Experience of the firm
- b. Qualifications/experience of the individual(s) performing the services
- c. Professional References
- d. Cost for services
- f. Payment Schedule
- g. Evidence that the accounting firm is registered in Florida
- h. Evidence of professional liability insurance carried by the firm
- i. Evidence of Workman Compensation Insurance
- j. HUD Form 2992

GENERAL

The Board of Commissioners reserves the right to reject any and all proposals.

Proposals and materials contained therein shall become the property of Housing Authority of the City of Deerfield Beach, Florida upon submittal.

Regardless of outcome, firms shall not hold Housing Authority of the City of Deerfield Beach responsible for any expense in the preparation of their RFP or in negotiating towards a contract.

Housing Authority of the City of Deerfield Beach will reject the Proposal of any firm who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to PHAs, and reserves the right to reject the proposal of any firm who has previously failed to perform contract properly.

All firms shall provide a signed statement ensuring that no Member of Congress, employee of the U.S. Government, employee or relative of the Deerfield Beach Housing Authority, has an interest wither direct or indirect, in this project, as proposed.

APPENDIX II

TENANTIVE SCHEDULE FOR SELECTION AND AWARD

1. Public Solicitation: Sun Sentinel July 29, 2010, August 3, 2010 and August 12, 2010; DBHA website
2. Release of RFP as requested
3. Responses due by August 27, 2010
4. Proposals and statement of qualification review completed by Board by September 3, 2010
5. If requested oral presentation will be a special Board meeting held, September 10, 2010 at 9:00 a.m. at 533 S. Dixie Highway, Ste 202, Deerfield Beach, Florida.
6. Deerfield Beach Housing Authority Board of Commissioners selection of firm September 15, 2010 at the housing authority regular schedule board meeting.