

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
REQUEST FOR PROPOSALS
FEE ACCOUNTING SERVICES
FISCAL YEAR ENDING: 03/31/2027

LOW-INCOME PUBLIC HOUSING
PROPOSALS DUE BY:
MONDAY, AUGUST 10, 2026
3:00 PM

Gary J. Centinaro
Executive Director
Florence Housing Authority
620 West Third Street
Florence, NJ 08518
609-499-0575
fha1@comcast.net

BACKGROUND

The Housing Authority of the Township of Florence was organized in 1953 with the primary goal to provide a decent home in a suitable living environment for families which could not afford standard private housing. The Authority's program is administered at the local level in accordance with State Law.

The Department of Housing and Urban Development (HUD) has entered into contracts with the Authority for grants and loans providing financial assistance for the development of public housing units, and additionally providing operating subsidies to pay for the operation of the low-income public housing program.

General supervision, direction and program guidance are provided through the HUD Regional Office in Newark, New Jersey.

PROGRAM FOR WHICH FEE ACCOUNTING SERVICES ARE REQUIRED

PHA Owned Public Housing Program:

The Authority has fifty (50) units under the PHA Owned Public Housing Program.

SERVICE TO BE PROVIDED

SECTION I. 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) Review and update the books, records, and accounts of the Authority in accordance with the procedures outlined by the U. S. Department of Housing and Urban Development. Maintain a general ledger.
- b) Prepare Journal vouchers as required.
- c) Prepare such financial reports and balance sheets on a monthly, quarterly, semiannual, or annual basis as shall be required by Federal or State statutes or regulations, or as requested by the Authority.
- d) Prepare Journal vouchers as required.
- e) Establish and maintain subsidiary books of accounts and records; monitor inventory records for the Authority in accordance with the procedures outlined by the U. S. Department of Housing and Urban Development and submit to required parties.
- f) Prepare and assist in any revisions of the budget and operating subsidy calculations; prepare and assist in the preparation of the annual budget and operating and subsidy calculations.
- g) Be available and serve as a consultant on accounting and fiscal matters, as well as, view and oversee Authority portfolio and cash needs.

- h) Provide internal auditing services as may be requested by the Authority.
- i) Attend meetings of the Authority when requested by the Authority or its Executive Director.
- j) Prepare all other fiscal reports and statements when requested by the Authority or its Executive Director.
- k) Perform such other accounting and fiscal services when requested by the Authority of its Executive Director.
- l) Perform all services and comply with all the terms and conditions, as set forth in the Agreement for Accounting Services, Appendix I annexed.

SECTION II. TIME OF PERFORMANCE

The services of the Accountant are to commence on October 1, 2026 and end on September 30, 2027. The Accountant shall provide the Authority, during the contract period, a minimum of six (6) hours per month with the average amount of hours per month being eight (8) hours. In no event shall the Accountant provide less than ninety-six (96) hours of service during a contract period.

INFORMATION AND DATA REQUIRED OF EACH RESPONDENT

A. Qualifications and experience.

1. Method of providing the required requested services.
2. List previous and current Housing Authority fee accounting experience.

B. Qualifications and Experience of Staff.

1. Demonstrate the ability of the on-site staff to perform the requested services by listing prior relevant experience.
2. Demonstrate the ability of other specifically named key personnel to carry out the assignment as evidence by prior experience in executing similar responsibilities. A schedule of hours and billing rates must be provided for all categories of staff that will be assigned the above services if the contract is awarded. Other charges, proposed to be billed, if any, must be specified in the proposal.

C. Cost of Service.

1. The authority desires to receive a fixed annual price for the cost of these services, and anticipates equal monthly payments.
2. Set forth the hourly rate of compensation for any services required with the annual HUD mandated Audit by Independent Public Accountant.
3. Set forth the hourly rate of compensation for any services not included in Section I., Scope of Fee Accounting Services. Please note that the accountant shall first receive the Authority's written approval prior to commencement of any service.

- D. Geographic location of the Firm relative to its proximity to the Authority.

REQUIREMENTS

1. The Authority requires these services to begin on October 1, 2026 thru September 30, 2027.
2. Respondents must demonstrate agreement with these terms in their response. Failure to return an executed "Agreement for Fee Accounting Services" may result in rejection of respondent's proposal.
3. Respondent must be a Certified Public Accountant, duly licensed by the State of New Jersey and show evidence thereof.

SMALL, MINORITY, AND WOMEN OWNED BUSINESS ENTERPRISES PARTICIPATION

Set for the degree of participation by the respondent in the work under this proposal by the above mentions interests. The Florence Housing Authority is an equal employment opportunity and equal opportunity Agency.

SELECTION CRITERIA

A ranking system shall be used for this section. The Fee Accountant shall be selected based upon his/her response to the above criteria, information and data required of each respondent. The Authority reserves the right to reject any or all proposals.

PROPOSAL SUBMISSION

Responses to the request for Proposals are to be submitted by 3:00pm, August 10, 2026, Addressed as follows:

PROPOSAL FOR FEE ACCOUNTING SERVICES

DATE:

Gary J. Centinaro, Executive Director
The Housing Authority of the Township of Florence
620 West Third Street
Florence, New Jersey 08518
609-499-0575
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CRITERIA FOR EVALUATION PROPOSALS

Proposals should contain a detailed description of the applicant's accounting experience and qualifications. The following criteria should be addressed specifically and constitutes the basis for evaluating proposals:

Criteria	Weight Assigned
1. Years of experience as an accountant.	10 points
2. Years as Housing Authority Accountant.	
a. Up to 2 (two) years	10 points
b. 2 (two) to 5 (five) years'	20 points
c. 5 (five) to 6 (six) years'	30 points
d. Over 10 year's	40 points
3. Other HUD Experience.	
a. Knowledge of and experience with Federal Public Housing Management Regulations	Up to 10 points
b. Knowledge of and experience with HUD accounting.	Up to 10 points
c. Experience with HUD computerized accounting.	Up to 10 points
d. Knowledge of and experience with the following:	
i) HUD Annual Contributions Contract	Up to 10 points
ii) Civil Service Law and PERS Regulations	Up to 10 points
iii) CIAP Regulations and accounting	Up to 15 points
iv) Cooperation Agreement	Up to 5 points
v) Local Housing Authority PHMAP Preparation	Up to 5 points
4. Price	Up to 15 points
Maximum number of points obtainable	200 points

The Housing Authority reserves the right to consider other factors in awarding the contract deemed to be in the best interest of the Authority.