

# REQUEST FOR PROPOSALS

## ACCOUNTING SERVICES

Term: 4/1/25-3/31/26

Due: 1/9/25 by 11:00 AM

Housing Authority of the Town of Secaucus  
700 County Avenue  
Secaucus, New Jersey 07094

## **REQUEST FOR PROPOSALS**

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for accounting services for the fiscal year 4/1/2025 to 3/31/2026. 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 of the Housing Authority's programs (including, but not limited to, Project Based Vouchers, Housing Choice Vouchers, Community Development Program 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.
- 3) Preparation of all state and federal forms for requisitions and financial reports.
- 4) Preparation of all state and federal payroll forms and reports not currently prepared by the payroll service (Casa Payroll), including pension reports.
- 5) Attendance at meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director.
- 6) A quarterly 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 quarter (at a minimum). An individual statement should be prepared for each of the Housing Authority's programs.
- 7) Preparation of a monthly reconciliation of bank accounts shall be prepared promptly upon receipts of the bank statements.
- 8) Preparation of a 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) 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

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

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 Secaucus, 700 County Avenue, Secaucus, New Jersey on or before January 9 2025 by 11:00 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 in an effort to personally review the financial operations of the Authority. This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

Christopher W. Marra  
Executive Director

Date: 12/19/24

**COMPETITIVE PROPOSAL EVALUATION SYSTEM**

**Prepared by:**

**Type of Service: Accounting Services**

**Name/Address of Respondent:**

<b>Category</b>	<b>Points</b>	<b>Scoring</b>
Demonstrated experience and competence in this type of work	<b>20 Points</b>	
Familiarity with the Secaucus Housing Authority's Programs in specific and HUD rules and regulations in general.	<b>30 Points</b>	
Capability and capacity to accomplish work within the required time period.	<b>30 Points</b>	
Geographic location of the firm relative to the proximity to the Housing Authority.	<b>10 points</b>	
Specialized experience of key personnel in Housing Authority Programs.	<b>20 points</b>	
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	<b>10 points</b>	
<b>Price</b>	<b>10 points</b>	
<b>TOTAL SCORE</b>		

Narrative                                      Review                                      of                                      Proposal:

Legal Advertisement

**REQUEST FOR PROPOSALS**

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

**"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 go to the Housing Authority's website [www.secaucusha.org](http://www.secaucusha.org) and download a copy of the RFP package. 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 Secaucus, 700 County Avenue, Secaucus, New Jersey on or before January 9, 2025 by 11:00 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.

Christopher W. Marra

Executive Director

Date: 12/19/24