



I. General Information

The Alexandria Housing Authority (AHA) is soliciting through this Request for Proposals qualified individuals or firms to perform fee accounting services for one period for fiscal year ending June 20, 2025 with two - one year options to include the year ending June 30, 2026; and the fiscal year ending June 30, 2027.

The AHA establishes policy and reviews operations of subsidized housing in Alexandria, LA. Currently, AHA operates nine (9) housing developments, Project Based Vouchers (PBV) and **900 Section 8 vouchers**.

Funding sources include but are not limited to Operating funds, Capital funds, Housing Assistance Payment funds.

AHA has created this Request for Proposal (RFP) to be completed by all interested vendors, and will review both technical and cost considerations for each proposal.

Copies of this Request for Proposal and/or copies of our previous years' audited financial statements may be requested or obtained by request to the Procurement Officer at s.fontenot@alexhousing.org

AHA reserves the right to reject any and all proposals, or re-advertise, postpone, or cancel this RFP at any time at its discretion and to waive any informalities. Also, the determination or the criteria and process whereby proposals are evaluated, the decision as to who shall receive the 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.

II. General Requirements

It is the intention of AHA to enter into an agreement with a qualified public housing fee accountant or firm to provide fee accounting services for AHA. The services shall consist of providing expert fee accounting services to include but not be limited to, preparation and submission of unaudited financial statements and analysis of financial stability and performance.

The Fee Accountant shall:

- A. Have a minimum of five years experience in fee accounting for a Public Housing Agency operating under the Asset Management Model.
- B. Have the ability to perform all the required services on a timely basis.
- C. Demonstrate understanding of statutory and/or regulatory frameworks governing the Housing Authority.



- D. Comply with Louisiana State law and the ordinances and policies of AHA.
- E. Have a working knowledge of Emphasys Elite Software
- F. Certify that the fee accountant is not debarred from performing any services for HUD, HUD related programs, or any other governmental or private agency.

III. Scope of Services

Fee accounting services to be provided on a general basis may include, but not necessarily be limited to, the following:

- A. Provide assistance, as necessary, to maintain general ledger for all programs.
- B. Review transactions for proper accounting allocations, and prepare month end adjusting journal entries, year-end adjusting journal entries, and trial balance and general ledger.
- C. Provide assistance, as necessary, to prepare monthly and annual financial statements, including but not limited to: variance reports, cash reports, FDS schedule, and estimated financial ratios for all housing programs, including AHA's non-profit corporation, tenant accounts, and bank reconciliations.
- D. Understand Tax Credit Compliance and requirements and submission of timely reports.
- E. Work with staff to help provide an internal control system consistent with other entities of similar size and in accordance with Louisiana Legislative Auditors Agreed Upon Procedures to ensure the safeguarding of AHA assets.
- F. Complete HUD required year-end adjustment on the HUD prescribed forms for submission; and prepare and submit annual un-audited financial information on HUD's prescribed "Financial Data Schedule" including necessary Government Accounting Standards Board #34 requirements.
- G. Notify the Housing Authority of any necessary regulatory changes or updates with regard to its accounts.



- H. Make recommendations to the management of the Housing Authority regarding accounting practices.
- I. Provide assistance to auditor, including additional analysis, schedule preparation and information for audited financial statements, etc, as necessary.
- J. Attend Housing Authority Board meetings once a year (fiscal year end) and report to the Board of Commissioners.
- K. Ensure that the Housing Authority's accounts are properly set up.
- L. Maintain all records in accordance with Federal, State, and other applicable record retention laws.
- M. Build capacity of AHA staff.
- N. Provide monthly summarization and status of current accounting items.
- O. Complete monthly VMS submission.

In the event of a joint proposal between two or more vendors, indicate the role that either sub-consultant or co-proposer would perform. AHA reserves the right to select or choose between co-proposers and sub-consultants.

IV. Proposal Guidelines The proposal submitted by any entity should conform to the following format:

A. Submission Guidelines

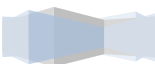
Vendors must submit 2 copies to:

AHA Attn: Procurement Officer

2558 Loblolly Lane, Alexandria, LA 71303

Proposals must be received **by Tuesday, May 6, 2025 @ 2:00 p.m.** CST. All proposals not received by this time will be considered late, and will be returned. Submissions by fax or email will not be accepted.

B. Proposal Content



The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the proposer to undertake the responsibilities of serving as fee accountant to the AHA. The proposal should include a transmittal letter that will be considered an integral part thereof, and shall be signed by the individual or individuals authorized to contractually bind the firm. The following specific information should be included in your proposal:

- 1) Statement of Purpose: A brief narrative describing the services that will be provided, specifically addressing the tasks listed above in Scope of Work.
- 2) Qualifications: A list showing your firm's direct experience in providing fee accounting services to governmental entities, particularly housing authorities, during the period from June 2021 to June 2024; as well as examples of comparable experience. Information to be provided includes the name of the agency or governmental entity served; period of performance; terms of contract; and a summary of services provided.
- 3) Organization a) Description of the organization. b) Describe the experience of the business in serving as fee accountant for housing authorities, municipalities and other public entities. c) Identify the number of public housing agencies by which you are currently employed and their respective agency size (by number of units).
d) Describe any SEC or regulatory censure or litigation involving institutional business your business conducts with governmental investors at this time or within the past three years. e) Describe why accounts, if any, have dropped the firm in the past three years. f) Any professional or personal financial interest which could be a possible conflict of interest in representing AHA.
- 4) Personnel a) Identify the size of the businesses staff and the credentials of key personnel. b) Identify the accounting professionals who would be directly involved in providing services to AHA. Describe their relationship to your business, their responsibilities, and their experience with the public sector, and the number of years they have been associated with your business. c) Have any of the above personnel ever been investigated for alleged improper, fraudulent or unfair activities related to accounting practices? If so, please provide details.
- 5) Fee Accounting Approach - State the methodology or approach you/ your business will employ to provide and perform fee accounting services.



- 6) Reporting - Describe and submit samples of the reports that would be provided and their frequency.
- 7) Fees a) Describe the proposed compensation for services, including breakdown of time by staff level and computation of the accounting fee including expenses used in your proposal. b) Fees should be stated as either: i) A flat monthly fee ii) Per hourly basis with a not to exceed dollar amount for the fiscal year c) Fees should reflect the amount of time required and estimated hours and hourly rate used by each level of staff within the business. d) Fees must be a discreet dollar amount and not percentage based.
- 8) References - Provide a list of three clients comparable in size and investments, preferably public housing authority clients and include contact persons and telephone numbers.
- 9) Certifications and Other Statements of Proposers a) Each proposer shall submit as part of the proposal the fully completed and executed documents incorporated herein by attachment and reference: i) Profile of Firm/Business Form (Attached) ii) Form of Non-Collusive Affidavit (Attached) iii) HUD-5369A Representation, Certifications, and Other Statements (Available at www.hudclips.org) iv) HUD-5369B Instructions to Offerors (Non-Construction) (Available at www.hudclips.org) v) HUD-5369C Certifications and Representations of Offerors (Non-Construction) (Available at www.hudclips.org) and HUD-5370, 2530, and 51915.

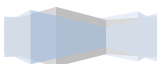
V. Selection Process

A. Evaluation Process

The contract will be awarded to the individual or firm/business whose proposal will be the most advantageous to AHA and whose price and other factors considered are the most closely conforming to this RFP. Due to the evaluation procedure for the Request for Proposal, lowest dollar price MAY or MAY NOT indicate the successful vendor. Price constitutes only one of the several evaluation criteria. The proposals will be judged on criteria that shall include, but are not necessarily limited to those listed in the section below.

B. Evaluation Criteria

Approach, including range of products and services offered and rates of return. Profile of individual or



firm/business, including evidence of expertise, experience and qualifications for providing the required labor and resources for completing work.

Fees

References

Interview

C. Interview

A committee determined by AHA staff and/or consultants may interview fee accountants whose proposals are the highest rated. AHA reserves the right to short list the RFP respondents and to interview only those AHA feels are best qualified.

D. Negotiation In the event the parties are unable to enter into a contract, AHA may elect to negotiate with the next highest rated bidder.

VI. Process for Inquiries

All inquiries regarding clarification of items in the RFP must be made in writing (e-mail or fax) and must be forwarded to: Procurement Officer - s.fontenot@alexhousing.org

The deadline for making such inquiries is **April 29, 2025**. If, in AHA's opinion, additional information or interpretation of the RFP is necessary, such information will be supplied in the form of an Addendum that will be mailed and/or e-mailed to all Vendors who have acknowledged receipt of this RFP and such Addendum shall have the same binding effect as though contained in the main body of the RFP. Only information distributed in this manner shall be considered binding with regards to the RFP. Any verbal instructions or information concerning the specifications provided by HA managers, employees, or agents shall not bind AHA. AHA responses to vendor Inquiries will be distributed to all responding vendors.

VII. Miscellaneous



A. Responses should be prepared simply and economically, and should be both straightforward and concise.

B. AHA shall not be responsible for any expenses incurred in the preparation of your reply.

C. Proposers must be in full compliance with Federal, State, Parish, local laws, ordinances, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the proposer shall in no way be cause for relief from responsibility.

D. The respondent shall certify in the RFP (and ultimately in its contract for services as a result of this RFP) that the fee accountant is not debarred from performing any services for HUD, HUD related programs, or any other governmental or private agency. Furthermore, the respondent shall certify in the RFP (and ultimately in its contract for services as a result of this RFP) that the fee 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 the RFP.

E. The successful fee accountant shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet or otherwise dispose any 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.

F. Section 3 of the Housing Community Development Act of 1968, as amended, requires that the Housing Authority, contractors, and subcontractors shall make their best efforts to give training and employment opportunities to residents of the Housing Authority as well as the surrounding area. The fee accountant will be expected to comply with this Section 3 requirement.

G. All costs listed in this proposal, including any itemized costs, must be valid for a minimum of one hundred and twenty (120) days from the RFP due date. The proposer must specify how long in excess of 120 days the product and service pricing will be valid.

H. All of the AHA Public Housing portfolio has gone under the Rental Assistance Demonstration (RAD) umbrella.. The bookkeeping will be completed by a management company for the properties that have



converted to Rental Assistance Demonstration/Project Based Voucher (RAD/PBV) .

I. Fee Accountant is expected be on site/available the same time the Auditor is on site.

APPENDIX I

POINT VALUES FOR EVALUATION CRITERIA FEE ACCOUNTING SERVICES RFP

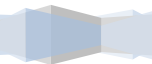
CRITERION	MAXIMUM POINTS
Experience in fee accounting with Public Housing organizations (LIPH, PBV.RAD Tax Credits, etc.)	25
Government fee accounting experience of individuals assigned	20
Fee Proposed for each of the requested years	20
Familiarity with the Alexandria Housing Authority	10
The Firm’s Capacity and ability to manage within applicable guidelines	10
The Firm’s understanding of the work to be performed	10
The methodology and approach the Firm will employ to perform the services	5
TOTAL	100

APPENDIX II

TENTATIVE SCHEDULE FOR SELECTION AND AWARD

1. Release of RFP as requested April 15, 2025.
2. Deadline for inquiries is April 29, 2025
3. Responses due - May 2, 2025
4. Proposal Submission Deadline - May 6, 2025
5. Proposal and Statement of Qualifications reviewed – May 13, 2025
6. Board Approval of Recommendation of Executive Director on May 22, 2025

HUD 5369-B, Instructions to Offerors-Non-Construction HUD 5369-C Certifications and



Representations of Offerors-Non-Construction Contract HUD 5370 -C General Conditions for Non-Construction Contracts

