

## **Request for Proposal Fee Accountant Services**

The Greenville Housing Authority requests proposals from qualified firms/individuals, with prior HUD funded Public Housing and Section 8 experience, to provide accounting services in accordance with HUD requirements (i.e. governmental GAAP, OMB Circular A-133 and supplement, the Single Audit Act of 1966 and amendments, and all other pertinent requirements and GASB pronouncements).

Typical responsibilities that will be required to be performed are as follows:

- Review month-end financial statements for accuracy and completeness
- Prepare and revise all budgets and forecasts including The Operating Subsidy submission
- Assist with year-end closing of all GHA books
- Submit un-audited financial data schedules for electronic filing to REAC
- Perform annual year-end/pre-audit review and prepare package of documentation for auditors
- Assist with annual audit
- Review depreciation schedules of land, structures, and equipment
- Assist with VMS reporting
- Review and make recommendations of changes to all activities of the GHA Finance Department
- Review debt service accounts
- Review financial activities and make recommendations
- Assist with grant accounting and tracking
- Assist with capital fund accounting, tracking, reporting, and planning
- Prepare IRS Form 990 for component unit of authority
- Attend board meetings as requested
- Assist with other financial related tasks or new requirements from HUD

Proposals should be quoted on an hourly basis including all expenses. Estimated time required will be approximately 40-50 hours per month on average. A sufficient amount of time, by mutual agreement between the parties, should be spent at GHA with a concentration of time spent during budget preparations and after September 30 up to the final submissions dates required by HUD. To work more efficiently between both parties GHA will utilize all electronic methods of communication, to include email, fax, etc. The GHA's fiscal year ends 9/30, therefore it is critical that within the proposal there is an assurance that the proposing firm/individual will have no conflict with the timely submission of GHA reports.

Proposals must state the firm's/individual's success with timely submission of data to HUD and include a list of all housing authority references for which work is currently being performed or has been performed in the past.

It is the intent of the Greenville Housing Authority to enter into a three-year agreement with the successful firm or individual with a mutual annual renewal statement signed each year of the contract by both parties.

Proposals will be ranked by GHA staff upon relevant public housing agency experience and references as well as cost and assurance of the timely submission of data.

<u>Ranking Area</u>	<u>Points Available</u>
Relevant experience	0-45
Reference responses	0-5
Cost	0-40
Assurance of timely submission	0-10

**Proposals must be received by 4:00pm May 26, 2017.**

**Proposals and questions may be directed to:  
Chippretta Robinson, Human Resource Specialist II  
Greenville Housing Authority, PO Box 1426, Greenville, NC 27834**