

**REQUEST FOR QUALIFICATIONS
FEE ACCOUNTANT SERVICES
ENFIELD HOUSING AUTHORITY**

September 22, 2021

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**LEGAL NOTICE
ENFIELD HOUSING AUTHORITY
REQUEST FOR QUALIFICATIONS
Fee Accountant Services**

The Housing Authority of the Town of Enfield (EHA) is soliciting responses for the qualifications and fee proposal from Certified Public Accounting individuals or firms to perform fee accountant services for its public housing agency. A duly qualified accountant or accounting firm shall perform offsite monitoring and work with the Deputy Executive Director to review the EHA's books and records. All services must be provided in accordance with existing rules, orders, directives, and regulations of the United States Department of Housing and Urban Development (HUD), Connecticut State Department of Housing (DOH), and the Connecticut Housing Finance Authority (CHFA).

The scope of services requested of the Fee Accountant will relate to all of the EHA's programs including, but not limited to, 191 Housing Choice Vouchers, 60 incoming portable Housing Choice Vouchers, and 456 State financed dwelling units. It is expected that the fee accountant services will be performed in accordance with generally accepted accounting principles and other guidelines as typically required in the housing authority industry.

The RFQ package may be obtained online at www.enfieldha.org or at the Enfield Housing Authority, 1 Pearson Way, Enfield, CT 06082.

RFQ submissions are due by 3:00 PM EST on October 15, 2021. Late proposals will not be accepted.

Interested firms/parties shall submit all documents listed under "Submission Requirements" in the RFQ package. The Enfield Housing Authority will consider all responses and evaluate the same.

Responses should be sealed, and hand delivered, mailed, or delivered via courier service to:

Scott C. Bertrand, Executive Director
Enfield Housing Authority
1 Pearson Way
Enfield, CT 06082

The EHA reserves the right to make its final decision based solely on the responses and/or to negotiate further with one or more firm/party. The firm chosen will be selected on the basis of greatest benefit to the Authority, not necessarily on the basis of lowest cost proposal submitted.

The Housing Authority of the Town of Enfield is an equal opportunity employer and reserves the right to reject any or all proposals and/or waive any informality, when such action is deemed to be in the best interest of the Authority. No proposal should be withdrawn for a period of 120 days subsequent to the closing date set for submission without the express consent of the EHA.

ENFIELD HOUSING AUTHORITY AGENCY PROFILE

The Housing Authority of the Town of Enfield (EHA) is a municipal housing authority organized under the laws of Connecticut (C.G.S. Chapter 128, Section 8 – 40). EHA is governed by its five-member Board of Commissioners and managed by an Executive Director. It's primary responsibility in the Town of Enfield is the administration of various Federal and State housing programs for the benefit of low- and moderate-income families, elderly, and disabled individuals.

The EHA administers 191 Section 8 Housing Choice Vouchers (including VASH and Mainstream) along with approximately 60 incoming portable Housing Choice Vouchers. In addition, the EHA manages 456 State financed dwelling units.

EHA currently has 17 staff which consists of 16 full-time and one part-time positions.

SCOPE OF SERVICES

1. Review and analyze, at least quarterly, the books of accounts and records of the EHA in accordance with the procedures outlined by the EHA administration.
2. Review controls of costs and finances.
3. Prepare and review journal entries, as needed.
4. Prepare and review reports and balance sheets required by Federal, State and/or local laws, statutes or regulations.
5. Assist with year end and grant closings.
6. Be available and serve as consultant on accounting, funding and other financial matters.
7. Inform the Executive Director of any matters that come to their attention which causes them to believe that any errors or irregularities or illegal acts may exist.
8. Review financial policies and procedures and make recommendations as appropriate for State of Connecticut and HUD compliance.
9. Assist with the preparation and submission of the monthly Voucher Management System (VMS) reports.
10. Review bank escrow accounts and reports.
11. Provide financial records, statements and assistance for the annual Independent Audit, and other audits as necessary.

12. Advise the EHA of financial impacts of management proposals, regulatory changes and changes of accounting standards.
13. Preparation of year-end forms mandated by HUD.
14. Make recommendations for best practices, SOPs, necessary policies, procedures, and organization.
15. Assist EHA in maintaining compliance with GAAP and GASB regulations.
16. Review for accuracy: Balance Sheet, General Ledger, Trial Balance and General Journal Transaction reports and budget comparatives. Prepare any necessary adjustments to the monthly reports and reconcile any necessary balance sheet items.

The accounting firm will complete the year-end closing and return all audit material within sixty (60) days after the end of the fiscal year to the EHA so that an independent audit can be performed. In addition, the accounting firm will be available to answer any questions an auditor may have about the financial records.

SUBMISSION REQUIREMENTS

Submission Contents:

1. One (1) original and two (2) copies of the proposal must be submitted in a sealed envelope and labeled ***Sealed Proposal - RFQ - Fee Accountant Services***.
2. List the name of the consultant(s), with phone numbers, of persons who may be contacted to answer questions.
3. Proof of licensure as a Certified Public Accountant.
4. Statement of Qualifications: Interested parties must demonstrate the minimum qualifications set forth in the RFP. The information shall include a professional resume(s) stating qualifications to provide the services described herein. Include the number of years in business, number of employees/professional associates, location of office of offices, names of principals or employees who will provide the services, and type of entity (corporation, partnership, etc.)
5. Demonstration of in-depth knowledge of HUD and State of Connecticut accounting and regulations specific to housing authority programs.
6. Evidence of Professional Liability Insurance coverage and limits.
7. Client References: Provide a minimum of three (3) professional references of customers, clients or owners for whom you have delivered similar services. Please provide addresses, phone numbers and individual contacts for each reference.

8. Fees and Costs: provide a schedule of fees and costs indicating the cost of services on an hourly basis and other applicable costs/fees. Fees should be fixed, where possible. Indicate how and when those costs will be billed to EHA.

Manner of Submission and Deadline:

Proposals can be hand-delivered, mailed or delivered via courier service, and must be received and date stamped by no later than 3:00 PM EST on Friday, October 15, 2021, at the Enfield Housing Authority Administrative Office, Attention: Scott Bertrand, Executive Director, 1 Pearson Way, Enfield, CT 06082. Email and facsimile submissions are not accepted. Proposals received after the stated deadline will not be considered.

EVALUATION AND SELECTION CRITERIA

After a preliminary review of the proposals, the EHA may request any or all interested parties to an interview. These will be scheduled by the EHA on an individual basis. EHA reserves the right to split the award of services to multiple firms depending on their areas of practice if it is determined by the EHA to be in EHA's best interest to do so.

EHA will consider all responsive proposals and evaluate the same. The following are factors for award to be used in the evaluation of proposals:

1. Proposer's professional qualifications, education, and training experience in areas specified in the Scope of Services.
2. Proposer's demonstrated experience in areas specified in the Scope of Services.
3. Proposer's demonstrated capacity to provide services and accomplish tasks in a timely manner in compliance with schedules.
4. Proposer's Fees and Costs Schedule.

GENERAL CONDITIONS

Questions regarding this RFQ should be directed to Scott Bertrand, Executive Director, by email sbertrand@enfieldha.org or in writing to the Enfield Housing Authority, 1 Pearson Way, Enfield, CT 06082.

No proposal shall be withdrawn for a period of one hundred twenty (120) days after the due date without the written consent of the EHA Executive Director.

The EHA, in its sole and absolute judgment, reserves the right to (i) amend, modify or withdraw this RFP, (ii) revise any requirements to this RFP, (iii) require supplemental statements or information from any respondents to this RFP, (iv) accept or reject any or all responses to this RFP, (v) renegotiate or hold discussions with any respondent(s) to this RFP, and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately

eliminate responses which are late, incomplete, or unresponsive to the RFP, and (vi) cancel and revise, in whole or in part, this RFP if the EHA, in its sole and absolute discretion, deems it to be in its best interest..

EHA reserves the right to terminate any contract awarded pursuant to this RFQ, at any time for its convenience upon fifteen (15) days written notice to the successful proposer(s).

Responses to this RFQ shall be prepared at the sole cost of the respondent. The EHA shall not reimburse for any expenses incurred in connection with this RFQ including, but not limited to, the cost of preparing the initial response and any additional information requested, or travel or other expenses incurred.

Any person or agency subject to the State of Connecticut and/or HUD Debarment, or US Attorney General's list of ineligible contractors will be not be considered.

Any solicitation or lobbying to any EHA staff or Board of Commissioners concerning the outcome of this proposal is strictly prohibited and is grounds for disqualification from the proposal process.

The proposer awarded a contract is required to comply with all State and Federal requirements related to the contract, including the execution of all required State and Federal contract forms, documentation of adequate general liability, worker's compensation and any other required insurance with the Authority listed as an individual insured. Proposer will also be required to comply with the Privacy Act of 1974 and all the rules and regulations issued under the Act that are applicable to the contract.

In the event a term of longer than one year is awarded, the contract shall be approved based on agreed upon pricing for either the entire term or the renewal shall be based upon agreed pricing for each renewal term. If pricing cannot be agreed upon, the contract will terminate at the conclusion of the current term.

Responses to this RFQ shall become the property of the EHA and shall become matters of public record.

The EHA may request from a respondent any or all submitted material in an electronic format.

The proposer's submission will become part of any contract awarded.

By submitting its proposal in response to this RFQ, each respondent accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by the EHA.

Copies of this Request for Qualifications may be obtained at:

www.enfieldha.org

or at

Enfield Housing Authority, 1 Pearson Way, Enfield, CT 06082.