

REQUEST FOR PROPOSALS

Fee Accounting Services

Due: January 10, 2025

**St. Joseph Housing Commission
601 Port Street
St. Joseph MI 49085**

REQUEST FOR PROPOSALS

The St. Joseph Housing Commission will accept proposals for accounting services for the fiscal year 4/1/2025 to 03/31/2026. The contract may be renewed by the Housing Commission for one (1) additional year. It is the Housing Commission's desire to retain and employ a duly qualified Certified Public Accountant to accounting services to the Housing Commission in all matters connected to the ongoing functions of the accounting books and records. All services must be in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (including the HUD Accounting handbook, the Financial Management Handbook, and the Annual Contributions Contract) and the State of Michigan Treasury Department.

The services that are requested will be as follows and will relate to all the Housing Commission's programs (including, but not limited to, Public Housing, Capital Fund, and other grants and programs as administered by the Commission:

1. Maintenance of the accounting books and records, including daily, monthly, and annual posting to the general ledger. The books must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed by HUD and the State of Michigan.
2. Preparation of budgets, financial statements and forms as required by law and the policies of the United States Department of Housing and Urban Development and the State of Michigan.
3. Budgets and financial statements shall be prepared in accordance with HUD's accounting rules and requirements.
4. Preparation of all state and federal forms for requisitions and financial reports.
5. Attendance at meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Commissioners and/or Executive Director.
6. A monthly statement must be prepared showing the amounts budgeted and the actual amounts expended for the fiscal year to date shall be provided at the end of each calendar month.
7. Preparation of a reconciliation of balances of tenant accounts whenever the summary of transactions with tenants (as furnished by the Commission) does not agree with the accountant's control records. Reconcile all monthly bank statements.
8. Preparation of all worksheets, budgets, forms, and other items essential in complying with the State of Michigan. All work papers necessary to complete the annual audit and financial statements, on a GAAP basis, shall be prepared by the accountant.

10. Preparation and timely filing of all HUD required electronic financial filings via the internet.
11. Will be responsible for reconciling all accounts, making adjusting journal entries, closing the books, and preparing for the year-end audits for fiscal years ending 03/31/2026 and potentially 2027.
12. Must assist the Executive Director in closing all outstanding audit findings from all previous audit reports. All recommendations must be in writing regarding findings and recommendations.
13. Other Services that are requested by the Housing Authority.

Qualifications:

1. Must be a Certified Public Accountant (C.P.A.), licensed by the State of Michigan.
2. Must have previous experience and an understanding of HUD funded programs.
3. Must be approvable by the United States Department of Housing and Urban Development.

Proposal Submission:

All persons interested in submitting a proposal for accounting services should submit a proposal based upon a lump-sum fee (Payment schedule to be established by the Housing Commission). Proposals should be delivered to the office of the St. Joseph Housing Commission 601 Port Street, St. Joseph, MI 49085 or by email to executivedir@stjosephhousingcommission.org or before Friday, January 10, 2025, before 3:00 PM.

Proposals will be evaluated according to the Housing Committee's "Competitive Evaluation System." A copy of the evaluation system has been attached to the RFP for review by those persons interested in submitting a proposal. All persons submitting a proposal are encouraged to contact the Executive Director to personally review the financial operations of the Commission.

The following must be submitted with the proposal:

1. Listing of similar work that the firm has previously completed.
2. Listing of references.

	Date
RFP Available	12/18/2024
Last Day for Questions	12/27/2024
Receipt of Proposals	01/10/2025

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by: _____

Type of Service: Routine Accounting Services

Respondent: _____

Selection Points

1. Demonstrated experience and competence in this type of work (20 Points).
2. Familiarity with the St. Joseph Housing Commission Programs in specific and HUD rules and regulations in general (10 Points).
3. Capability and capacity to accomplish work within the required time period (20 Points).
4. Geographic location of the firm relative to the proximity to the St. Joseph Housing Commission (15 Points).
5. Specialized experience of key personnel in St. Joseph Housing Commission Programs (10 Points).
6. Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin (10 Points).
7. Price (15 Points)

Total Point Score:

Narrative Review of Proposal

PROPOSAL FOR ACCOUNTING SERVICES

St. Joseph Housing Commission
601 Port Street
St. Joseph MI 49085

Firm Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

4/1/2025-03/31/2026 Annual Retainer (Paid monthly) \$ _____

4/1/2026-03/31/2027 Annual Retainer (Paid monthly) \$ _____

Hourly Rate for additional services \$ _____