



**RFP TP24-5001;
FEE ACCOUNTANT SERVICES**

ATTACHMENT A: SCOPE OF WORK

1.0 Background

The Cincinnati Metropolitan Housing Authority (CMHA or “The Agency”) requests proposals from qualified Public and Affordable Housing Specialized Accounting firms to perform fee accounting services for CMHA’s instrumentality, Touchstone Property Services, Inc. (TPS). TPS is on a calendar year end ending December 31st.

TPS seeks proposals from qualified and experienced firms to provide general fee accounting services and advice for financial planning and daily fiscal operations to TPS. It is expected that the fee accounting services will be performed in accordance with Generally Accepted Accounting Principles (GAAP) and offers must have thorough knowledge and experience with HUD rules and regulations as they pertain to financial matters. Additional accounting services may be requested.

2.0 Scope of Fee Accounting Services

The Fee Accounting firm shall perform all the necessary services provided under this contract under all terms and conditions as specified by the Housing and Urban Development (HUD), State of Ohio and local agencies to keep the Agency compliant and consistent with all rules, regulations and laws. The firm shall perform and carry out, in a satisfactory, timely and proper manner, as determined by the Agency, the following:

- 2.1** Review and maintain accurate updated books, records, and accounts of the Agency in accordance with the procedures outlined by the U.S. Department of Housing and Urban Development (HUD) for each program including the Management services.
- 2.2** Review and ensure accuracy of journal entries as required monthly for the programs, including proposing correcting entries where necessary and assisting the Controller to implement documented policies and processes to ensure continued General Ledger accuracy.
- 2.3** Provide the necessary assistance with required accurate regulatory and mandated filings on a timely manner. Filings include and are not limited to HUD Monthly Accounting Reports (MARS), Financial Institution Reports and Investor Quarterly Reports.
- 2.4** Assist with balance sheet reconciliations including Accounts Receivable, Accounts Payable, Bank/Cash, Notes Receivable, Notes Payable and Inter-Company reconciliations.
- 2.5** Assist with the monthly, quarterly and year end close., to include but not limited to reviewing and producing final trial balances, reconciliation of all balance sheet accounts, creation of all necessary work-paper schedules and roll forwards, year-end entries, complete year-end tasks required by the programs and funders, audit prep, reconciliation of inter-fund and cash accounts and REAC submissions.

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- 2.6 Establish and maintain subsidiary books of account and records for TPS in accordance with the procedures outlined by HUD.
- 2.7 Be available and serve as a consultant on accounting and fiscal matters.
- 2.8 Provide internal auditing/review services as may be requested by TPS.
- 2.9 Attend TPS meetings when requested by the Agency.
- 2.10 Prepare other fiscal reports and statements when requested by TPS.
- 2.11 Perform such other accounting and fiscal services when requested by TPS.
- 2.12 Perform all the services and comply with all the terms and conditions, as set forth in the agreement for Accounting Services.
- 2.13 Review all program related documents and make any suggestions to management to ensure a clean audit.
- 2.14 Prepare all audit schedules, reconciliations and documentation upon request.
- 2.15 Maintain Agency's property ledger in accordance with HUD rules and regulations.
- 2.16 Knowledge of Yardi Voyager ERP software is required.

3.0 Qualifications and Experience

Both the firm and the personnel assigned to TPS shall have:

- 3.1 Experience and knowledge of HUD accounting, regulations and requirements, GAAP accounting practices as well as applicable Federal, State and Local rules, regulations and laws.
- 3.2 Experience as Public and Affordable Housing accountant, with at least 10 years of experience with Public Housing Authorities (PHAs).
- 3.3 Experience providing fee accounting services for PHAs of similar size and program composition
- 3.4 Thorough knowledge of public contract law and federal procurement requirements under 24 CFR Part 200.

4.0 Cost of Services

- 4.1 TPS desires to receive a fixed annual process for the cost of services. TPS anticipates twelve equal monthly payments.
- 4.2 TPS desires to receive a fixed hourly price for any additional services not included in Section I, Scope of Fee Accounting Firm Services, provided the firm receives approval from any one of the 3 positions: Vice President of Finance and Administration, COO, CEO, prior to commencement of the services.
- 4.3 TPS may additionally request a fixed fee proposal for financial projects.

5.0 Requirements

- 5.1 Demonstrated availability of principals and staff for either on-site or direct remote work as required by Agency.
- 5.2 Fee Accounting firm must have and maintain all necessary licensing, insurance to cover liability and workers' compensation insurance and will have to submit proof of insurance.

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- 5.3** Fee Accounting firm must be in good standing and should not be debarred, suspended or otherwise precluded from providing fee accounting services.

6.0 Pooling

- 6.2** TPS intends to create a “pool” of Firms to provide these Services. The Pool will consist of various Firms which will be available on an as-needed basis to provide the services described in this Scope of Work. The actual number of Pool participants chosen will depend on the number of qualified proposals received.
- 6.3** Proposers selected to participate in the Pool will be assigned work at the discretion of TPS based on quality of work, availability, manpower and timeliness and will serve in the Pool for a period of three (3) years with the option, at TPS’s sole discretion, to extend the contract for up to an additional two years for a maximum total of five years. TPS will attempt to match each assignment to the Pool Participant best suited for a given task. TPS will also determine the number of assignments any Firm will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type of tasks for which a participant may be selected. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.
- 6.4** If a Pool Participant is selected to perform one or more work assignments, TPS will formally request the Pool Participant to perform such services by executing a purchase order. The Firm will be notified by TPS when services are is needed. TPS will provide the scope of work to the Firm before work is to begin. Once the Firm is notified, the work will be scheduled with TPS. The services will be completed as scheduled and reports filed timely. Purchase orders may be issued at any time during the term of the Pool Agreement and the assignment of work projects will be made solely at the discretion of TPS.

7.0 Performance Standards

- 7.1** All deadlines must be met as required by agreement such as monthly submission of complete and accurate financial packets.
- 7.2** Unqualified audit and no findings are required for the program based on the work and review completed by fee accounting firm.
- 7.3** Firm will ensure ability to perform all services proposed and awarded. A Firm claiming inability to perform a service due to insufficient staffing is not acceptable. If the Firm is unable to do the work for which they submitted a quote/proposal, the contract for that work will be cancelled in whole or that part of the contract will be canceled and no longer considered for award which would lead to price adjustments.
- 7.4** In the event of a schedule conflict, Firm will service TPS and/or TPS first. Failure to do so will result in the Firm being sent a Notice to Cure to complete the service. If the Firm does not complete the service within the date specified on the Notice, another Firm may be contacted to complete the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in contract

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termination. (This situation is avoidable by arranging a schedule with the VP of Finance for services.)

- 7.5** Invoices are to be submitted in a timely manner after completion of the service (see *Invoicing* in the General Terms and Conditions).

8.0 The Agency’s Motto and Gold Performance Standards

In 2012, the Agency implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent Quality</i>		<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

TPS has adopted these standards. It is TPS’s intent that the firm will also adhere to these standards.

9.0 Contract Terms

9.1 Contract Term

- 9.1.1** TPS intends to enter into a three year contract with the option, at TPS’s sole discretion, to extend two one-year contracts with the successful offeror(s) selected to provide the services.

- 9.2 Indefinite Quantities Contract (IQC)** TPS does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

- 9.2.1** Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires TPS to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$150,000 annually. TPS reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.