

REQUEST FOR PROPOSALS

The Pasco County Housing Authority hereby requests proposals for the position of Fee Accountant to assist staff with projects of governmental related issues. The factors which will be considered are knowledge and experience in the following areas: financial Federal funding, internal controls, systems analysis, and regulatory requirements in Public Housing, Section 8 New Construction, Rural Development Housing, Affordable Housing, Section 8 Existing Vouchers, managed properties and other non-profit lines of business. Knowledge and experience in the area of HUD and USDA Rural Development programs and regulations relating thereto will be considered most important. The services to be rendered will include attendance of all Housing Authority Board meetings, advising the Commissioners and the Executive Director in the above described areas, and rendering all required services with regard thereto. Please submit with your proposal the name of the primary Financial Consultant who will represent the Housing Authority, and in his or her absence an alternate Fee Accountant. Description of the Request for Proposals is available on the Pasco County Housing Authority website at www.pascocountyhousing.org.

Board selection may be based solely upon written responses, or if determined by the Board, interviews may be requested.

Please submit twelve (12) proposals to Ms. Linda Wright, Interim Executive Director, Pasco County Housing Authority, 14517 7th Street, Dade City, Florida 33523. Deadline for submitting proposals is 2:00 p.m. on Wednesday, February 15, 2012, at which time proposals received will be publicly opened.

PROPOSALS MUST BE RECEIVED BY RETURN RECEIPT CERTIFIED MAIL
SEALED AND CLEARLY MARKED "FINANCIAL CONSULTANT"

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