



Benton Harbor Housing Commission

RFP for **FEE ACCOUNTANT**

RFP Number: FEE Accountant 2018-2020	RFP Title: FEE Accountant
RFP Due Date and Time: January 3, 2018 Local Time: 4:00 P.M.	Number of Pages: 13

ISSUING AGENCY INFORMATION

Procurement Officer: Sheila Hill	Issue Date: November 30, 2017
Benton Harbor Housing Commission 721 Nate Wells Drive Benton Harbor, Michigan 49022	Phone: (269) 927-3546 ext 6 Fax: (269) 927-6112 TDD Users Dial: (269) 927-6511 Website: bhocommission.org

INSTRUCTIONS TO RESPONDENT

COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR PROPOSAL AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."	Mark Face of Envelope/Package: RFP Number: FEE Accountant 2018-2020 RFP Due Date: January 3, 2018
	Special Instructions: Mark face of envelope/package 'PROPOSAL' and company name

RESPONDENT MUST COMPLETE THE FOLLOWING

Terms: Net 30 days	Delivery Date:
RESPONDENT Name/Address:	Authorized RESPONDENT Signatory: (Please print name and sign in ink)
RESPONDENT Phone Number:	RESPONDENT FAX Number:
RESPONDENT E-mail Address:	

IMPORTANT: SEE STANDARD TERMS AND CONDITIONS

**REQUEST FOR PROPOSALS
FOR
FEE - Accountant Services**

Please Complete and Return This Form with your Proposal

Issue Date: **Thursday November 30, 2017**

Title: FEE Accountant Services

Period of Contract: From Date of Award through Second Anniversary of Date Of Award (Renewable)

Due Date: **Wednesday January 3, 2018**

Delivery Address: Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022
Attention: Procurement Officer / Sheila Hill

IN COMPLIANCE WITH THIS REQUEST FOR PROPOSAL AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE SIGNED PROPOSAL, OR AS MUTUALLY AGREED UPON THROUGH SUBSEQUENT NEGOTIATIONS, THE UNDERSIGNED FURTHER CERTIFIES THAT HE/SHE IS AUTHORIZED TO SIGN THIS DOCUMENT ON BEHALF OF THE SUBMITTING FIRM.

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Signature of Person Submitting Proposal: _____

Printed or Typed Name: _____

Title: _____

NOTE: Changes to this RFP may be issued in the form of addenda at any time prior to the due date and time for submitting proposals. All persons who request a copy of this RFP will be given a copy of all addendum items promptly after all addenda are issued.

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II. INFORMATION FURNISHED BY REQUESTER

A. Submission of Proposal

1. Requester of Proposal and Recipient Organization

Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022

2. Contract Administrator

Sheila Hill, Procurement Officer
Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, MI 49022
(269) 927-3546 ext. 16

3. Closing Date and Delivery Address

An original and three (3) copies of the proposal are to be delivered to the Procurement Officer at the following address on or before 4:00 P.M. on **Wednesday January 3, 2018**

Benton Harbor Housing Commission
Attn: Sheila Hill, Procurement Officer
721 Nate Wells Drive
Benton Harbor, MI 49022

Late Proposals will not be considered.

Comments on specifications or other provisions in the Request for Proposal may be submitted in writing by fax (269) 927-3546, mail Procurement Officer at Benton Harbor Housing Commission, 721 Nate Wells Drive, Benton Harbor, MI 49022 or e-mail (sheila_hill2@sbcglobal.net) before 4:00 P.M. on **Monday December 18, 2017**.

SUMMARY

B. Nature of Services Required

1. Purpose of Request

The purpose of this request is to obtain the services of a qualified source to provide Computerized Accounting Services for the Benton Harbor Housing Commission (BHHC) including FYE 2018-2020 . BHHC administers the following programs:

- Low Income Housing (276 Units),
- Housing Choice Voucher Program (200),
- BHHC / Hope VI Limited Corporation,
- Capital Funds Program,
- Hope VI Program,
- Other Grants

2. Term of Contract

From the date of award through two (2) years following date of award (renewable for two additional one-year periods).

3. Scope of Services

Description and Objectives / Scope and Guidelines

A. TYPE OF ACCOUNTING SERVICES

Benton Harbor Housing Commissions monthly and annual financial statements: Governmental activities, business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprises the entity's basic financial statements of BHHC.

The accounting services include:

The preparation of all operations necessary for computerized accounting Services for BHHC and all of BHHC's component units.

- Annually FDS Submission to REAC
- Deprecation Schedules
- FDS Scoring Calculation
- Submission of Independent Audit to REAC

- Submission of the Management Discussion and Analysis (MDA)
- Multi Family Housing (FASSUB)
- Monthly General Ledger Accounting plus Accounting Assistance (GAAP Complaint)
- Budgets for all BHHC component units
- The preparation of BHHC's Monthly Comprehensive Financial Report and the Annual Financial Statements for BHHC's component units.
- VMS Submission for the HCV Program

In accordance with the laws and/or regulations of the State of Michigan, using the GASB34 reporting module. The Comprehensive Annual Financial Report (CAFR) must include the basic financial statements, required and other supplementary information and compliance reports.

The CAFR preparation will cover federal, state, and local funding sources in accordance with all of the following:

- Generally accepted accounting standards
- Government Accounting Standards

Also, the CAFR must be prepared to pass and receive an unqualified opinion based on the following:

- Generally accepted accounting standards
- Government accounting standards
- Applicable laws and regulations.

B. ACCOUNTING SERVICES REQUIREMENTS

1. The preparation of BHHC's financial statements must be conducted in accordance with generally accepted accounting standards; Government accounting standards, and must pass and receive an unqualified opinion based on generally accepted accounting standards; Government accounting standards, issued by the Comptroller General of the United States; Office of Management and Budget any other applicable procedures to meet the accounting requirements of a local, state and federal government's rules and regulations, prepared in accordance with generally accepted accounting principles (GAAP).

2. The CPA should also be familiar with and prepared to advise BHHC staff on how best to implement both current and proposed GASB Statements. In addition, the CPA is also expected to provide informal advice and consultation throughout the year on matters relating to accounting and financial reporting. This would not necessarily include any task that entails significant research or a formal report.

3. The CPA is responsible for balancing all accounts each month and at year-end and will furnish work papers in conjunction with the accounting services engagement. The CPA must assist BHHC to have a preliminary draft of the CAFR in a format suitable for publication and annual audit, including required adjusting journal entries, if

any, The CPA should be available for any meetings that may be necessary to discuss the auditor's concerns, questions and/or reports. The Executive Director or designee will consult with CPA any proposed revisions by the auditor before release of the final report.

In addition to BHHC's Comprehensive Annual Financial Report, separate annual financial statements will be required for each of BHHC's component units.

4. The CPA shall provide one (1) unbound copy of the monthly Financial Statement and each of BHHC's component unit separate monthly reports to BHHC.

5. The CPA will make onsite visits at least 4 times per year (quarterly) to test and review documents included in the proposed price.

Benton Harbor Housing Commission reserves the right to prepare for review and publication all financial statements of each of the component units of BHHC.

Timeline

The Contractor will prepare Computerized Accounting Services monthly for all of BHHC's component units. All reports must be submitted to BHHC by the 15th of the month.

Qualifications

The Contractor must be either a Certified Public Accountant, or a licensed or registered public accountant licensed, by a regulatory authority of a state or other political subdivision of the United States and meet any legal requirements concerning registration in which the Benton Harbor Housing Commission is located. In addition, those public accounts licensed must be able to provide a statement by the state of Michigan identifying such registration or license must be submitted in order for their response to this Request for Proposal to be considered.

The Contractor must show a proven track record of past performance in regards to the policy and procedures for performing accounting services for Public Housing Organizations and its sub parts i.e.. Hope VI Programs, Housing Choice Voucher Programs, Capital Funds Programs etc...

The Contractor must certify that its principal officer (s) or member (s) do not now have and have not during any period covered by this audit any interest, direct or indirect, with the Benton Harbor Housing Commission or any of its members or officials including family relationship with any of BHHC's members or officials and/or employment by or service as a member or official during the period covered by the audit.

C. Contractual Arrangement

BHHC shall prepare a comprehensive written accounting services contract after selection and negotiation with the Contractor. The contract shall include the provisions required by HUD and/or Michigan law or regulations. In addition to the terms and conditions outlined in the body of this Request for Proposals.

D. Right to Reject Proposal

Benton Harbor Housing Commission reserves the right to reject any and all proposals submitted and to request additional information from all offers.

III. INFORMATION TO BE FURNISHED BY RESPONDENT

Proposal should be organized in the following manner:

A. Title Page

Show the RFP subject, the name of the RESPONDENT, address, telephone number, name of the contact person, and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Proposal Letter from RESPONDENT

Limit to five pages, if possible

1. Work to be done

Briefly confirm the RESPONDENT's understanding of the work to be done, and that RESPONDENT has the experience to perform the Scope of Services requested.

2. Authorized Representatives

State the names of the person(s) who will be authorized to make representation for the RESPONDENT, their titles, addresses, and telephone numbers.

3. Primary Contact and Assigned Personnel

Give the name of the RESPONDENT and firm, address and phone number, and the name and title of the one individual who would be responsible for this engagement.

4. Range of Professional Activities

Describe the range of accounting activities performed and/or services provided by the RESPONDENT.

5. References

Provide a minimum of three (3) references where the RESPONDENT has performed similar services. Include the name, address and telephone number of a contact person for each reference as well as a brief description of the services performed.

6. RFP Cover Page

The cover page of this RFP must be completed and submitted with the proposal.

7. Certification

Submit a statement that the RESPONDENT is not currently nor has previously been debarred, suspended or otherwise prohibited from practicing accounting services by any federal, state or local government agency. Also disclose of any unsatisfactory QASS reviews.

D. Cost proposal

In a **SEPARATE ENVELOPE MARKED ON THE OUTSIDE “COST PROPOSAL”**, please list normal hourly billing rates for billing on a hourly basis **(please include proposals for optional years)**. Billing arrangements not tied to hourly rates are encouraged. **(No fees or expenses will be paid for travel time or mileage, except in cases where the Contractor’s travel exceeds 50 miles round-trip. Offers should take this into account in their proposal)**. Include in your proposal any assumptions on which your fees are based and any factor that you believe would justify an increase in the fees. Initial contract award consideration will be based on the average cost of the first two years.

Selection Process

The Evaluation Selection Committee will evaluate the proposals. The Evaluation Selection Committee will be determined by the Procurement Officer and will include other BHHC staff, members.

The Committee will use a point formula during the review process to score proposals. Each member of the Committee will first score each technical proposal by each of the criteria described below. The individual scores will then be combined to arrive at a composite technical score for each firm. At this point, any firm with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the cost proposal will be analyzed and additional points will be added to the technical score based on the bid price. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional shares will be assigned to other proposers.

BHHC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

Mandatory elements

- The CPA firm is independent and licensed to practice in Michigan.
- The firm has no conflict of interest with regard to any other work performed by the firm for BHHC and other entities
- The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- The firm submits a copy of its last quality control review report and the firm has a record of quality preparation work.
- Expertise and Experience
- The firm's past experience and performance on comparable government engagements.
- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

See Exhibit # 3 for Evaluation Rating Sheet, in addition this RFP will serve as an Evaluation Tool

Selection and Award

Upon completion of the evaluation process, the contract shall be awarded to the responsible person/firm whose technical approach to the project, qualifications, price and /or any other factors considered, are most advantageous to ***Benton Harbor Housing Commission.***

Authorized Signature and Attestation

I, the undersigned, an authorized representative of _____, whose address is _____, have read and thoroughly understand the specifications, instructions and all other conditions of the RFP – Accounting Services issued by Benton Harbor Housing Commission for Accounting Services for the fiscal years ended September 30, 2018, thru September 30, 2020.

Acting on behalf of my accounting firm, which is listed above, I do attest that the services offered by us meet BHHC’s specifications in every respect (check one)

_____ without exception / _____ with exception.

We, therefore, offer and make this bid to furnish BHHC the Accounting Services detailed in this proposal, at the price indicated.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

