

# REQUEST FOR PROPOSALS

## *Fee Accounting Services*

Due: Wednesday, November 10th by 10:00 AM



Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860

## REQUEST FOR PROPOSALS

The Housing Authority of the Town of Newton, New Jersey will accept proposals for accounting services for the fiscal year 1/1/2022 to 12/31/2022. It is the Housing Authority's desire to retain and employ a duly qualified Accountant to act as advisory for the Authority in all matters connected to the establishment and 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 New Jersey Local Authorities Fiscal Control Act.

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

- 1) Maintenance and establishment of the accounting books and records, including monthly 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 New Jersey.

- 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 New Jersey. Budgets and financial statements shall be prepared in accordance

with HUD's accounting rules and requirements.

3) Preparation of all state and federal forms for requisitions and financial reports.

4) Attendance at meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director.

5) 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.

6) Preparation of a reconciliation of balances of tenant accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records. Monthly bank reconciliations shall be undertaken by the Housing Authority and provided to the accountant.

7) Preparation of all worksheets, budgets, forms, and other items essential in complying with the New Jersey Local Authorities Fiscal Control Act. All work papers necessary to complete the annual audit and financial statements, on a GAAP basis, shall be prepared by the accountant.

8) Preparation and filing of all HUD required electronic financial filings via the internet.

9) Will be responsible for reconciling all accounts, making adjusting journal entries, closing the books, and preparing the FDS for the period ending 12/31/2022.

10) Must assist the Authority in closing all outstanding audit findings from all previous audit reports. All recommendations must be in writing regarding findings and recommendations.

11) 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 New Jersey or a licensed Public Accountant.
- 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 Authority). Proposals should be delivered to the office of the Housing Authority of the Town of Newton, 32 Liberty Street, Newton, New Jersey on or before Wednesday, November 10th, 2021, by 10:00 A.M. Proposals will be evaluated according to the Housing Authority'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 Housing Authority to personally review the financial operations of the Authority.

The following must be submitted with the proposal:

- 1) Listing of similar work that the firm has previously completed.
- 2) Listing of references.
- 3) New Jersey Business registration Form

- 4) Affirmative Action Compliance Notice
- 5) Stockholder Disclosure Certification
- 6) Non-Collusive Affidavit

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER  
Executive Director

## COMPETITIVE PROPOSAL EVALUATION SYSTEM

**Prepared by:**

**Type of Service:** Accounting Services

**Name/Address of Respondent:**

- 1) Demonstrated experience and competence in this type of work (15 Points).
- 2) Familiarity with the Newton Housing Authority's Programs in specific and HUD rules and regulations in general (20 Points).
- 3) Capability and capacity to accomplish work within the required time period (15 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (20 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 original (10 Points).
- 7) Price (10 Points)

**Total Point Score:**

Narrative                      Review                      of                      Proposal:

Legal Advertisement

**REQUEST FOR PROPOSALS**

The Housing Authority of the Town of Newton, New Jersey will accept proposals for the following services:

"Fee Accounting Services"

It is the Housing Authority's desire to retain a duly qualified, competent, and capable accountant. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services.

All persons interested in submitting a proposal for accounting services should contact the Housing Authority of the Town of Newton in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the Town of Newton, 32 Liberty Street, Newton, New Jersey on or before Wednesday, November 10th, 2021, by 10:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the contract, for convenience, at any time during the term of the contract. This solicitation is being made as "Fair and Open" in accordance with NJSA 40A:19A-4 et seq.

WILLIAM F. SNYDER  
Interim Executive Director

Date: 9/29/21

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-A
Name of Form:	<b>AFFIRMATIVE ACTION COMPLIANCE NOTICE</b>
Statutory Reference:	N.J.S.A. 10:5-31 (P.L 1975, c.127) and N.J.A.C 17:27-1 et seq.
Instructions Reference:	Statutory and Other Requirements VII-A-1
Description:	To assure vendor compliance with State affirmative action requirements.

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

**This form provides the bidder guidance on the requirements. It is advisory in nature only and is a non-mandatory, waiveable form.**

For information on the requirements of the Affirmative Action Law, contact:

Division of Contract Compliance & Equal Employment Opportunity in Public Contracting  
Department of the Treasury  
State of New Jersey  
P.O. Box 209  
Trenton, NJ 08625-0209  
609-292-5473  
E-mail: [www.state.nj.us/treasury/contract\\_compliance/ccmail.shtml](http://www.state.nj.us/treasury/contract_compliance/ccmail.shtml)  
Agency website: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)



**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)      ☐ Limited Liability Company (LLC)
- ☐ Partnership      ☐ Limited Partnership      ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-H
Name of Form:	<b>NON-COLLUSION AFFIDAVIT</b>
Statutory Reference:	No specific statutory reference State Statutory Reference N.J.S.A. 52:34-15
Instructions Reference:	Statutory and Other Requirements VII-H
Description:	The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

## NON-COLLUSION AFFIDAVIT

State of New Jersey

County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon  
the truth of the statements contained in said Proposal

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

(Type or print name of affiant under signature)

Notary public of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(Seal)