HOUSING AUTHORITY OF THE CITY OF SUMMIT

"REQUEST FOR PROPOSALS"

FOR

PROFESSIONAL SERVICES

AS A

FEE ACCOUNTANT

#27-006

PROPOSALS ARE DUE NO LATER THAN

2:00 PM (Prevailing Time) ON TUESDAY, DECEMBER 8, 2026

Submit Proposal to: Jacqueline Gray
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, N.J. 07901

Background:

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of housing at three development sites: Vito A. Gallo Senior Building, a 125-unit high rise; Glenwood Place, a 30-unit family development; and Weaver Street, a 40-unit family development.

The Authority successfully converted all its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been adopted with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.

Programs:

Project Based Housing Choice Voucher Program

Component Unit – Summit Affordable Housing Corporation (SAHC)

Scope of Services:

The Scope of Services shall include, but not be limited to the following:

1. **Reviewing monthly postings to the general ledger, including preparation of monthly journal entries. The books must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed HUD.**

2. **Prepare and electronically transmit budgets, financial statements and related forms, as required by law and Summit Housing Authority policy, to the United States Department of Housing and Urban Development and the State of New Jersey, as maybe required.**

3. **Prepare all related financial reports.**

4. **Review all state and federal payroll forms and reports. Prepare quarterly pension report transmittal.**

5. **Attend all required meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director.**

6. **Review monthly reports to be submitted to the Board.**

7. **Prepare monthly reconciliation statements covering all SHA & SAHC bank accounts. Reconciliations shall be prepared promptly, upon receipt of the bank statements.**

8. **Review reconciliation of balances of tenants' accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records.**

9. **Prepare applicable work papers for Fiscal Year-End audits.**

10. **Assist in the preparation of Annual PHAS submissions.**

11. **Prepare monthly report to the Board of Commissioners outlining operating reserves and detailing budget variances.**

12. **Review and advise the Authority concerning investment of Authority funds.**

13. **Advise Summit Housing Authority staff of pertinent HUD rules and regulations and their implementation of same.**

14. **Monitor and report all Summit Housing Authority Fixed Asset Inventories as follows:**

    a. **Review monthly disbursements to determine if any purchases qualify as a fixed asset under the Authority's capitalization policy. If purchases qualify they will be entered on the permanent record of fixed assets.**

    b. **Prepare and maintain permanent fixed asset records including information regarding acquisition date, cost, location, model and/or serial number, and disposition information if applicable.**

    c. **Make appropriate entries on the Authority's accounting books to record acquisitions and dispositions.**

    d. **Make available information to the Authority and auditor for their review.**

15. **Prepare management and discussion analysis (MDA) to be included in Authority's year end audit report.**

16. **Capital Fund submissions and budget revisions.**

17. **Assist with preparation of Agency Annual and 5-year plan, as may be required.**

18. **Monitor information for LOCC's drawdown of funds.**

19. **Prepare VMS submissions as necessary.**

Qualifications:

Indicate the professional experience and technical competence of your firm and its personnel for this particular project. Include the experience or abilities of your firm, its principals, staff and facilities which will be of special importance and used on this engagement. Proposal must specifically address the following:

1. **A Letter of Interest.**
2. **Statement demonstrating capability and understanding of services required.**
3. **Must be a Certified Public Accountant (CPA) licensed for public practice by the State of New Jersey.**
4. **A Business Registration certificate issued by the State of New Jersey.**
5. **Firm, principals or staff does not have a record of substandard work.**
6. **Resumes of Principals (Partners) and other staff to be engaged on this assignment.**
7. **Proof of Professional Liability Insurance.**
8. **List of services to be performed by outside consultants (if none, indicate NONE).**
9. **Listing of current contracts providing Fee Accountant services.**
10. **A certified statement that neither any individuals of the firm nor the firm itself are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.**
11. **A Non-Collusion Affidavit**
12. **Price Proposal**
13. **Provide the name, address and phone number of no less than three (3) business references.**

Fee:

1. **Submit an upset annual fee to complete all work items in the Scope of Services.**

   $ _____

2. **Submit an Hourly Rate, as well as an estimate of the number of hours per month necessary to complete the Scope of Services.**

   $_____ Hourly Rate

   $_____# of Hours monthly

Period:

The term of this contract shall be one year commencing on January 1, 2027 and ending on December 31, 2027.

Selection Criteria:

The Authority will evaluate proposals based on the following criteria:

A. Qualifications/Experience: 75 points

Demonstrated experience and availability of the offer's team, including specific professionals and employees. Inclusive, but not limited to, this listing shall be information regarding the experience and educational background of the professional and administrative personnel who will be made available to perform these services.

B. Cost of Service: 25 points

The offer's proposed cost detailed by the hourly rates of professionals and staff who will be assigned to this engagement

Proposal Submissions:

Responses to the Request for Proposals are to be submitted no later than 2:00 PM (prevailing time) on TUESDAY, DECEMBER 8, 2026, addressed to:

Jacqueline Gray - Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue, Summit, NJ 07901

The proposal shall be submitted in a sealed envelope marked:

"2027 Fee Accountant"

Please submit two (2) copies of your proposal.

No late proposals will be accepted.

SAMPLE AGREEMENT FOR ACCOUNTING SERVICES

Between the Housing Authority of the City of Summit, 512 Springfield Avenue, Summit, NJ 07901, hereinafter referred to as the "Authority" and _____ whose office is located in _____ (hereinafter called the "Accountant"),

WITNESSETH:

WHEREAS, the Authority desires to engage the Accountant to perform "fee accounting" services and render certain technical advice and assistance in connection with such undertakings of the Authority:

NOW, THEREFORE, the Authority and the Accountant do mutually agree as follows:

1. APPOINTMENT

   The Authority hereby retains the Accountant, as the accountant and financial advisor for the Authority, and the Accountant hereby accepts such appointment for a term of one year, commencing January 1, 2027 and terminating December 31, 2027.

2. SCOPE OF FEE ACCOUNTING SERVICES

   The Accountant shall perform all the necessary services provided under this Contract. The Accountant shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Authority, the following:

   (a) Reviewing monthly postings to the general ledger, including preparation of the monthly journal entries. The books must be maintained in accordance with the principles and standards and the classifications and description of accounts as prescribed by HUD.

   (b) Prepare and electronically transmit budgets, financial statements and related forms, as required by law and Summit Housing Authority policy, to the United States Department of Housing and Urban Development and the State of New Jersey, as may be required.

   (c) Prepare all related financial reports.

   (d) Review all state and federal payroll forms and reports. Prepare Quarterly pension report transmittal.

   (e) Attend all required meetings with HUD staff, HUD auditors, Independent auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director. Review monthly reports as submitted to the Board.

   (f) Prepare monthly reconciliation statements covering all SHA & SAHC bank accounts. Reconciliations shall be prepared promptly, upon receipt of the bank statements.

   (g) Review reconciliation of balances of tenants' accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records.

   (h) Prepare applicable work papers for Fiscal Year-End audits.

(i) Assist in the preparation of Annual PHAS submissions, as required.

(j) Prepare monthly report to the Board of Commissioners outlining operation reserves and detailing budget variances.

(k) Review and advise the Authority concerning investment of funds.

(l) Advise Summit Housing Authority staff of pertinent HUD rules and regulations and their implementation of same.

(m) Monitor and report all Summit Housing Authority Fixed Asset Inventories as follows:

(i) Review monthly disbursements to determine if any purchases, qualify as a fixed asset under the Authority's capitalization policy. If purchases qualify they will be entered on the permanent record of fixed assets.

(ii) Prepare and maintain permanent fixed asset records including information regarding acquisition date, cost, location, model and/or serial number, and disposition information if applicable.

(iii) Make appropriate entries on the Authority's accounting books to record acquisitions and dispositions.

(iv) Make available information to the Authority and auditor for their review.

(n) Prepare management and discussion analysis (MDA) to be included in Authority's year end audit report.

(o) Assist in monitoring Capital Fund Programs including but not limited to preparation of budgets and performance evaluation reports.

(p) Assist with preparation of the Authority's Agency Annual and 5-year plan, as may be required.

(q) Monitor information for LOCC's drawdown of funds.

(r) Prepare monthly VMS submissions, as necessary.

3. COMPENSATION AND METHOD OF PAYMENT AND MINIMUM HOURS

The Authority will pay to the Accountant the amount of $ _____ per annum, payable monthly in the amount of $_____.

4. TERMINATION

The Authority may terminate this Agreement for failure or refusal of the Accountant to perform to the satisfaction of the Authority the services agreed upon herein. Should this contract be so terminated prior to the date set forth above, the accountant shall be entitled to compensation to the date of termination, in an amount equal to the prorate annual compensation then unpaid.

5. MISCELLANEOUS PROVISIONS

(a) The Authority and the Accountant agrees to be bound and do hereby bind themselves as far as duties required from the Accountant and payment therefore by the Authority, to the applicable regulations of HUD, provided that such regulations are biding upon the Authority under the law.

(b) Notwithstanding anything to the contrary herein, the parties specifically agree that this Agreement shall not be deemed to create the relationship of employer and employee between the Authority and the Accountant, respectively, and no rights or privilege of an employee of the Authority shall inure to the Accountant hereby.

(c) No member, officer or employee of the Authority during his tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

(d) No member or delegate of the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit which may arise there from.

(e) Except for disclosure to the government, the Comptroller General, the Authority's Auditor and the Authority, any information and date, prepared or assembled by the Accountant under this Contract, shall be held confidential by the Accountant and shall not be made available or otherwise disclosed to any person without the prior written approval of the Authority.

IN WITNESS WHEREOF, the Authority and the Accountant have executed this Agreement the day and year first above written.

ACCOUNTANT

BY: _____
Signature

Title: _____

Date: _____

HOUSING AUTHORITY OF THE
CITY OF SUMMIT

BY: _____
Signature

Title: Executive Director

Date: _____