

**Request for Proposal (RFP)**  
**RFP # 2019-04-FA**

The Housing Authority of the City of New Britain (NBHA) is requesting proposals from Certified Public Accounting individuals or firms to perform fee accounting services for its public housing agency. A duly qualified accountant or accounting firm shall perform on site services (number of visits negotiable) in addition to offsite monitoring, working with the Finance Manager to review the Authority's books and records. All services must be provided in accordance with the existing rules, orders, directives, and regulations of the United States Department of Housing and Urban Development, (including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines, the Annual Contributions Contract and Project Based Asset Management as is required by law. The scope of services requested of the Fee Accountant will relate to all of the NBHA's programs including, but not limited to, 804 units of Public Housing, Approximately 874 units of Housing Choice Vouchers and the Capital Fund Program (CFP) as well as all other grant programs as awarded. It is expected that the fee accounting services will be performed in accordance with generally accepted accounting principles and other guidelines as typically required in the Housing Authority industry. NBHA will award a firm fixed-price contract.

The RFP package may be obtained by contacting [ysuarez@nbhact.org](mailto:ysuarez@nbhact.org), or online at [www.nbhact.org](http://www.nbhact.org).

RFP submissions are due by **3:00 PM, May 08, 2019**. Late proposals will not be accepted.

Deliver one (1) unbound marked original, three (3) bound copies and one (1) flash drive of the technical qualifications and fee proposal (**Fee Proposal shall be submitted in a separate envelope and must be clearly marked "Fee Proposal"**) to the following address:

John T. Hamilton, Executive Director  
Housing Authority of the City of New Britain  
16 Armistice St.  
New Britain, CT 06053

The NBHA reserves the right to reject any and or all proposals or to waive any informalities in the qualifications, if such action is in the best interest of the NBHA. No proposal should be withdrawn for a period of 120 days subsequent to the closing date set for submission without the express consent of the NBHA.

The NBHA is an EEO/AA Employer and conducts its business in accordance with all Federal, State and local guidelines. SBE, MBE, WBE and Persons with Disabilities are encouraged to participate in this process.

**HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN**

**Request for Proposals**

**Housing Choice Voucher (HCV) Management, Oversight and Supportive Services**

**Solicitation Number:** 2019-04-FA  
**Issue Date:** April 01, 2019  
**Submission Due Date:** May 08, 2019  
**Time:** 3:00 p.m., Local Time  
**Submission Place:** New Britain Housing Authority  
16 Armistice St.  
New Britain, CT 06053  
**Questions Submissions due Date:** April 19, 2019  
**Time:** 3:00 PM

**Direct General Inquiries To:** John T. Hamilton, Executive Director  
[jhamilton@nbhact.org](mailto:jhamilton@nbhact.org)  
**BY April 19, 2019 NO LATER THAN 3:00 PM**  
All Answers and Addendums to the Solicitation will be posted on NBHA's website: [WWW.nbhact.org](http://WWW.nbhact.org)

**NBHA must receive sealed submittals of the RFP and a fee proposal. Submit one (1) unbound original, three (3) bound copies and one (1) flash drive). Deliver to the address above. No electronic submittals will be accepted. Use this page as your Cover Page for your submission. Fee Proposal shall be submitted in a separate envelope and must be clearly marked "Fee Proposal":**

**Submitted By:**

Company Name
_____
Address
_____
City, State, Zip Code
_____
Contact Person
_____
Telephone: _____ Fax: _____
Date Submitted: _____

**Housing Authority of the City of New Britain - John T. Hamilton, Executive Director**

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# HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN

## REQUEST FOR PROPOSALS

### OVERVIEW

- **SOLICITATION TYPE AND DESCRIPTION: REQUEST FOR PROPOSALS (RFP) 2019-04-FA  
Fee Accountant Services**
- **DATE ISSUED: April 01, 2019**
- **DESCRIPTION OF SERVICES**
- **MINIMUM QUALIFICATIONS**
- **PROPOSAL DUE DATE/LOCATION/TIME:**

PROPOSALS ARE DUE AS FOLLOWS:

QUESTIONS DUE BY: April 19, 2019 NO LATER THAN 3:00 P.M. All questions pertaining to this RFP shall be submitted in writing no later than above date. Submit questions to Yseline Suarez, Executive Assistant, by mail or email at the addresses below. A response to all questions will be posted on the NBHA website, [www.nbhact.org](http://www.nbhact.org) after the question submission deadline. Please check the website for updates prior to submitting a proposal.

**\*\*All Answers and Addendums to the Solicitation will be posted on NBHA's website: [www.nbhact.org](http://www.nbhact.org).**

RETURN DATE: May 08, 2019

LOCATION: 16 Armistice St., New Britain, CT 06053

TIME: NO LATER THAN 3:00 PM LOCAL TIME.

NBHA will accept responses to this RFP from qualified applicants through 3:00 pm on May 08, 2019. Any responses received after that date and time will be unopened and not considered.

#### **I. PREPARATION OF SUBMISSION**

NBHA must receive sealed submittals of the RFP and a fee proposal. Submit one (1) unbound original, three (3) bound copies and one (1) flash drive). Deliver to the address above. No electronic submittals will be accepted. **Fee Proposal shall be submitted in a separate envelope and must be clearly marked "Fee Proposal": the tab must follow the sequence of the RFP checklist.**  
**No electronic submissions will be accepted.**

#### **FOR INFORMATION CONTACT:**

**Yseline G. Suarez, Executive Assistant**  
**16 Armistice St**  
**New Britain, CT 06053**  
[ysuarez@nbhact.org](mailto:ysuarez@nbhact.org)

## ANTICIPATED TIMELINE OF EVENTS<sup>1</sup>

Event	Date	Time (ET)
<b>Timeline</b>		
Request for Proposals (RFP) issued	04/01/19	8:00AM, EST
Deadline for submitting written questions	04/19/19	3:00PM, EST
Response to all questions (posted to website), addendum issue, etc.	04/26/19	4:00PM, EST
Proposal due date (late proposals will not be evaluated)	05/08/19	3:00 PM, EST
Evaluation period (committee meetings, clarifications, discussions and negotiations)	05/08/19 thru 05/17/ 19	
Recommendations for award (selected contractor only)	05/22/19	12:00 PM. EST
NBHA Board selection review and contract approval	06/19/19	6:00PM, EST
Contract Signing (start date)	TBD	TBD
Award Notice mailed to competing firms	TBD	
Post-Award Conference	TBD	TBD
Submission of Contractor's Plan		
Transition period	30-60 days	

<sup>1</sup> NBHA will make reasonable effort to adhere to the above timeline, but does not **guarantee** that timeline. Adjustments will be communicated through the NBHA website. Please check the website prior to submitting your proposal for amendments, or updates that reference this RFP.

## **PART D. GENERAL BACKGROUND INFORMATION**

### **METHOD OF SOLICITATION**

The Housing Authority of the City of New Britain (“NBHA” or “the Authority”) is currently requesting submissions from qualified contractors for the Scope of Services as contained herein under Part E (Scope of Work). Responses to this Request for Proposals (RFP) must be received by NBHA not later than the date and time as indicated on the RFP cover page.

**NOTE: Late proposal submissions will not be accepted. No electronic submissions will be accepted.**

Deliver one (1) unbound marked original, three (3) bound copies and one (1) flash drive of the technical qualifications and fee proposal (**Fee Proposal shall be submitted in a separate envelope and must be clearly marked “Fee Proposal”**) to the following address:

New Britain Housing Authority  
Attention: John T. Hamilton, Executive Director  
16 Armistice St.  
New Britain, CT 06053  
Phone # (860) 225-3534

Put the following information in the upper left-hand corner of the envelope when submitting proposals:

Company Name Company  
Address  
RFP/Solicitation Number and Name Date  
and Time Proposals are due

Individual copies of the RFP/Solicitation package can be obtained at **no cost** from:

New Britain Housing Authority  
16 Armistice St.  
New Britain, CT 06053  
Phone # (860) 225-3534

Request for copies of this solicitation may be obtained by contacting Yseline Suarez;

[ysuarez@nbhact.org](mailto:ysuarez@nbhact.org)

Persons wishing to receive copies via overnight delivery are responsible for making all arrangements and paying related costs.

All proposals submitted must conform to the requirements specified in the Instructions to Bidders, NBHA Supplemental Instructions to Bidders, General Contract Conditions, and any/ all other requirements contained herein, all of which form a part of the Request for Proposals by reference.

## ***NBHA BACKGROUND INFORMATION***

### **The Housing Authority of the City of New Britain (NBHA) Background**

The Housing Authority of the City of New Britain (NBHA) is a Public Housing Agency whose mission is to provide affordable, safe housing to low income individuals, families, the elderly, and the disabled. To accomplish this NBHA implements various programs designed and funded by HUD.

The NBHA maintains contractual arrangements with HUD to manage and operate its low rent public housing and administer the Section 8 Program; the NBHA programs are federally funded along with developmental grants and rental income.

The NBHA currently NBHA's programs including, but not limited to, 804 units of Public Housing, Approximately 874 units of Housing Choice Vouchers and the Capital Fund Program (CFP) as well as all other grant programs as awarded.

**Contract Information:** - The NBHA desires to award a two (2) year contract with an option of two (1) year renewals, unless canceled by either party with a 90-day written notice.

### **NBHA'S CANCEL OPTION**

NBHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all submissions received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of NBHA. NBHA further reserves the right to waive any minor informality, or the failure of any bidder to comply there with, if it is in the public interest to do so.

NBHA will reject the proposal of any bidder who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any who has previously failed to perform any contract properly for NBHA, or any instrumentality thereof.

## **PART E - SCOPE OF WORK**

The Accounting Firm will perform all operations necessary to maintain the financial reports and records for the PHA. The following financial reports, records and services will be prepared, maintained or furnished as applicable:

1. Review and analyze monthly, the books of accounts and records of the NBHA in accordance with the procedures outlined by the NBHA administration.
2. Maintaining and processing of monthly financial reports from information provided by the Authority. These monthly financial reports must include at a minimum:
  - a. Combining financial statements including the Balance Sheet and Income Statement listing all programs
  - b. Individual Program financial statements
  - c. General Ledgers/Transaction Reports
  - d. Bank Reconciliations
  - e. Capital fund Program reports
  - f. The Financial Data Schedule line items must be used as a basis for the chart of accounts.
3. Prepare and review necessary journal vouchers.
4. Review controls of costs and finances.
5. Prepare and review reports and balance sheets required by Federal, State and/or local laws, statutes or regulations.
6. Prepare and review budgets and budget revisions.
7. Be available and serve as consultant on accounting, funding and other financial matters.
8. Prepare all HUD financial statements as required and in accordance with the scheduled list in HUD 7475.1 REV.
9. Prepare and submit required HUD Forms for Section 8 quarterly report
10. Review monthly and quarterly Payroll Reports and Tax Deposits.
11. Prepare financial status reports of all programs to be presented by finance manager to the Board of Commissioners each quarter at the BOC meetings.
12. 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.
13. Prepare quarterly CFP reports and annual Performance Evaluation Report.
14. Prepare FASS financial data and submit to REAC.
15. Assist in the preparation of the PHAS Certification to REAC. Calculation of the potential PHAS scoring at the end of the fiscal year.
16. Review PHA investments, report and make recommendation to the Executive Director on such matters.
17. Review financial policies and procedures and make recommendations as appropriate for HUD compliance.
18. Assist finance manager with preparation and submission of the Monthly Voucher Management System (VMS) reports.
19. Review bank escrow accounts and reports.



20. Provide financial records, statements and assistance for the Annual Independent Audit; and other audits as necessary.
21. Advise the PHA of financial impacts of management proposals, regulatory changes and changes of accounting standards.
22. Preparation of year-end forms mandated by HUD.
23. Make recommendations to the Finance Manager and Executive Director for best practices, SOP's, necessary policies, procedures and organization.
24. Assist NBHA in maintaining compliance with GAAP, GASB 33 and GASB 34 regulations.
25. Review for accuracy: Balance sheet, General Ledger, Trial Balance, and General Journal Transaction report and budget comparatives. Prepare any necessary adjustments to the monthly reports and reconcile any necessary balance sheet items.
26. Provide information technology consulting. Be available for consultation and recommendations for improvements in the NBHA's accounting, financial, reporting and operational systems. (hardware and software).

The Accounting Firm will prepare the various HUD REAC reports at the required frequencies, which include HUD-52267- Payment in Lieu of Taxes, SAGIS – electronic submission of Operating Subsidy Calculation, FASS-PH - electronic Financial Assessment Submission. If other HUD reports are required during the term of this contract it is expected that the accountant will provide such reports.

The Accounting Firm will complete the year-end closing and return all audit material with in sixty (60) days after the end of the fiscal year to the PHA so that an independent audit can be performed.

The Accounting Firm will be available to answer any questions an Auditor may have about the financial records of the FASS-PH.

NBHA is considering RAD and is interested in a firm with RAD conversion experience.

We are looking for a technologically savvy firm with a strong history of efficiency through the use of technology.

## **PART F – PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS**

### ***1. PROPOSAL PREPARATION AND SUBMISSION***

Bidder's proposals must be prepared and submitted in such a manner that they address, at a minimum, the requirements of Sections below in appropriate detail. Other preparation and submission requirements may be required by documents contained within Part E (Scope of Work). It is the Bidder's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.

The Accountant ***must*** provide the following information:

- A copy of the latest approved external peer review report as approved by a State Society of CPAs;
- Licensed as a Certified Public Accountant;
- A list of references of Housing Authorities currently under contract with the firm;
- A sample of the monthly financial reports provided to the PHA.
- Professional insurance with a minimum limit of \$1,000,000;
- Demonstration of in depth knowledge of HUD accounting and regulations specific to Housing Authority programs;
- A fixed price per services listed in the scope of services. Additional services not outlined in the scope of services is recommended to be priced at a fixed rate.

An hourly rate for additional services including items such as bringing financial records to a current status or researching additional items (HAP equity, depreciation schedule, CFP analysis, etc.).

### ***2. LETTER OF INTEREST***

At the beginning of each proposal, the Bidder must provide a letter of interest listing the Bidder's members and identifying the primary contact person. The letter must be signed by an authorized principal of the firm and include a statement that the proposal will remain valid for not less than one hundred twenty (120) days from the due date.

### ***3 EXECUTIVE SUMMARY***

Provide a brief description demonstrating your organization's understanding of the services required by this RFP and how your organization's technical expertise, experience, financial resources, proven past performance, and proven managerial processes are consistent with and capable of supporting the specified requirements contained herein.

### ***4 OFFEROR'S APPROACH TO PROVIDING REQUIRED SERVICES***

Provide a brief description relating your organization's understanding of the separate tasks required under Part E. (Scope of Work) and the methodology that will be utilized to provide all required services.

**5 STAFFING AND QUALIFICATIONS/LIST OF KEY PERSONNEL**

Provide a listing of all key personnel that will be responsible for demonstrating their relevant experience necessary to perform the required services contained herein along with copies of current resumes applicable to each.

**6 PROJECT SCHEDULE/ABILITY TO PERFORM IN A TIMELY MANNER**

Describe your organization's ability to perform all required services in a timely manner. Include all proposed processes and timeframes for completion of same.

**7 SAMPLE OF RELEVANT MATERIAL**

Submit samples of any/all charts, documents, forms, etc. that your organization will utilize to perform the required services contained herein.

**8 REFERENCE AND PAST EXPERIENCE**

Offeror(s) must complete the NBHA Bidder's NBHA Reference and Past Performance Form.

**NOTE:** A Minimum of three (3) references are required. If three (3) references cannot be provided, then bidder must provide written explanation as to why.

**9 REQUIRED CERTIFICATIONS**

All certifications and other required documents shown on the "Index of Submittal Documents Required for RFPs" must be prepared and submitted with Offeror's proposal for the proposal to be considered responsive to the NBHA Request for Proposals (RFP)/Solicitation requirements. **The minimum amount of time that Offeror's proposal must remain valid is ONE HUNDRED AND TWENTY (120) calendar days from the proposal submittal date.**

**10 MANDATORY FORMS**

- HUD 5369-B Instructions to Bidders Non-Construction.
- HUD 5369-C, Certifications & Representations of Offers.
- HUD 5370-C (General Conditions for Non-Construction Contracts).

**PART G SELECTION CRITERIA / EVALUATION CRITERIA**

**1 SELECTION/EVALUATION CRITERIA**

The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual Contractor proposals. Points will be awarded on the basis of the following factors:

<b>Evaluation Criteria</b>	<b>Max Points</b>
Experience	25 points
Approach and methodology to Providing Required Services	25 points
Fee Proposal	10 points
Qualifications	25 Points
Overall Knowledge	15 Points
<b>MAX TOTAL POINTS</b>	100 points

**A Maximum of 100 Points may be awarded.**

After the submission deadline, an evaluation team will review the submitted proposals. Criteria described below will be considered. A bidders’s submission of a proposal constitutes their acceptance of the evaluation technique and their recognition and acceptance that the evaluators will use their judgment in making a determination. Further negotiations and/or interviews may occur.

The evaluation factors to be used in proposal scoring are described below:

- **Qualifications and Experience – 25 points —** Demonstrated experience in all aspects of Public Housing Agency management and operations including asset management, auditing services, and fee accounting services.
- **Approach/Methodology – 25 points —** The methodology or approach the accountant will employ to perform the services, reports to be provided, and the ability to use FDS line items as the Chart of Accounts.
- **Fee Proposal – 10 points —** The Accountant’s or firms proposed monthly estimated cost for completion of the related fee accounting services for each of the requested year(s)

- Qualifications- 25 points — The accountant's or firms capacity, professional qualifications, and ability to manage and complete related services within applicable requirements, guidelines and timelines.
- Overall Knowledge – 15 points – The accountant's or firms understanding of statutory and/or regulatory framework governing the Housing Authority.

The Authority may reject any and all proposals, re-advertise, postpone, or cancel this RFP at any time at its discretion. Also, the determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute direction of the Housing Authority. The Authority has the right to waive any and all formalities related to this RFP.

The respondent shall certify in the RFP (and ultimately in its contract for services as a result of this RFP) that the accountant is not debarred from performing any services for HUD, HUD related programs, or any other governmental or private agency. A copy of the latest qualified peer review must be submitted with the RFP. Furthermore, the respondent shall certify in the RFP (and ultimately in its contract for services as a result of this RFP) that the accountant will not discriminate as to race, sex, religion, color, age, creed, or national origin in regard to obligation, work, and services to be performed under the terms of any contract ensuing from this RFP.

The successful accountant shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its rights, title, or interest herein, or its power to execute such contract to any person, partnership, company, or corporation without the prior written consent of the Housing Authority.

**Award without Negotiations.** If, after the initial evaluation of proposals, there is a clear winner, and there is no need to negotiate or obtain further clarification or information from that offeror (e.g., the price is reasonable), the Contracting Officer may proceed directly to award, provided that the RFP clearly stated that award could be made without negotiations (see paragraph 7 of form HUD- 5369-B).

a. Minimum Acceptability Determination:

- Acceptable Proposals: Proposals receiving an initial score of 70% or more of the total possible points shall be deemed acceptable
- Potentially Acceptable Proposals: Proposals receiving an initial score of 60% or more but less than 70%
- Unacceptable Proposals: Proposals receiving an initial score less than 60%

b. Acceptable Proposals: The Committee shall determine which proposals are within the acceptable range. Unless one proposal is clearly above the rest, then all bidders with an Acceptable score shall be interviewed by the Committee.

c. Negotiations: HUD Procurement Handbook allows considerable flexibility so long as each proposal is treated fairly and consistently. Once negotiation sessions are completed, each firm may be requested to submit its Best and Final Offer.

## **Insurance**

The Contractor shall maintain insurance coverage in accordance with the following as applicable:

- A. General Liability
- B. Limits of Liability:  
\$1,000,000 each occurrence - bodily injury and property damage combined  
\$1,000,000 each occurrence – Personal Injury and Advertising Injury  
\$1,000,000 Products and Completed Operations Aggregate  
\$2,000,000 General Aggregate per location  
\$1,000,000 All Risk Legal Liability  
Housing Authority City of New Britain shall be added as an additional insured as its interests may appear.
- C. Waiver of Subrogation - Contractor waives all rights of subrogation and recovery against the Authority and any and all subcontractors of all tiers to the extent of any loss or damage, which is insured under the insurance policies of the Authority. Notwithstanding the foregoing and not by way of limitation of the same, Contractor waives its rights of subrogation and recovery for damage to any property, or equipment against the Authority and any and all subcontractor of all tiers. The Contractor and each subcontractor shall require all subcontractors to similarly waive their rights of subrogation and recovery in each of their respective contracts with respect to their work.
- D. Workers' Compensation and Employers' Liability
- (i) Coverage A - Statutory Benefits Liability imposed by the Workers' Compensation and/or Occupational disease statute of the State of Connecticut and any other governmental authority having jurisdiction for the work performed at the Project.
- (ii) Coverage B – Employers' Liability  
Limits \$1,000,000 bodily injury each accident  
\$1,000,000 bodily injury by disease –each employee  
\$1,000,000 bodily injury by disease – policy limit
- E. Automobile Liability Comprehensive Form  
Limits \$1,000,000 Any Automobile (Owned, Non-owned and Hired Vehicles)
- F. Professional Liability  
\$1,000,000 per occurrence  
\$1,000,000 aggregate

**HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN**  
**REFERENCE AND PAST PERFORMANCE FORM**  
**NOTE: Reproduce Additional Sheets as Required**

List previous work/services rendered by your company which are 1) **DIRECTLY** related to the scope of work/services required by the Housing Authority of the City of New Britain Invitation for Bid/Solicitation, and 2) equal to or greater than the dollar magnitude applicable to the scope of work/services quoted in your proposal. (**NOTE: A Minimum of three (3) reference sheets is required. If three (3) reference sheets cannot be provided, then bidder must provide written explanation as to why.**)

1. Name of Reference Company for which services were rendered:

\_\_\_\_\_

2. Location of work (address) where services were performed:

\_\_\_\_\_

3. Scope of work that was performed:

\_\_\_\_\_  
\_\_\_\_\_

Year of completion: \_\_\_\_\_

4. Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Cost of Project: \_\_\_\_\_

NOTE: Selected firm may be required to present the plans and specifications for RFP/IFB

Reviewer: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

**HUD 5369-B Instructions to Bidders Non-Construction**



**HUD 5369-C, Certifications & Representations of Offers**

**HUD 5370-C (GENERAL CONDITIONS FOR NON-CONSTRUCTION CONTRACTS)**