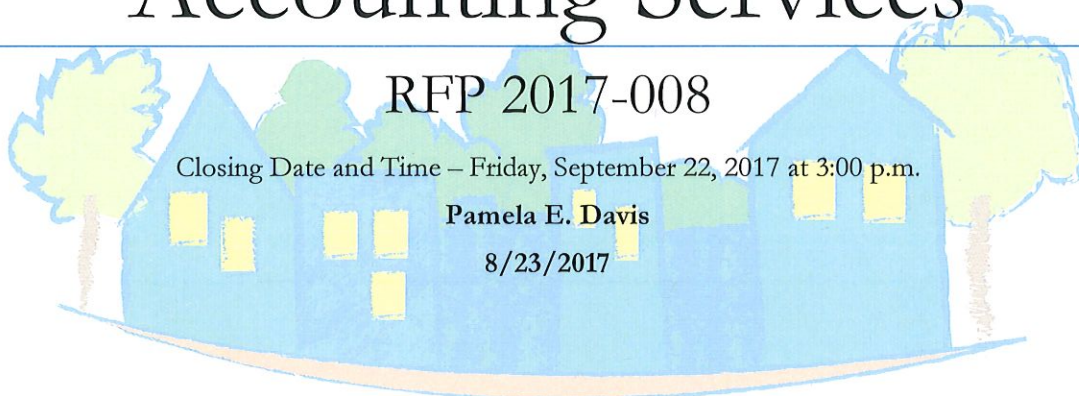


GAINESVILLE HOUSING AUTHORITY

Request for Proposal for Fee Accounting Services



RFP 2017-008

Closing Date and Time – Friday, September 22, 2017 at 3:00 p.m.

Pamela E. Davis

8/23/2017

GAINESVILLE HOUSING AUTHORITY

Where Housing Matters

Request for Proposal for Fee Accountant

Proposals will be received by the Gainesville Housing Authority, 1900 S.E. 4th Street; Gainesville, FL 32641 until 3:00 p.m. local time, Friday, September 22, 2017. All proposals received will be publicly opened and read aloud for the furnishing of all materials and labor for the following contract service to be provided in Alachua County:

Gainesville Housing Authority Properties–

Fee Accounting Services RFP 2017-008.

Any proposal received after 3:00 p.m. eastern standard time will be considered late and will not be considered.

Proposals will be tabulated and evaluated by the Executive Director of the Gainesville Housing Authority (GHA) or member(s) of the staff or other individual(s) designated by her. An award recommendation will be made by the Executive Director at the next meeting of the GHA's Board of Commissioners. The proposals, as opened, tabulated and evaluated, will be presented and the lowest, responsible proposer, meeting the requirements of the law, will be recommended. Proposers' qualifications must be satisfactory to the GHA's Board of Commissioners. The Commission reserves the right to waive informalities in any bid and to accept any proposal which is authorized by law to accept and to reject any and/or all bids.

The Contractor shall obtain proposal information and specifications from the Gainesville Housing Authority, 1900 S.E. 4th St., Gainesville, FL 32641. Electronic copies of the bid documents are available at no cost. Hard copies are available for \$10.00 which is non-refundable. To obtain bid documents contact Pamela E. Davis at PamelaD@gnvha.org. All work shall be completed in accordance with this Request for Proposal. No proposer may withdraw their proposal for a period of sixty (60) consecutive calendar days after the date set for opening thereof.

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of the Gainesville Housing Authority's Procurement Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract award or the protest will not be considered. All bid protests must be in writing, submitted to the Executive Director or designee, who shall issue a written decision on the matter. The Executive Director or designee may, at their discretion, suspend the procurement.

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Form of Sealed Price Proposal

Attachments: **(All Attachments must be completed and returned with Proposal)**

HUD Instructions to Bidders – Form 5369.....	Attachment 1
HUD Representations, Certifications – Form 5369A.....	Attachment 2
References.....	Attachment 3
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Non Collusive Affidavit	Attachment 5
Florida Statutes on Public Entity Crimes	Attachment 6
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GHA Insurance Coverage Checklist	Attachment 8

Section I –General Terms and Conditions

Submission Requirements

All proposals shall be marked:

Gainesville Housing Authority Fee Accounting Services – RFP 2017-008.

1.1 SUMMARY STATEMENT

The Gainesville Housing Authority in the City of Gainesville, Florida, hereinafter referred to as “Authority,” has a need for a Fee Accountant. The intent of this Request for Proposal (RFP) is to award a contract to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the Authority.

Bidders shall make all investigations necessary to thoroughly inform themselves about the Authority's operations. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the RFP, will be accepted as a basis for varying the requirements of the Authority or the compensation to the vendor. Bidders shall be held to have examined Authority's operations and satisfied themselves as to the existing conditions under which they will be obligated to operate in performing their part of the work in the agreement.

Amendments: If it becomes necessary to revise this RFP, amendments will be posted at <http://www.gainesvillehousingauthority.org>. It is the responsibility of the bidder to check this website throughout the open bidding period. The Authority will not be responsible for incorrect bids due to bidder's noncompliance with amendments.

1.2 PROCUREMENT METHOD

This contract will be awarded in accordance with the Authority's Procurement Policy. The intent of this RFP is to award a contract to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the Authority.

1.3 CONTRACT TYPE

The contract that results from this RFP will be a fixed price type contract. The Authority reserves the right to make multiple contract awards for all of the services required pursuant to this RFP.

1.4 INDEPENDENT CONTRACTOR

It is expressly understood and agreed by both parties hereto that the Authority is contracting with the successful bidder as an independent contractor. The parties hereto understand and agree that the Authority shall not be liable for any claims which may be asserted by any third

party occurring in connection with the services to be performed by the successful bidder under this contract and that the successful bidder has no authority to bind the Authority.

1.5 **CONTRACTOR RESPONSIBILITY**

Procurements shall be conducted only with responsible parties, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity (including a review of the List of Parties Excluded from Federal Procurement and Non-procurement programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other Authorities), and financial and technical resources. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations when necessary to protect the Authority in its business dealings.

1.6 **CONDITIONS FOR SUBCONTRACTING AND APPROVALS**

The Contractor may not subcontract any portion of the services provided under this RFP without obtaining the prior written approval of the Authority, which approval the Authority may withhold or condition in its sole and absolute subjective discretion. The Authority shall not be responsible for the fulfillment of the Contractor's obligations to their subcontractors.

1.7 **MANDATORY CONTRACTUAL TERMS**

By submitting a proposal in response to this RFP, a bidder, if selected for award, shall be deemed to have accepted the terms of this RFP, and any revisions thereto, and this RFP shall be made a part of the engagement contract with the successful bidder.

1.8 **INDEMNIFICATION**

Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses – including attorney fees – and otherwise hold harmless the GHA, its employees, and agents from any liability of any nature or kind in regard to the delivery of services.

1.9 **INSURANCE COVERAGE AND LIMITS**

The proposer shall furnish to GHA evidence of the following minimum amounts of insurance coverage.

Professional Liability coverage at not less than \$1,000,000.00 aggregate.

Section II –Scope of Work

2.1 SCOPE OF SERVICES

The Gainesville Housing Authority is a large Housing Agency located in Gainesville, Florida and is operated under the U.S. Department of Housing and Urban Development, and has approximately 36 full-time employees and manages 635 Public Housing units, 1452 Section Eight Vouchers and operates 1-501(c)3. We also run a large Capital Fund Program and a Program for Family Self Sufficiency. Future conversion to tax credits and Project Based Vouchers are on the horizon. The Authority's funding is greatly dependent on the US Department of Housing and Urban Development (HUD). HUD's funding is dependent on annual appropriations from Congress.

The solicited services contemplates engagement of the outside accounting firm to perform the below referenced monthly and annual financial services and support.

- Assist:
 - The accounting department in maintenance of the general ledgers in a timely and accurate manner consistent with HUD protocol.
 - With deposit and transfer guidance and determination of correct account assignment.
 - In executing required entries to the agency's Inter-Program Fund Account.
 - In periodically reviewing entries for the correct account assignment.
 - Preparation and submission of the monthly Voucher Management System (VMS) submission.
 - Coordinate with GHA staff members in responding to information requests from its auditor during the audit period.
 - The Deputy Director in the timely preparation of the annual operating budgets, budget revisions and financial statements to conform to HUD submittal deadlines.
 - The Deputy Director and accounting staff with the preparation of the annual unaudited and audited financial submissions to the Real Estate Assessment Center (REAC).
- Provide training, on an as needed basis to the accounting team in the following areas: general bookkeeping and HUD accounting functions and other related requested tasking skills.
- Provide timely and accurate monthly reporting to the Executive Director for reporting the financial status of the Authority to the Board of Commissioners.
- Provide guidance to the Executive Director and Deputy Director on the financial implications of management proposals when requested.

- Report to the Executive Director and/or Deputy Director any and all fiscal items unusual in nature which requires the attention of the Authority.
- Quarterly financial reporting to the Authority's Board of Commissioners which includes consolidated balance sheet, income statement and cash flow statement.
- Generate, complete and submit all required reporting for the Authority's affiliate(s) which includes 990 tax returns.

Please note that the requirements listed above are the minimum acceptable requirements. Any additional system modules or features that are proposed should be listed separately as optional with itemized prices in the Cost Proposal.

Section III –Evaluation Factors

3.1 RATING CRITERIA

In the interest of fairness to all competing proposers, GHA will treat as ineligible for consideration any proposal that is received after the deadline. Only Proposals meeting all requirements and including documentation as described above will be given consideration. GHA will base contract award upon the following selection criteria. The Rating Criteria listed above shall be reviewed and scored by committee as follows:

- Knowledge of HUD accounting regulations and requirements, GAAP accounting practices as well as applicable Federal, State, and Local laws. (35 pts.)
- Experience with Public Housing Authorities of similar size and program composition as GHA. (30 pts.)
- Demonstrated record of availability of the principle fee accountants(s) for either on-site or direct remote consultation. (15 pts.)
- Fee Structure (20 Points)

A contract will be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the Authority.

Section IV –Proposal Instructions

4.1 POINT OF CONTACT

The sole point of contact in the Authority for purposes of this RFP prior to the award of a contract is the Authority's Executive Director. All contact relative to this RFP should be made in writing and directed to:

Pamela E. Davis, Executive Director
Gainesville Housing Authority
1900 S.E 4th Street
Gainesville, FL 32641
E-mail: PamelaD@gnvha.org

4.2 REQUEST FOR INFORMATION

Any prospective bidder desiring an explanation or interpretation of this RFP must request in writing, e-mail or regular mail, such request for information no later than seven (7) days prior to the proposal due date. Requests shall be directed to Pamela E. Davis, Executive Director at the address listed in Section 4.1, herein. Any information given to a prospective bidder concerning the solicitation will be furnished promptly to all prospective bidders, if that information is necessary in submitting an offer or if the lack of it would be prejudicial to any other prospective bidder. Oral explanations or instructions given before the award of the contract will not be binding on contract performance.

4.3 FORMAT AND CONTENT OF PROPOSALS

FIRMS INTERESTED IN RESPONDING TO THIS RFP MUST SUBMIT THE FOLLOWING INFORMATION, IN THEIR PROPOSALS:

- Evidence that contractor is a Certified Public Accountant (C.P.A.) licensed in the State of Florida or a Licensed Public Accountant.
- The qualification and experience of the firm with special emphasis on the HUD-subsidized housing market.
- Names and credentials of the people in the firm who will be assigned to GHA and the percentage of time to be spent by each.
- A listing of Housing Authorities currently under contract with the firm.
- Evidence of Professional Liability coverage at not less than \$1,000,000.00 aggregate.

- A description of the services that the firm offers in response to the SCOPE OF SERVICES in Section 2.
- A fee estimate for a total cost for a two year period, with the option of a third year, and an hourly rate for any additional services beyond the scope of the contract which GHA may subsequently request as an additional work item.

4.4 GENERAL INFORMATION

Prepare your proposal in a practical, legible, clear, and straightforward manner.

Answer each rating factor completely. Refer to Section III, Evaluation Factors, for the rating factors that will be used to evaluate proposals. Any omissions must be completely explained and justified.

- The Proposal shall be signed by an official authorized to bind the company.
- Bids submitted are irrevocable for 90 days following the closing date. This period may be extended at the Authority's request only with the bidder's written consent.
- Unless there is no need for negotiations with any other offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise solicitors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of the conformance to the solicitation requirements. No offeror shall be provided any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt or proposal revisions based on negotiations.
- Any actual or prospective contractor may protest the solicitation or award of a contract for the serious violations of the principles of this Statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting

Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may at his discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

- Cancellation of solicitations: This Request for Proposal may be canceled before offers are due if: The Authority no longer requires the supplies, services or construction; the Authority can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons.
- A solicitation may be canceled and all bids or proposals that have already been received may be rejected if: the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the Authority; prices exceed available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the Authority.
- The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.
- A notice of cancellation shall be sent to all offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any solicitation or future procurement of similar items.
- If all otherwise acceptable bids received in response to an RFP are at unreasonable prices, or only one bid is received and the price is unreasonable, the Authority shall cancel the solicitation and either: a) Re-solicit using a request for proposals; or b) Complete the procurement by using the competitive proposals method (when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is appropriate, all bidders are informed of the Authority's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.
- If it becomes necessary to revise this RFP, amendments will be provided to all prospective bidders that were sent this RFP or otherwise are known by the Authority to have obtained this RFP. Acknowledgement of the receipt of all amendments to the RFP must accompany the bidder's bid. Failure to acknowledge

receipt does not relieve the bidder from complying with all terms of any such amendment.

Section V –Proposal Submittal

5.1 FORM OF SUBMITTAL

Proposers must submit three (3) original copies of each proposal in accordance with the requirements of this RFP. All proposals must be sealed and mailed or hand delivered on or before September 22, 2017, no later than 3:00PM. GHA will receive, stamp, and process at the prescribed time/date through delivery at GHA's location:

Gainesville Housing Authority
1900 S.E. 4th Street
Gainesville, FL 32641
Attention: Pamela E. Davis, Executive Director
PROPOSAL - DO NOT OPEN
FEE ACCOUNTING SERVICES
SOLICITATION NO: 2017-008

5.2 DELIVERY OF PROPOSAL

The proposals shall be properly addressed as shown in 5.1, and delivered or mailed so that the proposal is received on or before the response date and time.

Requests for extension of this date or time shall not be granted. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt by the Authority; please note that daily mail through the U.S. Post Office may arrive at the Authority after 3:00 PM. Bids received by the Authority after the closing time and date will not be considered, unless conditions apply per Section 6 of form HUD-5369-B, "Instructions to Offerors – Non- Construction." Bids delivered by e-mail or facsimile shall not be considered. The Authority does not accept responsibility for late or mis-delivered proposals.

5.3 RESPONSE DATE AND TIME

The response date and time is:

Friday, September 22, 2017, at 3:00 PM

PROPOSAL FORM

(To be copied on Proposer's Business Letterhead)

Ms. Pamela Davis
Executive Director
Gainesville Housing Authority
1900 S.E. 4th Street – Main Office
Gainesville, FL 32641

Dear Ms. Davis:

The undersigned contractor, here-in-after called "Proposer" proposes to furnish all materials and labor for a Fee Accountant for Gainesville Housing Authority Properties located in Gainesville Florida, in full accordance with RFP 2017-008 documents.

The Proposer submits the following price:

DOLLARS: (\$ _____)

The following documents/forms from the specifications are completed and are attached to this proposal: (1) HUD form 5369; (2) HUD form 5369-A; (3) References form; (4) Section 3 Business Preference; (5) Non-Collusive Affidavit; (6) Florida Statutes on Public Entity Crimes; (7) Certification for Drug Free Workplace; (8) GHA Insurance Coverage Checklist.

In consideration of the Agreement by the Owner, the Proposer has agreed and does hereby agree:

That the above proposal shall remain in full force and effect for a period of forty-five (45) consecutive calendar days after the time of the opening of this proposal, and that the Proposer will not revoke or cancel this proposal or withdraw from the competition within said forty-five (45) day period.

IN WITNESS WHEREOF, the Proposer has hereunto set his/her signature this _____

day of _____, 2017.

By: _____

