REQUEST FOR PROPOSALS

Fee Accounting Services

Due: Wednesday, December 2nd, 2026, 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 1/1/2027 to 12/31/2028. The contract may be renewed by the Board of Commissioners for one (1) additional year. 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 12/31/2025 and potentially 2026.

10) Must assist the Authority is 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, December 2nd, 2026, 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:

PROPOSAL FOR ACCOUNTING SERVICES

Newton Housing Authority
32 Liberty Street
Hackensack, New Jersey 07960
(973 383-5191)

Firm Name:

Address:

Telephone #

Contact Person:

1/1/2027-12/31/2027 Annual Retainer (Paid monthly):$

1/1/2028-12/31/2028 Annual Retainer (Paid monthly):$

Hourly Rate for additional services: $

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 to the office of the Housing Authority of the Town of Newton, 32 Liberty Street, Newton, New Jersey on or before Wednesday, December 2nd, 2026, 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
Executive Director