

**REQUEST FOR PROPOSALS  
FEE ACCOUNTING SERVICES**

The Housing Authority of the City of Texas City is requesting proposals for the selection of Fee Accounting Services for a term of one (1) year. The period of accounting services will be effective from January 1, 2023 to December 31, 2023.

Proposals will be accepted in the form of sealed bids at the office of the Housing Authority of the City of Texas City at 817 Second Avenue North, Texas City, Texas, 77590.

All proposals will be accepted at the above address until **10:00 a.m., on October 12, 2022.**

All proposals must be submitted in duplicate and shall comply with all requirements of this RFP request. The attached sample contract form may be used in submitting the proposal or the proposer may choose to use their own contract form. The proposal shall be submitted in a sealed envelope and clearly labeled **“PROPOSAL FOR FEE ACCOUNTING SERVICES”**. The proposer shall place the name of the firm on the outside of the proposal envelope.

***ALL PROPOSALS SHOULD BE SENT TO:***

The Housing Authority of the City of Texas City  
“PROPOSAL FOR FEE ACCOUNTING SERVICES”  
817 Second Avenue North  
Texas City, Texas 77590

For information, contact Benjamin A. Davis, Deputy Executive Director  
[bdavis@tchousing.net](mailto:bdavis@tchousing.net) at (409) 945-4011.

## SCOPE OF SERVICES

The Housing Authority of the City of Texas of Texas City is a Public Housing Authority in existence since 1950, and governed by a Board of Commissioners who are appointed by elected officials of the City of Texas City. The Housing Authority of the City of Texas City (PHA) provides low-income housing and Section 8 housing assistance to mainland residents of Galveston County. PHA owns and manages 50 Low-Income Public Housing units and manages 824 Section 8 Housing Choice Voucher units. The PHA is currently managing one funding year of Capital Fund Programs. The PHA will receive proposals for fee accounting services with respect to the following functions:

1. Devote the time and attention necessary to ensure the performance of the work in an accurate and timely manner.
2. Perform all operations necessary to maintain the general ledgers and subsidiary ledgers for the Authority; and to prepare, maintain or furnish as applicable, the following financial reports and records:

Prepare form HUD 52484 - Development Cost/Budget Control Statement (quarterly)

Prepare form HUD 52603 – Statement of Initial Operating Income/Expense EIOP

Prepare form HUD 52152 – Development Budgets/Revisions (if applicable)

Prepare form HUD 52267 – Computation of Payments in Lieu of Taxes (annually)

Prepare form HUD 52595 – Balance Sheet (annually)

Prepare form HUD 52596 – Statement of Income & Expense & Changes in Accumulated Surplus or Deficit Operations (annually)

Prepare form HUD 52598 – Analysis of Non-routine Expenditures (semi-annually)

Prepare Reconciliation of Bank Statements (monthly)

Prepare Trial Balances (monthly)

Maintain Non-expendable Property Records

Maintain Insurance Register

Maintain Contract Register

Prepare Transaction Ledger

Prepare Modernization/CFP Ledger

Prepare Income & Expense Statements (monthly)

Prepare Year End Reserve Projections (annually)

Code Check Vouchers

Prepare CFP Reports (semi-monthly)

Additional Reports Required for the Section 8 Housing Choice Voucher Program

Prepare form HUD 52681 – Voucher for Payment of Annual Contributions and Operating Statement (annually)

3. Supplemental Services that may be negotiated between the Housing Authority and the fee accounting services, are as follows:

Assist the Authority in preparing financial budgets, budget revisions, and request for funds, and other financial documents not covered in paragraph 2 above (CFP, PHDEP, TOPS, ETC.)

If the Authority's books and records are not currently posted as of the date of transfer of the bookkeeping functions to the fee accountant, the Authority

may employ the Fee Accountant to do all the necessary to bring the books and records to a current condition.

## **BACKGROUND**

The Housing Authority of the City of Texas City has the following programs and units.

Low-Rent Public Housing	50
Section 8 Housing Choice Voucher Program (Texas City)	824
Capital Fund (CFP)	1

## **FACTORS FOR AWARD OF CONTRACT**

Proposals will be evaluated according to the following factors and relative points. Proposers should address each of the factors to the best of their ability as the rating points may be awarded for a portion of the total points available for each factor.

1. Experience in working with HUD Low Rent Public Housing, Section 8 Housing Choice Voucher, and other Financial Management Programs. **25 pts**
2. Knowledge of HUD financial management handbooks, policies and regulations. **20 pts**
3. Capability to provide fee accounting services in a timely manner. **10 pts**
4. Cost of fee accounting services, identified on a per unit, per month basis. **10 pts**
5. Supplemental Services provided to Authority. **10 pts**
6. Sample reports demonstrate capability of providing all reports and services required by HUD. **10 pts**
7. Demonstrates willingness to provide assistance to Authority. **5 pts**
8. Minimum of ten (10) references with telephone numbers, address, and contact person of housing authorities or agencies where work has been performed satisfactorily. **5 pts**
9. Certification statement that the proposer is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency. **5 pts**

The Housing Authority of the City of Texas City reserves the right to reject any and all proposals and to waive any or all informalities. The Housing Authority is an equal opportunity employer and contracting agency. The award of the contract shall be made to the most responsive proposal that is most advantageous to the Housing Authority.

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 the 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 this RFP.

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

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. Fee accountant will be expected to comply with this Section 3 requirement.