

PASCO COUNTY HOUSING AUTHORITY
REQUEST FOR PROPOSALS FOR ACCOUNTANT SERVICES

I. PCHA MISSION AND DESCRIPTION

The Pasco County Housing Authority, hereinafter referred to as PCHA, is committed to providing adequate affordable housing in a suitable living environment to low and moderate income individuals and families without discrimination; and to create economic opportunities for our customers to become self-sufficient.

The PCHA owns and operates 207 units of Low Rent Public and Rural Housing consisting of 12 communities, owns and operates 331 units of Multi-Family Housing, administers 1,468 units of Section 8 Housing Choice Voucher Program, 71 HOPWA Vouchers, and 47 HPRP Vouchers.

II. SCOPE OF ACCOUNTANT SERVICES REQUIRED

The PCHA intends to award a contract to a qualified applicant or firm to provide day-to-day fee accounting services necessary for the operation of the agency.

The applicant or firm selected should at minimum be able to provide the following services to the Housing Authority in accordance with the monthly and annual accounting cycles:

1. Process all documents required for budget and operating subsidy preparation, including subsidy calculation, budget forms, utility estimates, all required HUD and USDA Rural Development forms, and PHAS financial internet submissions. Preparation of the Housing Authority Budget shall include at least one revision.
2. Perform all operations necessary to maintain the general ledgers and subsidiary ledgers for the Housing Authority, including the following services:
 - a. Reconcile bank statements on a monthly basis.
 - b. Prepare journal vouchers on a monthly basis.
 - c. Maintain the general ledgers on a monthly basis, including development of all entries.
 - d. Provide a detailed transaction register (receipts/disbursements) on a monthly basis.

- e. Review check coding/code checks.
 - f. Prepare all debt service entries.
 - g. Prepare all monthly and year-end financial statements and annual closing entries.
 - h. Maintain investment and insurance registers.
 - h. Maintain property ledger/capitalized equipment.
 - j. Maintain capital funds subsidiary ledgers as required and subsidiary ledgers for any development funds or grant monies awarded.
3. Complete the close out for the fiscal year, to include preparation of all forms required by HUD and USDA Rural Development and transmission of the Financial Data Schedule (FDS) to REAC.
 4. Schedule a quarterly on-site visit in order to provide clarification on pertinent financial matters relative to questions posed by members of the Board of Commissioners, the Auditor, the Executive Director and/or other Authority staff. The successful applicant will also be available as needed to answer questions an auditor may have regarding the financial records of the PHA;
 5. Fee accounting must be in accordance with Generally Accepted Accounting Standards and reporting provisions of applicable guidelines for Housing Programs for use in auditing purposes and the Single Audit Act.
 6. It is necessary for the respondent to demonstrate previous use and knowledge about Lindsey.
 7. Review and advise on the Housing Authority's internal control system in its accounting functions.
 8. Advise the Executive Director and the Board of financial implications of management proposals and participate in Housing Authority planning.
 9. Report to the Board of Commissioners any fiscal items unusual in nature, requiring the attention of the Authority, as needed.
 10. Attendance at monthly Board meetings for budget and financial statement reports.

III. FORM OF PROPOSAL

Each potential proposer should submit 12 copies of a written proposal addressed as follows:

Pasco County Housing Authority
Attn: RFP for Accountant and Financial Services
14517 7th Street
Dade City, Florida 33523
Attention: Ms. Linda Wright
Interim Executive Director

All submissions must be received by 2:00 p.m. on Wednesday, February 15, 2012

Each proposal should include:

1. Statement of Proposer's Qualifications and Experience

The proposal should supply the following information (not all inclusive):

- Qualifications/Experience of the firm.
- Qualifications/Experience of the individual(s) performing the services.
- Cost for Services.
- Cost for Additional Related Services (if applicable).
- Payment Schedule.
- Evidence that the accounting firm is registered in Florida.
- Evidence of professional insurance policies carried by the firm.
- Completed HUD form-5639-C "Certifications and Representations of Offerors."
- Completed Non-Collusive Affidavit.

2. Other

At the proposer's option, any relevant background data not specifically referenced above may be included to enhance the proposal submission.

IV. CRITERIA FOR SELECTION

Proposers must meet the minimum qualifications set forth in paragraph II above.

PCHA reserves the right to accept or reject in part, or reject all proposals and to re-solicit new proposals. PCHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

V. EVALUATION CRITERIA

PCHA will assess the aspects of the proposals in the following manner:

1. Professional qualifications, relevant experience and evidence of the proposer's ability to perform the work.....35%
2. Demonstrated knowledge of Housing Authority needs and relevant HUD and USDA Rural Development requirements.....20%
3. Capability to provide services in a timely manner.....15%
4. Cost for monthly fee accounting services.....30%

Each of the above aspects will be carefully evaluated to insure that the finalists have the experience and capability to handle the variety of issues the PCHA may encounter.

Any questions concerning the Request for Proposal should be directed to Ms. Linda Wright, Interim Executive Director, (352) 567-0848 ext. 109.