**REQUEST FOR PROPOSALS**

**ACCOUNTING SERVICES 510 East Front Street, Plainfield, NJ 07060**

The Housing Authority of the City of Plainfield (hereafter called the Authority) request for proposals from qualified contracting firms for “Accounting Services. Only sealed proposal will be accepted no later than **October 19, 2022** at 11:00am at the Administrative Office of the Housing Authority of Plainfield, 510 East Front Street, Plainfield, New Jersey. 07060; Attention: Mr. Randall Wood, Executive Director. The proposal shall be submitted in a sealed envelope marked “Accounting Services”. No late bids will be accepted.

Contract documents may be obtained by pick up at the Authority office located at 510 East Front, Plainfield, NJ 07060 by contacting Mr. Lewis Hurd, Director of Finance (908) 769-6335, or by email [lewish@hap-nj.org](mailto:lewish@hap-nj.org), Monday through Friday, except legal holidays, between the hours of 9:00 a.m. to 3:00 p.m.

All responders are required to provide the name, address, email address and phone numbers of not less than three (3) references. All questions regarding the service must be presented to Lewis Hurd via fax or e-mail no later than **October 6, 2022,** before 3pm. The award of the proposal is for one years.

All proposals will be evaluated and rated in accordance with the evaluation criteria in the proposal. Contract will be awarded to the qualified and responsible accounting service whose proposal is the most advantageous to the Authority. Proposals must be submitted, original and two copies, in sealed envelopes as directed herein.

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all bids and to waive any informalities or minor irregularities in the bidding process.

By: Randall Wood Executive Director

**Proposal**

**1. SCOPE OF SERVICES**

The Accountant shall perform all the services 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).

Accountant shall perform, and carry out, in satisfactory and proper manner, as determined by the Authority, the following:

1. Review, in accord with established accounting procedures and applicable HUD regulations, the Authority's books of account and other financial records on a monthly basis.
2. Post books of original entry to General Ledger.
3. Prepare journal vouchers.
4. Review bank statements and reconciliations.
5. Test trial balances monthly.
6. Review monthly financial statement of costs as related to budgets.
7. Prepare Housing Operating and Section 8 budgets, and revisions thereto.
8. Prepare mid-year and year-end financial statements for submission to HUD and other responsible parties, as required.
9. Prepare financial reports, as required by HUD directives.
10. Monitor inventory records and controls.

11. Monitor required controls with regard to costs and finances.

1. Review work of Authority's bookkeeping staff and provide direction and training needed to assure that bookkeeping operations/functions/tasks are performed in a manner consistent with HUD requirements and acceptable bookkeeping practices.
2. Provide Authority with guidance and instructions on a day-to-day fiscal operation, as needed.
3. Be available and serve as a consultant on accounting and fiscal matters.
4. Provide internal auditing services as may be requested by the Authority.
5. Attend meetings of the Authority when requested by the Authority or its Executive Director.
6. Prepare all other fiscal reports and statements when requested by the Authority or its Executive Director.
7. Perform such other accounting and fiscal services when requested by the Authority or its Executive Director.
8. **TIME OF PERFORMANCE**

The services of the Accountant are to commence upon the execution of a contract and shall be undertaken and completed in such sequence as to assure their expeditious completion in light of the purpose of this Proposal.

1. **COMPENSATION AND METHOD OF PAYMENT**

The fee will be based on an hourly rate as follows:

PRINCIPAL

ACCOUNTANT

OTHER

1. **TERMINATION**

Notwithstanding the terms of this proposal as hereinabove mentioned, the HAP may terminate for failure or refusal of the Accountant to perform to the satisfaction of the HAP the services herein agreed by giving to the Accountant in writing a ten day notice of termination. In the event of such termination, the Accountant shall be paid for all services rendered to date on a pro rata basis.

5. **EQUAL. EMPLOYMENT OPPORTUNITY**

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant because of race, color, religion, sex, age, sexual orientation, physical handicap, or national origin. The Accountant will take affirmative action to ensure that applicants are employed without regard to race, color, religions, sex, age, physical handicap, or national origin. Such an action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Accountant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Authority by the Authority setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, physical handicap, sexual orientation or national origin.