

REQUEST FOR PROPOSALS

FOR

**FEE ACCOUNTING SERVICES REVISED
RFP NO. 13-08 *REVISED***

**ALL PROPOSALS MUST BE ADDRESSED
AND SUBMITTED TO:**

**MR. TOM McCASLAND, CHIEF EXECUTIVE OFFICER
HARRIS COUNTY HOUSING AUTHORITY
8933 INTERCHANGE
HOUSTON, TEXAS 77054**

PROPOSALS MUST BE RECEIVED ON OR PRIOR TO 4:00 P.M. CST, SEPTEMBER 23, 2013

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**Harris County Housing Authority
Request for Proposals
Fee Accounting Services**

The Harris County Housing Authority (HCHA) in Houston, Texas, is soliciting this Request for Proposals (RFP) from accounting firms for fee accounting services for its programs identified below.

1.0 BACKGROUND

HCHA is a public body corporate and politic established pursuant to Texas State Statutes Chapter 392 and administers housing programs for low income families. HCHA receives funding primarily from the United States Department of Housing and Urban Development (HUD) and is entitled to apply for funding to acquire, construct, modernize, maintain, and operate housing developments. For REAC purposes, HCHA is an A-133 non-COCC elimination submission.

For the year ended March 31, 2012, HCHA had the following programs:

<u>Program</u>	<u>Revenues</u>	<u>Total Assets</u>
Disaster Housing Assistance Program	42,000	144,100
Disaster Voucher Program	90,500	1,736,900
Veteran's Affairs	667,500	-
DHAP-Ike	2,535,400	6,645,600
Section 8 Mod Rehab	49,500	32,200
Section 8 Mod Rehab SRO	333,400	58,500
Cypresswoods Estates (wholly owned business activity)	6,565,500	15,806,200
Other Business Activities	1,149,500	21,817,400
Component Units	6,622,000	68,711,986
Housing Choice Vouchers	31,954,600	449,900
	50,009,900	115,402,786

HCHA is governed by a five member Board of Commissioners. The Board of Commissioners hires the CEO to oversee the day-to-day administration of HCHA. The Accounting Office is staffed with one senior accountant, and one junior accountant.

2.0 GENERAL REQUIREMENTS

Firms responding to this RFP must submit the following information in their proposals:

1. The qualification and experience of the firm with special emphasis on the HUD-subsidized housing market.

2. Names and credentials of the people in the firm who will be assigned to HCHA and the percentage of time to be spent by each.
3. A listing of housing authorities currently under contract with the firm.
4. Evidence of professional liability coverage at not less than \$1,000,000 aggregate.
5. A description of the services that the firm offers in response to the **SCOPE OF SERVICES** section outlined below.
6. A description of the experience of the firm with public housing- related computer software and computer systems.
7. An hourly rate by staff member times the total hours of time each is expected to work on the items outlined in the scope of services. Firms should also give a grand total cost along with a not-to-exceed fee which should include travel costs.

3.0 SCOPE OF SERVICES

The scope of services to be provided by the fee accountant will include:

1. Review the 03-31-2013 audit and ensure the audit adjustments have been applied to all lines of business (LOBs) in order to produce a proper equity roll forward.
2. Review all general ledgers (G/Ls) and trial balances (T/Bs) for the period 04-01-2012 through current to recommend adjustments and entries necessary for HUD & GAAP compliance.
3. Review reports from HUD-QA, HUD-IG & other oversight agencies and determine applicability to the books, records and year end closing.
4. Provide support through the acceptance of the unaudited REAC F/S submission.
5. Prepare a transition from a pooled cash system to a revolving fund with separate cash accounts and interfund accounts for all LOBs.
6. Provide support, if needed during the audit period.
7. Submit the audited F/S to REAC through the final submittal after IPA Accept.
8. Recommend changes to general ledgers to be consistent with HUD protocol & GAAP, if necessary.
9. Prepare and review monthly F/S to GAAP specifications & review G/L for propriety.
10. Review and advise on HCHA's internal control system in its accounting functions.
11. Train accounting staff on accounting issues as needed.
12. Advise the CEO and the Board of the financial implications of management proposals and participate in HCHA planning efforts as requested.

4.0 PROPOSAL SUBMISSION AND AWARD

Proposers must submit five (5) original copies of each proposal in accordance with the requirements of this RFP.

Proposals will be accepted until 4:00 p.m. CST, September 23, 2013.

In the interest of fairness to all competing proposers, HCHA will treat as ineligible for consideration any proposal that is received after the deadline. A facsimile copy (FAX) of a proposal is not acceptable.

Only proposals meeting all requirements and including all documentation as described above will be given consideration. HCHA will base contract award upon the following selection criteria:

1. Knowledge of HUD regulations, requirements and accounting practices as well as applicable Federal, State and Local laws. (50 points)
2. Experience with public housing authorities of similar size and program composition as HCHA. (20 points)
3. Knowledge and experience on public housing software. (10 points)
4. Availability of the principal fee accountant(s) for on-site consultation including attendance of regular Board Meetings when needed. (5 points)
5. Fee Structure (15 points)

**Proposal submission and questions should be directed to:
Harris County Housing Authority
8933 Interchange
Houston, TX 77054
(713) 578-2100
Attention: Mr. Tom McCasland, Chief Executive Officer**

5.0 GENERAL INFORMATION

All proposals must conform to requirements outlined herein. HCHA reserves the option to require oral presentation of proposals or to request additional information from selected candidates.

HCHA reserves the right to select the offeror(s) determined to be the most responsive and responsible, and in the judgment of the HCHA, that best meet its needs for the specified services. HCHA further reserves the right to negotiate all terms of the contract(s) including price.

Proposals must list the names, agency(ies), contact person, telephone numbers, resumes and the profile of expected participants in the implementation of the services. Proposals must provide a detailed plan, including schedules of events related to, how, and when the services will be implemented. There may be subsequent instructions, if any, issued to the selected proposer(s) in connection with the final process.

The Board of Commissioners reserves the right to reject any and all proposals. Proposals and material contained therein shall become the property of HCHA upon submittal.

Regardless of outcome, firms shall not hold HCHA responsible for any expense in the preparation of their RFP or in negotiating towards a contract.

HCHA 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 offeror who has previously failed to perform any contract properly.

Confidentiality of Proposals:

There will be no public opening of proposals. All proposals and information concerning same shall remain confidential until all negotiations are completed and the Notice of Award is issued. Offerors are hereby notified that all proposals received by HCHA shall be included as part of the official contract file. Therefore, any part of the proposals that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the Contractor that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposals despite anything contrary to this provision stated in the proposal.

Modifications or Withdrawals

Proposals may not be changed, modified, or withdrawn after the time and date specified for proposal submission. All requests to change, modify or withdraw a proposal prior to the proposal due date must be in writing and bear the same contractor name appearing on the proposal already submitted.

6.0 CORRESPONDENCE

An amendment may be issued prior to the opening of proposals for the purpose of changing or clarifying the intent of this RFP. All amendments shall be binding in the same way as if originally written in this RFP.

Any interpretation affecting all contractors made prior to the proposal due date will be issued in the form of an amendment. The HCHA will not be bound by or responsible for any other explanations or interpretations of this RFP package other than those given in writing as set forth in this paragraph. Oral instructions, interpretations, or representations will not be binding upon the HCHA or HCHA representatives.

Subcontractor(s) and others who have been requested by the contractor to assist in preparing a proposal shall obtain necessary information from the contractor. They shall not directly contact the HCHA or HCHA representatives for this information.

7.0 AVAILABILITY OF RECORDS

The U. S. Department of Housing and Urban Development, the Inspector General of the United States and the HCHA, and any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the firm(s) office or firm, which shall relate to the performance of the services to be provided.

8.0 CONFLICT OF INTEREST

No employee, officer or agent of the HCHA shall participate directly or indirectly in the selection or in the award of any contract if a conflict, real or apparent, would be involved.

Such conflict would arise when a financial or other interest in an agency selected for award is held by:

- an employee, officer or agent involved in making the award; or
- his/her relative including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister; or
- his/her business or professional partner; or
- an organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

9.0 CONDITIONS AND LIMITATIONS

This RFP does not represent a commitment or offer by the HCHA to enter into contract(s), or other agreement with a proposer. All costs incurred in the preparation of this proposal are to be borne by the proposer. The proposal and any information made a part of the proposal will become a part of the HCHA's official files without any obligation on the HCHA's part to return it to the individual proposer. This RFP and the selected agency's proposal will, by reference, become a part of any formal agreement between the agency(ies) and the HCHA resulting from this solicitation.

The HCHA reserves the right to waive any irregularities or formalities in any or all proposals or any part thereof. Failure to furnish all information requested may disqualify a proposer.

The HCHA reserves the right to request clarification of proposal data without changing the terms of the proposal.

The contractor shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the HCHA for the purpose of influencing consideration of a proposal.

The contractor shall not collude in any manner or engage in any practices with any other proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the proposal to be rejected. This prohibition is not intended to preclude joint ventures or subcontracts.

10.0 MINORITY/WOMEN BUSINESS PARTICIPATION

The firm(s) awarded the contract agrees to utilize its good faith and best efforts to subcontract with minority business enterprises and women business enterprises (herein called M/WBE) certified as such or recognized by the HHA as such. The offeror shall attempt to subcontract a sufficient dollar amount with M/WBEs in an effort to meet the HHA goal of a minimum of 30 percent of the final contract dollars are expended on one or more M/WBEs. All adjustments that cause the contract price to increase will also increase the total amount the offeror must expend on M/WBEs.

USING BEST EFFORTS TO FULFILL MBE/WBE REQUIREMENTS

In the event HHA has a reasonable belief that the offeror will not use his/her best efforts to meet the 30 percent M/WBE participation goal, HHA reserves the right to pull work from the contract. Best efforts may be established by showing the offeror has contacted and solicited bids/quotes from subcontractors and worked with the Housing Authority to seek assistance in identifying M/WBEs.

11.0 PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex or national origin must be met by the offeror.

The offeror must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975, and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs must be met by the offeror.

The offeror must also meet the requirements of Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

12.0 DECLARATION – (REQUIRED SUBMITTAL)

The undersigned, as offeror, declares that the only persons interested in this response are named herein, that no other person has any interest in this proposal, that this proposal is made without connection or arrangement with any other person, and that this proposal is in every respect fair, in good faith, and without collusion or fraud.

The offeror further declares that he/she has complied in every respect with all of the instructions of contractors, and has read all addenda, if any, has satisfied himself or herself fully relative to all matters and conditions with respect to the proposal.

The offeror agrees, if this proposal is accepted, to execute such agreement as appropriate for the purpose of establishing a formal contractual relationship between the offeror and the HCHA for the performance of all requirements to which the proposal pertains.

The offeror states that this proposal is based upon the proposal documents and addenda, if any.

Persons Interested in this Response:

Name	Identity of Interest
1.	
2.	
3.	
4.	

NAME OF FIRM/INDIVIDUAL/CORPORATION

SIGNATURE

TITLE

CITY, STATE

SUBMITTAL DATE

ATTACHMENT A
FORM OF NON-COLLUSIVE AFFIDAVIT

STATE OF TEXAS

COUNTY OF HARRIS

_____, 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, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person to fix the bid price of 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

THE HARRIS COUNTY HOUSING AUTHORITY

of any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

Signature of Bidder, if Bidder is an Individual

Signature of Bidder, if Bidder is a Partnership

Signature of Officer, if Bidder is a Corporation

Subscribed and sworn to before me this _____ day of _____, 2013

Notary Public

My commission expires: _____

ATTACHMENT C

Form HUD-5369-B, Instructions to Offerors, Non-Construction

ATTACHMENT D

Form HUD-5369-C, Certifications and Representations of Offerors

ATTACHMENT E

Form HUD-5370-C, General Contract Conditions, Non-Construction

ATTACHMENT F

Conflict of Interest Questionnaire (CIO)

ATTACHMENT G

Section 3 Policy