REQUEST FOR PROPOSALS (RFP)

Fee Accounting Services

Housing Authority of Georgetown

139 Scroggins Drive

Georgetown, KY430324

www. gtownha.org

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INTRODUCTION

The Housing Authority of Georgetown ("the Authority") requests proposals from qualified firms to perform comprehensive fee accounting services for the fiscal year ending March 31. Services must comply with HUD and federal regulations, including 2 CFR Part 200 (Uniform Guidance).

The Authority operates one (1) Asset Manager Project (AMPs) and maintains financial and tenant records using HUD-approved systems. It owns and operates total 328 Public Housing Units:

- Northern Hights – 531 Northern Hights

- Washinton Hights – 320 East Washington and 340 Washington

- Main Teddy and Lynn – 400 Main Teddy and Lynn

- Scroggins Park -139 Scroggins Park

Tenant rent is based on 30% of gross annual income. Income limits per household size:

1 person: $35.750

2 person: $40.850

3 person: $45.950

4 person: $1,005

5 person: $55,150

6 person: $59,250

Rent

- Efficiencies: $883.00

- One Bedroom: $1,079

- Two Bedroom: $1,272

-Three Bedroom: $1,743

-Four Bedroom: 1, 940

The Authority Provides 320 HCV Housing Assistance, and maintains financial and tenant records using HUD-approved systems

-33 Project Based Vouchers-AHAP contract

-6 VASH voucher

RFP INFORMATION AT A GLANCE

Agency Contact:

Meliha Cavkusic, Executive Director

Phone: 502-863-3773 ext. 100

Email: mcavkusic@gtownha.org

Proposal Deadline:

09/11/2026

Question Deadline:

09/04/2026

Submission Requirements:

- Mail one original and one copy in sealed envelope labeled "RFP – Fee Accounting Services"

- Mail to 139 Scroggins Park, Georgetown KY 40324 to the attention of Meliha Cavkusic.

- Valid for 90 days from deadline

1.0 THE AUTHORITY'S RESERVATION OF RIGHTS

- Right to reject any/all proposals
- Right to waive informality
- Right to terminate the RFP process
- Right to retain all proposals
- Right to negotiate fees
- Right to amend or cancel solicitation

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

2.1 General Requirements and Standards

- Services must comply with HUD, federal, and state regulations
- Must follow GAAP and GASB guidelines
- Maintain confidentiality and data security

2.2 Specific Services

2.2.1 Monthly Financial Services

- Prepare and submit monthly financials for all programs
- Reconcile general/subsidiary ledgers and bank accounts
- Provide budget-to-actual analysis
- Submit Financial Data Schedule (FDS) to HUD

2.2.2 HUD & State Compliance Reporting

- Submit reports: FDS, VMS, REAC, PIC, FSS
- Monitor TYT and confirm with staff on monthly basis
- Ensure regulatory compliance with all programs

2.2.3 Budget Preparation and Review

- Assist staff with annual AMP budgets
- Provide projections and budget modifications

2.2.4 Year-End Closing Support

- Prepare adjusting journal entries
- Provide auditor ready schedules
- Ensure accurate year-end balances

2.2.5 On-Call Consulting Support

- Advise on HUD financial issues
- Assist with HUD monitoring responses

2.2.6 Training and Technical Assistance

- Train staff on systems and regulations
- Improve financial procedures

2.2.7 Exit Conference and Review

- Meet with Executive Director and staff
- Participate in review meetings

2.3 SERVICE TIMELINE

- Start upon contract award
- Monthly reports due by 20th of each month
- Year-end closing completed within 60 days of September 30th

2.4 AGENCY RESPONSIBILITIES

- Provide access to records
- Coordinate with Contractor
- Offer workspace and internet during site visits
- Notify Contractor of regulatory updates

2.5 CONTRACTOR RESPONSIBILITIES

- Maintain confidentiality and legal compliance
- Deliver timely, accurate reports
- Communicate proactively with Authority
- Maintain insurance and licensing

3.0 INSTRUCTIONS TO OFFERORS

- Submit sealed proposals marked "RFP – Fee Accounting Services"
- Include one original and one copy
- Valid for 90 days
- Submit questions in writing to [Insert Contact Info]

4.0 PROPOSAL FORMAT

Tab 1: Title Page

- Firm name, contact, EIN, licensing

Tab 2: Company Qualifications and Experience

- Past PHA/HUD experience

- Size, staff credentials

Tab 3: Management and Staffing Plan

- Organizational chart and bios

- Key staff roles and availability

Tab 4: References

- Minimum of 3 PHAs served

- Contact information

Tab 5: Price Proposal

- Annual fixed fee and optional hourly rates

Tab 6: Licensing and Insurance

- Certificates and CPA license

Tab 7: Signed Commitment Letter

- Agreement to 1-year contract with possible 4 extensions

Tab 8: HUD Form 5369-C

Tab 9: HUD Form 5370-C

5.0 PROPOSAL EVALUATION

Criteria Points:

Experience with HUD/PHAs: 30

Quality of Proposal & Work Approach: 25

Price Proposal: 20

References and Peer Review: 15

Responsiveness and Clarity: 10

Total: 100

6.0 HUD MANDATORY CONTRACT PROVISIONS

- HUD Form 5369-C
- HUD Form 5370-C

7.0 AUTHORITY CONTRACT PROVISIONS

- Contractor shall not assign contract without prior consent
- All deliverables are property of the Authority
- Contractor must comply with local laws and standards
- The Authority reserves the right to request staffing changes