



June 22, 2020

ALL PROPOSALS MUST BE ADDRESSED AND SUBMITTED TO:

Lower Elwha Housing Authority  
22 Kwitsen Drive  
Port Angeles, WA 98363

Proposals must be received on or prior to 4:00 PM

August 31, 2020

Proposals can be electronically sent to [janeth@elwhahousing.com](mailto:janeth@elwhahousing.com) and/or 1 Hard copy mailed to the above address

The Lower Elwha Housing Authority (LEHA) is soliciting, through this Request for Proposal, qualified individuals to perform fee accounting services for its housing authority for the engagement period of two years, with the right to extend, extend by mutual agreement the engagement for two additional one year periods up to an approximate total not to exceed four years. The services shall consist of providing expert fee account services to include but not be limited to preparation and submission of unaudited financial statements, such as a compilation or (depending on federal expenditures) preparation for financial audit. Provide services on depreciation schedule, and budget tools in current software. Provide financial advice.

**BACKGROUND:**

The Lower Elwha Authority, hereafter referred to LEHA, administers Native American Federal Housing programs for low income families. LEHA receives funding primarily from the United States Department of Housing and Urban Development (HUD) and is entitled to acquire, construct, modernize, maintain, and operate housing developments.

LEHA mission is to provide decent, safe and sanitary housing for low-income persons in it's area of operation. LEHA administers approximately 85 units of low rent and mutual help, of which 45 units are an IRS tax credit program (Partnership #1 – 20 units and Partnership #2 – 25 units). The each of the Partnerships have a separate set of accounting books – which are overseen by a CPA firm.

When providing LEHA with a compilation (unaudited financial statements), one will need to include Partnership #1 and Partnership #2 financial information (which is audited by a CPA firm). The housing authority is a component unit on the Lower Elwha Tribes' Financial Statements.

LEHA is governed by a seven member Board of Commissioners. The Board of Commissioners hires the Executive Director to oversee the day-to-day administration LEHA. The office is staffed with one Accountant that performs general accounting services. LEHA uses QuickBooks Enterprise as its accounting software. Our HUD funding for the year-end, 9-30-2020 was \$591,671.00 We have funds from prior years.

#### **GENERAL REQUIREMENTS:**

Firms responding to this RFP must submit the following information in their proposals:

1. The qualification and experience with special emphasis on the HUD-subsidized housing, with regard to Native American Programs.
2. Names and credentials of the people in the firm who will be assigned to LEHA and the percentage of time to be spent by each.
3. A listing of Native American Housing Authorities currently under contract with the firm, or have done for in the past.
4. Evidence of Professional Liability coverage at not less than 1,000,000 aggregate.
5. A description of the experience of the firm with Housing in relation to computer software, such as Doorways (HDS's new software) and QuickBooks.
6. Please explain your fee structure. We would consider consulting on site initially and/or off site in future.
7. CPA license #

#### **SCOPE OF SERVICES**

The Scope of Services to be provided by the Fee Accountant will include:

1. Assist Authority in maintaining general ledger consistent with HUD protocol.
2. Review and advise in its accounting functions.
3. Provide services on depreciation schedule and budget tools in current software program, QuickBooks.
4. Preparation of the annual financial submissions of APR/IHP and SF-425 at September 30th.
5. Preparation of closing statements and documents for all programs prior to the regulatory deadline after the authority's September 30 fiscal year-end (currently only have the one grant)
6. In conjunction with the closing of the books, conduct a "pre-audit" of accounting
7. Prepare Compilation for year-end; September 30 to be submitted to the Tribe.
8. If our funding exceeds 750,000 in expenditures; Work with external auditors on the annual audit and help meet audit requirement dates including the preparation of the Management Discussion & Analysis.

#### **PROPOSAL AWARD**

Only proposals meeting all requirements and including all documentation as described above will be given consideration. LEHA will base contract award upon the following selection criteria:

1. Knowledge of HUD regulations, requirements and accounting practices as well as applicable Federal, State and Local laws, with regard to Native American programs (35 points)
2. Experience with Native American Housing Authorities of similar program composition as LEHA. (20 points)
3. Knowledge and experience on housing software. (15 points)
4. Availability/ flexibility of the principal fee accountant(s) on on-site and/or off site yearly at close-out. (10 points)
5. Fee structure (20 points)

## **GENERAL**

- The Board of Commissioners reserves the right to reject any and all proposals received in response to this RFP; upon its determination that such cancellation or rejections is in the interest of LEHA.
- Proposals and metrical contained therein shall become the property of LEHA upon submittal.
- Regardless of outcome, firms shall not hold LEHA responsible for any expense in the preparation of their RFP or in the negotiating towards a contract.
- LEHA will reject the Proposal of any firm who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to Housing Authorities, and reserves the right to reject the proposal of any respondent who has previously failed to perform any contract properly.
- The LEHA gives equal opportunity to all minority firms in accordance with CFR 200.
- As with all positions of the Lower Elwha Housing Authority, this position is Indian preference eligible, in accordance with P.L. 93-638

Proposal questions should be directed to:

Teresa L. Erickson – Accountant

[teresa@elwhahousing.com](mailto:teresa@elwhahousing.com)

Telephone: 360-457-5116 ext.#6