

**LAKWOOD HOUSING AUTHORITY
PUBLIC NOTICE
REQUEST FOR PROPOSALS**

The Lakewood Housing Authority is hereby soliciting proposals for the provision of Accounting Services for a period of one year commencing June 1, 2021. Proposals will be to render accounting services which the Authority may require in the operation and management of all its projects and programs.

Effective December 1, 2016 the Authority converted all 206 of its Public Housing units through the RAD Program to Project Based Vouchers. The LHA created a non-profit to act as property/leasing manager which will need to be included as a discretely presented component unit. The Authority also administers approximately 927 Section 8 Housing Choice Vouchers, of these approximately 40 households are enrolled in the Family Self-Sufficiency Program, (FSSP), 130 slots are allocated to the Family Unification Program (FUP), and approximately 50 households are enrolled in the Section 8 Housing Choice Vouchers (HCV) Homeownership Program. All proposers must be registered with the Department of Labor at the time the Proposal is received by the Authority. The Certificate need not be submitted until after the Proposal is received and prior to the award of the contract.

All proposals will be evaluated, rated, and ranked in accordance with the evaluation criteria set forth in the RFP Package. The maximum total score is 35, Professional Experience and Technical Competence (10), Fees for Service (8), Past Performance on typical other Commissions (8), Ability to Meet the Time Schedule (6), and Response to Invitation (3). Contracts shall be awarded to the most responsible offer or whose proposal is most advantageous to the program, with price and other factors considered.

All persons interested in submitting a proposal for Accounting Services should submit a proposal based upon two flat fees. One flat fee for the Project Based Voucher Program and a separate flat fee for the remaining programs.

All proposals must be submitted by 10:00AM, Wednesday, April 7, 2021 to the Lakewood Housing Authority, 317 Sampson Avenue, Lakewood, New Jersey 08701, Attention: Scott E. Parsons, Executive Director. LATE PROPOSALS WILL NOT BE ACCEPTED.

Proposals must be submitted on the specific form contained in the RFP Package, and enclosed in an envelope clearly marked "Proposal for Accounting Services". The RFP Bid Package may be obtained by contacting Scott E. Parsons at 732-364-1300 ext. 109 or Email at sparsons@lakewoodha.org, or on the LHA website at www.lakewoodha.org.

LAKWOOD HOUSING AUTHORITY

Scott E. Parsons, Executive Director
March 10, 2021

REQUEST FOR PROPOSALS
ACCOUNTING SERVICES

The Housing Authority of the Township of Lakewood, New Jersey will accept proposals for accounting services for a one-year period, commencing June 1, 2021.

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).

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: (a) RAD PBV, (206 units); (b) Section 8 Housing Choice Vouchers, (927 units); (d) Family Self Sufficiency Program; (e) Sec. 8 Family Unification Program, (130 slots) and Section 8 HCV Homeownership Program.

The services shall include the following:

1. Monthly postings to the general ledger, including preparation of monthly journal entries. The books must be maintained in accordance with the principles and standards, and the classification and description of accounts, as prescribed by HUD.
2. Assist in the preparation of budgets, financial statements, and forms as required by law and the policies of the United States Department of Housing and Urban Development (most budgets are, and will be, prepared in-house).
3. Preparation of financial reports.
4. Review of all state and federal payroll forms and reports.
5. Attendance at meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director.
6. Prepare/review monthly reports submitted to the Board.
7. Review monthly reconciliation of bank accounts for Section 8 and ***Project Based Vouchers*** promptly upon receipts of the bank statements.
8. Review reconciliation of balances of tenant's accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records.
9. Prepare applicable work papers for Fiscal year-end audits.
10. Submit Fiscal year-end unaudited financial statements via the internet.

11. Advise staff of HUD rules and regulations relating to financial, auditing and accounting controls and their implementation.
12. Recommend and review such additional fiscal controls as are necessary to ensure the integrity of the Authority's fiscal operations.
13. To provide advice and guidance for the implementation for a Project Based accounting system to ensure compliance with HUD rules and regulations.

QUALIFICATIONS:

1. Must be a Certified Public Accountant (CPA) licensed/registered by the State of New Jersey, or Licensed Public Accountant.
2. Must possess experience and an understanding of HUD-funded housing programs (please cite specific experience in your proposal).
3. Must be approval by the United States Department of Housing and Urban Development and not be suspended or debarred by any Federal, State, or Local government.

PROPOSAL SUBMISSION AND EVALUATION:

All persons interested in submitting a proposal for accounting services should submit a proposal *based upon two flat fees. One flat fee for the Project Based Voucher Program and a separate flat fee for the remaining programs. In addition, the fees must be broken down by month.* Proposals (original plus one) should be delivered to the office of the Lakewood Housing Authority, 317 Sampson Avenue, Lakewood, New Jersey 08701 on or before 10:00 AM, Wednesday, April 7, 2021. **Please mark envelope "RFP Accounting Services "** All persons submitting a proposal are encouraged to contact the Housing Authority in an effort to personally review the financial operations of the Authority. Please call Scott E. Parsons, Executive Director, for further inquiries, at (732) 364-1300 x109. **ALL PROPOSALS SHALL BE EVALUATED, SCORED, AND RATED BASED ON THE WEIGHT RATING CONTAINED IN THE ENCLOSED 'EVALUATION CRITERIA'**. Contract shall be awarded to the responsible offer or whose proposal is most advantageous to the program, with price and other factors considered. The Authority reserves the right to waive any informality of the proposals and the right to reject any and all proposals.

Sincerely,
LAKEWOOD HOUSING AUTHORITY

Scott E. Parsons
Executive Director

Date: March 10, 2021

HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD

QUALIFICATION and EVALUATION CRITERIA FOR PROFESSIONAL SERVICES/ACCOUNTING

Please provide to the Authority (LHA) a concise synopsis of the firm's qualifications to perform the referenced work. The following criteria, listed in order of relative importance and associated weighted ratings, will be used to judge the Qualifications:

IT IS THE RESPONSIBILITY OF THE FIRM TO PROVIDE IN THEIR SUBMITTAL THE INFORMATION REQUESTED. THIS MUST INCLUDE SPECIFIC DATA WHICH ADDRESSES EACH CATEGORY WITHIN THE QUALIFICATION CRITERIA. THE LHA MUST BE ABLE TO CLEARLY DETERMINE FROM THE INFORMATION PROVIDED THE FIRM'S CAPABILITIES IN A PARTICULAR AREA THE FIRM CANNOT PRESUME THAT THE AUTHORITY KNOWS THE EXPERTISE OR EXPERIENCE OF THE FIRM UNLESS IT IS SO STATED. IT IS IMPORTANT THAT THE RESPONSES BE ORGANIZED IN ACCORDANCE WITH THE QUALIFICATION CRITERIA FORMAT SINCE THE SCORE SHEET USED IN THE EVALUATION WILL PARALLEL THIS ORDER. ELABORATE BINDERS, GRAPHICS BROCHURES, APPENDIXES AND ILLUSTRATIONS ARE NEITHER NECESSARY NOR DESIRED. LEGIBILITY, COMPLETENESS AND ADHERENCE TO FORMAT ARE ESSENTIAL.

The maximum **TOTAL SCORE, which can be achieved by a Firm**, is 35. This is, of course, equal to the summation of the individual Category Scores.

I. **QUALIFICATION CRITERIA**
CATEGORY 1
PROFESSIONAL EXPERIENCE AND
TECHNICAL COMPETENCE

Maximum
Category Score
10

Indicate the professional experience and technical competence of your firm and its personnel for this particular project. Include qualification, experience or abilities of your firm, its principals, staff and facilities, which will be of special importance and use on this commission.

Experience shall include Quantity (by numbers and tenure) and Size (by scope and dollar amount) on order of importance:

- with Public Housing Authorities (PHAs)
- with public sector housing agencies (i.e. HUD, NJHMFA, etc.)
- With units of local government or public sector agencies, commissions, boards, authorities, etc.
- With private sector.

Experience assessment will be applied in order of importance to: the principal(s) to be assigned to the job: the firm's principals; staff; corporate entity. Background and experience both with the firm and prior to joining the firm, i.e. total career, shall be included.

Similarities to the LHA's size and composition (i.e. number of units in project, age, density, family/senior occupied, decentralized administration, similar programs administered, (e.g., Sec. 8 Housing Choice Voucher Program, H.O.M.E., Low-Income Public Housing, Capital Fund Program, Family self-sufficiency, etc.) shall be in order of importance as follows: very similar to LHA; larger more complicate; smaller less complicated.

Be sure to address the specific areas of experience and capabilities which are listed below in order of importance:

- a) Work experience of an identical, very similar, comparable or related nature which makes the Firm particularly suitable and especially qualified for this commission.
- b) Experience and capabilities of personnel to be used for the services.
- c) Professional and technical background of firm's principals and staff especially as it relates to this project. This shall include education, tenure, experience, license, publications, association membership and other background particularly suitable for this commission.
- d) Size (in terms of scope and dollar amount) of past work referenced above in comparison to this project.
- e) Indicate familiarity with the types of concerns and problems applicable to this commission. Provide related past experience or anticipated issues which would be of benefit to the LHA

Score Range

Category 1 - Professional Experience and Technical Competence
10

Identical or very similar work experience with maximum range if with several similar housing authorities; superior related technical competence and background on several projects of similar or larger size; expertise for this commission is apparent.

6
Comparable work experience; has some Housing Authority or public sector experience; private sector experience very comparable; area of expertise is along the lines of this commission; good related technical capabilities and background; past commission sizes compare to this commission.

2
Related work experience in some areas but not other; experience and competence not particularly applicable; technically capable.

U-Unacceptable

Little or no related work experience; apparent area of expertise not pertinent to this commission; no demonstrated evidence that firm is especially suited for this commission; past job sizes are significantly smaller.

CATEGORY 2
Fees for Services

Cost to perform all the services outlined in the RFP.

Maximum
Category Score
8

Category Score.

Score Range, Category 2- Fees

8
Within the lower group of prices; price variations are relatively small or insignificant;

5
Within the mid group prices; price is reasonable relative to most others.

1.5
Substantially lower or higher than any other prices; where low, ability to perform at a noted fee is suspect; where high, fee is not excessive

U-Unacceptable

So low as to be impossible or impractical to perform satisfactorily to requirements of RFP; significantly higher than most other fees; excessive for work that is requested.

CATEGORY 3
PAST PERFORMANCE ON TYPICAL
OTHER COMMISSIONS

Maximum
Category Score
8

Provide historical information as well as names and telephone numbers of references for prior work, which is most similar to this commission. Past performance will be assessed in terms of:

- a) Cost control (budget v. actual cost).
- b) Quality and thoroughness of work (How complete and professional is the work).
- c) Timely responses to questions, inquiries and schedules.
- d) Availability and ease of speaking to and meeting with principals and/or staff
- e) Follow-up to ensure that work complies with contract and agreements.
- f) Letters and minutes of meetings and/or confirming correspondence are automatically provided; file is sufficiently documented.
- g) Requests for additional fees are minimized and confined to out of scope work
- h) Ability to deal professionally, fairly (in context of contract requirements) and reasonably with other parties.

Category Score.

Score Range:

Category 3 - Past performance on Typical Other Commission

8

Performance and abilities clearly above norm; very responsive and service oriented; complies with contract scope and requirements; meets schedules and budgets; would not hesitate to use again.

5

Overall performance acceptable; better in some areas than others; requires only occasional follow-up and monitoring; quality and thoroughness of work is good; schedules and budgets are usually very close to requirements.

1.5

Close monitoring advisable; not as thorough as should be; does not always meet schedules or budgets; slow with responses.

U-Unacceptable

Unresponsive; work quality lacking; poor control of budget and schedules; direct cause of problems with commission; would not use again.

CATEGORY 4
ABILITY TO MEET THE TIME SCHEDULE

Maximum
Category Score
6

Detail the firm's ability to provide the professional services in the time frame outlined. Take into consideration the current/planned workload as well as the staffing considerations needed for timely performance. Indicate if new staff will be necessary.

Category Score.

Score Range:

Category 4- Ability to meet time schedule

6

Current/pending workload clearly allows for new work; key staffing in place; can easily perform within the required federal and State time frames; can begin immediately.

4

Existing workload would not hamper new commission; key staffing available; can perform within necessary time frame.

1

Time frame tight based on current workload; significant or key staff additions needed in a short time period to meet schedule.

U-Unacceptable

Ability to meet schedule is very suspect if not improbable.

CATEGORY 5
RESPONSE TO INVITATION

Maximum
Category Score
3

3

Well organized and presented; all information required is available; qualifications of Firm for this commission have been completely conveyed.

1

Organization and presentation is acceptable; responses essentially complete; good understanding of Firm's qualifications.

0

Difficult to ascertain information in an organized, reasonable manner; some information not fully complete; minimal effort in preparing submittal.

Maximum Total Score. 35

Total Category Scores. _____

II. The LHA will assess all proposals on the basis of the criteria noted above. Each category contains a Scale Range as summarized below

Score Range by Category:

#1 Experience/ Competence	#2 Fees	# 3 Past Performance	#4 Time Schedule	#5 Response to Invitation
10	8	8	6	3
6	5	5	4	1
2	1.5	1.5	1	0
Unacceptable	Unacceptable	Unacceptable	Unacceptable	NA

An unacceptable score in any area will result in no further review and the Firm will not be considered for the commission.

In Categories 1 (Experience and Competence) and 3 (Past performance), numerous specific areas of the Firm's background are addressed. An overall score will be given to the entire category in consideration of the relative importance of the items within the category.

The Authority will score each category in accordance with the parameters outlines. The descriptions provided may not represent all or every basis for a particular score, but do reflect the overall rationale to be employed.

III. GENERAL INFORMATION

A. In addition, to the above requirements the firm shall also provide the following information in the Qualification Package:

- Letter of Interest
- Statement demonstrating understanding of the services required.
- Profiles of the firm's principals, staff and facilities.

-A schedule of hourly rates for all categories of staff, who will be assigned to perform the above services if a contract is awarded; and other charges, if any, must be specified. If no other charges are specified, they may not be subsequently claimed, and will not be paid.

-Certified statement that the individual(s)/firm is/are licensed to practice in New Jersey and that neither individuals of the firm nor the firm are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.

B. AMENDMENT TO PROPOSAL, ANNEXED

If the Accountant selected is a firm (e.g., Partnership, Professional Corporation) then, prior to the Award of work by the Housing Authority, the Proposal shall be amended to include the name of the lead Accountant who will be personally charged with and have the primary obligation to perform the services, together with, if any, the name(s) of the other accountant(s) in the firm who will assist the lead Accountant; all as required to be submitted in the Proposal set forth in the within Request for Proposals.

CONTRACT
PROJECT BASED VOUCHER PROGRAM
AND
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

THIS AGREEMENT entered into as of _____20____ and between The
HOUSING AUTHORITY OF LAKEWOOD, hereinafter referred to as the "Authority" and
_____ hereinafter referred to as the "Accountant",
_____;

WITNESSETH THAT:

WHEREAS, the Authority desires to engage the Accountant to render certain technical advice and assistance in connection with such undertakings of the Authority;

NOW THEREFORE; the parties hereto do mutually agree as follows;

1. Scope of Services

The Accountant shall perform all necessary services provided under this Contract.

The Accountant shall do, perform and carry out in a satisfactory and proper manner, as determined by the Authority, the following:

- a. Monthly posting to the general ledger, including preparation of monthly journal entries. The book must be maintained in accordance with the principals and standards and the classification and description of accounts as prescribed by HUD.
- b. Assist in the preparation of budgets, financial statements, and forms as required by law and the policies of the United States Department of Housing and Urban Development (most budgets will be prepared in-house).
- c. Preparation of financial reports.
- d. Review of all statement and federal payroll forms and reports.
- e. Attendance at meetings with HUD staff, HUD auditors, independent auditors and commissioners as requested by the Board of Commissioners and/or Executive Director.
- f. Prepare/review monthly reports submitted by the Board.
- g. Review monthly reconciliation of bank accounts for Public Housing, Section 8 and Capital Fund Programs, promptly upon receipt of the bank statements.
- h. Review reconciliation of the balances of the tenant's accounts whenever the

summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records.

- i. Prepare applicable work papers for fiscal year end audits.
- j. Advise staff of HUD rules and regulations relating to financial, auditing and accounting controls and their implementation.
- k. Recommend and review such additional fiscal controls as are necessary to ensure the integrity of the Authority's fiscal operations.
- l. To provide advice and guidance for the implementation for a Project Based accounting system to ensure compliance with HUD rules and regulations.

The Authority shall furnish data and information to the Accountant as required.

2. Time of Performance/Term:

The services of the Accountant are to commence _____ 20__ and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purpose of this Contract. The services herein shall be effective for the _____ period ending _____, 20__.

3. Compensation and Method of Payment:

The Authority will pay the Accountant the maximum amount of _____ for the year, which shall constitute full and complete compensation for the scope of services set forth in Section 1:

**Total Contract Fee for accounting services
for Project Based Voucher Program for the year** \$ _____

**Total Contract Fee for accounting services
For remaining programs for the year** \$ _____

4. Termination

Notwithstanding the term of this Contract as hereinabove mentioned, the Authority may terminate this Contract failure or refusal of the Accountant to perform to the satisfaction of the Lakewood Housing Authority, the services herein agree upon, by giving to the Accountant in writing a 30-day notice of such termination. In the event of such termination, the Accountant shall be paid for all services rendered to date on a pro rata basis.

5. Officials Not to Benefit:

No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this Contract, or to any benefit that may arise therefrom.

6. Interest in Members of Local Public Agency:

No member of the Authority shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership or association in which he is directly or indirectly interested nor shall any member, officer, agent or employee of the Authority have any interest, direct or indirectly in this Contract, or the proceeds thereof.

7. Equal Employment Opportunity:

During the performance of this Contract, the Accountant agrees as follows:

- a. The Accountant will not discriminate against any employee or applicant for employment because of race, creed, color or national origin. The Accountant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color or national origin. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection of training including apprenticeship.
- b. The Accountant agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the Authority setting forth the provisions of this non-discrimination clause.
- c. The Accountant will, in any solicitations or advertisement for employees placed by or on behalf of the Accountant, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.

IN WITNESS THEREOF, the Authority has caused this Agreement to be duly executed and its seal to be hereto affixed, and the Accountant has hereto set his hand and seal, as the _____, 20____.

HOUSING AUTHORITY OF LAKEWOOD

By: _____
Scott E. Parsons, Executive Director

ATTEST:

By: _____

WITNESS:
