

**Warner Robins and Houston County Housing
Authority RFP for Fee Accountant Services**

REQUEST FOR PROPOSALS TO PROVIDE
FEE ACCOUNTANT SERVICES

The Warner Robins and Houston County Housing Authority requests proposals from qualified applicants to provide computerized fee accounting services for its 443 units of Public Housing

The successful applicant will enter a one (1) year contract with the potential for five- year renewal options, not to exceed six (6) years in aggregate. The successful applicant will also provide the following services to the Warner Robins and Houston County Housing Authority in accordance with the monthly and annual accounting cycles:

The Authority is responsible for supplying the following information to the Fee Accountant each month.

1. Copy of each deposit slip containing a breakdown of rent and security deposits. Deposit slips shall also contain inclusive cash receipt numbers.
2. Copy of all other deposit slips for the month with descriptions of deposits.
3. A copy of each Capital Fund Drawdown with the original copy of each invoice paid. The Authority has multiple programs and AMPs and will include a breakdown between each program and or AMP.
4. One copy of Rental Register Summary or Daily Statement of Operations with cumulative totals.
5. Copy of all requisitions on Grant Programs with documentation of purpose.
6. Bank statements.
7. One copy of Authority's approved Development Program, Grant Budgets, Development Cost Budget and/or Management Budgets and revisions thereof.
8. Other financial documents as requested by the Fee Accountants.

The Fee Accountant is required to perform the services below.

1. Prepare Form HUD-52267
2. Prepare Form HUD-52598
3. Prepare Form HUD-52599
4. Prepare Form HUD-52723
5. Prepare Form HUD-52722
6. Reconcile all Bank Statements monthly
7. Maintain Insurance Register
8. PFS calculations, and utilities within time frames established by HUD
9. Prepare Financial Reports to assist the Housing Authority in preparing Management Discussion and Analysis when requested

I. Process all documents required for the public housing operating fund and subsidy

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calculation (HUD-52723, 52722). Prepare REAC financial Internet submissions. All documents may or may not include one revision.

2. Perform all operations necessary to maintain the general ledgers and subsidiary ledgers for Warner Robins to include the following services, using the Warner Robins and Houston County Housing Authority existing software:
 - A. Reconcile bank statements monthly.
 - B. Prepare journal vouchers with detail monthly.
 - C. Maintain the general ledgers monthly.
 - D. Monitor and make recommendations on reconciliation of TAR.
 - E. Monitor and make recommendations on portability payment collections.
 - F. Monitor and make recommendations on all check coding.
 - G. Monitor and make recommendations on all debt service and maintenance reserve entries.
 - H. Prepare monthly financial statements to include income and expense statements, cash flow analysis and budget comparison.
 - I. Maintain investment and insurance registers.
 - J. Maintain property ledger/capital expenditures.
 - K. Maintain capital funds subsidiary ledgers as required by HUD and subsidiary ledgers for any development funds or grant monies awarded.
 - L. Perform all grant close outs to include submitting documents to the Warner Robins Housing Authority for HUD approval.
3. Complete the close out for the fiscal year (06/30/25), to include but not limited to the final trail balances, balance sheet, reconciliation of Inter-fund and cash accounts, transmission of the Financial Data Schedule (FDS) to REAC.
4. Schedule a semi-annual on-site visit to monitor and make recommendations to accounting staff and provide clarification on pertinent financial matters relative

To the Executive Director and or Board members. The successful applicant will also

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be available when needed to answer questions an auditor may have regarding the financial records of the PHA;

Fee accounting must be in accordance with Generally Accepted Accounting Principles, SAS 112 and reporting provisions of applicable HUD guidelines for Low Income Housing Programs for use in auditing purposes and the Single Audit Act. The fee accountant must also have a working knowledge of the OMB A-133.

The Warner Robins and Houston County Housing Authority hereby invites qualified firms/individuals to submit proposals for the above-mentioned services. Proposals should demonstrate qualifications for work to be performed. In evaluating the proposals, the Warner Robins and Houston County Housing Authority will use the following criteria and points system:

- a. Professional qualifications and evidence of the offeror's ability to perform the work, as indicated by profiles of principals and staff. (35 points)
- b. Demonstrated knowledge of The Warner Robins and Houston County Housing Authority needs, relevant HUD requirements, and working experience with other agencies with similar components. (30 points)
- c. Capability to provide professional services in a timely manner. (20 points)
- d. Cost for monthly fee accounting services. (15 points)

In the proposal, the offeror should supply the following information (not all inclusive):

- Qualifications/Experience of the firm.
- Qualifications/Experience of the individual(s) in charge of performing the services.
- Professional References.
- Cost for Services.
- Cost for Additional Related Services (if applicable).
- Payment Schedule.
- Evidence that the accounting firm is registered in Georgia.
- Evidence of professional insurance policies carried by the firm.
- Submit a completed DBE/MBE/WBE Certification (ATTACHMENT A).
- Submit a completed Section 3 Business Certification (ATTACHMENT B).
- Submit a completed Certification of Respondent Regarding Debarment, Suspension and Other Responsibility Matters (ATTACHMENT C)
- Submit a completed Non-Collusive Affidavit (ATTACHMENT D).
- Submit a completed Sworn' Statement Under Section 287.133(3)(A), Georgia Statutes, On Public Entity Crimes (ATTACHMENT E).

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- Submit a completed Certification Regarding Lobbying (ATTACHMENT F).
- Submit a completed Conflicts Certification (ATTACHMENT G).
- Submit a completed FORM HUD-5369-C, Instructions to Offerors Non-Construction (see Attachment).
- Submit a completed **ACKNOWLEDGEMENT OF RECEIPT OF HUD FORMS** (See Attachment):
 - I. FORM HUD-5369-B, Certifications and Representations of Offerors Non-Construction Contract (Attached).
 2. Submit a completed FORM HUD-5370-C, General Contract Conditions, Non-Construction Contract (Attached).
 3. **Submit a self-certified statement, that this work will be top priority within the firm and will be completed in an efficient and prompt manner: -This is to certify that, (Firm's Name _____) will make the work to be performed under this Agreement top priority and will complete the work in an efficient and prompt manner.**

The Warner Robins and Houston County Housing Authority reserves the right to waive any minor informality in any proposal when these actions appear to be in The Warner Robins and Houston County Housing Authority best interest, cancel the RFP, reject any or all proposals, make an award based solely on the proposals, or to negotiate further with one or more offerors. The Warner Robins and Houston County Housing Authority also reserves the right to reject the proposal of any offeror who has previously failed to perform satisfactorily, or has failed to complete on time, a contract or contracts of a similar nature. The Warner Robins and Houston County Housing Authority also reserves the right to select the proposal designed to deliver the most favorable overall impact upon the agency and the right to ask questions of the offerors, interview offerors, or negotiate the services and price before awarding the contract.

All offerors shall provide a signed statement ensuring that no Member of Congress, employee of the U.S. Government, employee or relative of The Warner Robins and Houston County Housing Authority has an interest, either direct or indirect, in this project, as proposed.

The award will be made without regard to race, color, religion, gender, age, mental or physical disability (or history thereof), marital or family status, beliefs, and national norm.

1 original and 2 copies of the Statement of Proposals and the attendant forms must be submitted by 5:00 p.m. on _____, 2025 please note fax or email proposals will not be accepted. All proposals must be submitted to the address below:

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ATTENTION: RFP for Fee Accountant Service

Robert Gidney
Director of Facilities and Maintenance
The Warner Robins and Houston
County Housing Authority
112 Memorial Terrace
Warner Robins, GA 31093

**TENTATIVE SCHEDULE FOR SELECTION
AND AWARD (Subject to Change)**

1. Public Advertisement: _____, 2025.
2. Release of RFP.
3. Responses due _____, 2025.

ATTACHMENTS

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ATTACHMENT k

Use of Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women's Business Enterprises (WBEs) and Section 3 Requirements:

A. REQUIRED EFFORTS

1. Consistent with Presidential Executive Order 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the Authority shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, disadvantaged business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of an Authority are used when possible. Such efforts shall include, but shall not be limited to:
 1. Including such firms, when qualified, on solicitation mailing lists.
 2. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources.
 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms.
 4. Establishing delivery schedules, where possible, which encourage participation by such firms.
 5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
 6. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment generated from the expenditure of Section 3 covered funds to Section 3 residents in the order of priority prescribed in 24 CFR 135.34(a), and to award Section 3 covered subcontracts to Section 3 business concerns in the order of priority set forth in 24 CFR 135.36(a), requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed herein.
2. Goals may be established periodically by the Authority for participation by small businesses, minority-owned businesses, women's business enterprises, disadvantaged business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of an Authority project, in the Authority's prime contracts and subcontracting opportunities.

B. DEFINITIONS

1. A small business concern is defined as a business which is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts and qualified as a small business under the criteria and size standards in 13 CFR Part 121.
2. A minority-owned business is defined as a business which is at least 51% owned by one (1) or more minority group members; or, in the case of a publicly owned business, one

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- (I) in which at least 51% of its voting stock is owned by one (!) or more minority group members, and whose management and daily business operations are controlled by one (I) or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that's at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
 4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U. S. Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.
 5. A Section 3 Business concern is defined as one (a) that is 51% or more owned by Section 3 Residents; or (b) whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 Residents, or within three (3) years of the date of first employment with the business concern were Section 3 Residents; or (c) that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (a) or (b) in this definition of "Section 3 business concern."
 6. A Disadvantaged Business Enterprise is a small business concern that is certified as being (a) at least 51 percent owned by one (1) or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one (I) or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one (I) or more of the socially and economically disadvantaged individuals who own it. "Socially and Economically Disadvantaged individuals" means those individuals who are citizens or lawfully admitted permanent residents of the United States and who are minorities or individuals found by the Small Business Administration pursuant to Section S(a) of the Small Business Act to be disadvantaged.

C. SECTION 3 REQUIREMENTS

- I. Section 3 Purpose - Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 170 Iu) (Section 3) requires the Authority to ensure that employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.
2. Section 3 Contracting Policy and Procedure - All contractors/businesses seeking Section 3 preference must complete certifications, as appropriate, as acknowledgement of the Section 3 contracting, and employment provisions required by this section. _Such certifications shall be adequately supported with appropriate documentation as referenced in the form.

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3. Resident Hiring Requirements - The Warner Robins and Houston County Housing Authority has adopted the following threshold for resident hiring that is to be used on all construction contracts, service contracts and professional service contracts that contain a labor component. It is expected that an appropriate number of Section 3 persons with qualifications or a willingness to begin unskilled labor will be able to participate in The Warner Robins and Houston County Housing Authority contracted labor efforts. A prime contractor may satisfy The Warner Robins and Houston County Housing resident hiring requirements through its own work force, its subcontractors, or any combination thereof.

CONTRACT THRESHOLD AMOUNT FOR CONSTRUCTION OR SERVICE CONTRACTS	SECTION 3 INVOLVEMENT AS A% OF TOTAL LABOR DOLLARS
\$250,000 or more	5% of the labor dollars

1. It is expected that an appropriate number of Section 3 persons with qualifications or willingness to begin unskilled labor will be able to participate in contracted labor efforts. If that does not occur, a prime <; contractor, on its own or through its subcontractor(s), may satisfy the Section 3 requirement set forth above by doing the following:
- a. Subcontracting or joint venturing with a resident owned business. The business must be 51% or more owned by public housing residents, or subcontract/joint venture with a business that employs full-time, 30% or more public housing residents, or low and very low-income individuals within the City of Warner Robins or other qualified low-income persons, or
 - b. Direct hiring of public housing residents and/or low and very low-income neighborhood residents, or
 - c. Incurring the cost of providing skilled training for public housing residents in an amount commensurate with 5% of the total contract amount, or

DBE/MBE/WBE CERTIFICATION

I, _____, hereby certify that said bidder/offeror has fully understood The Warner Robins and Houston County Housing Authority program requirements and certifies that bidder/offeror **has/has not** (circle one), in good faith, performed outreach to DBEs, MBEs, and WBEs as described in the Bid/RFP documents.

Bidder/Offeror also certifies that upon The Warner Robins and Houston County Housing Authority request, bidder/offeror shall provide all information, documents, records, and proofs verifying its DBE/MBE/WBE requirement.

Date: _____

Signature of Key Principal of Respondent

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ATTACHMENT B

I, (print name and title) _____ hereby certify
that the business entity known as
_____ (please check one)

satisfies _____ **does not satisfy** _____ one or more of the definitions of a Section 3
Business Concern:

If you are a Section 3 Business Concern, please select the basis of your certification:

___ Status as a Section 3 resident-owned enterprise (at least 51% owned by Section 3 residents);

___ At least 30% of permanent full-time employees are currently Section 3 Residents or were
Section 3 residents within the past 3 years;

___ Commitment to subcontract 25% of the dollar awarded to qualified Section 3 business (only
applicable to prime contractors).

*I hereby certify that the information provided here is true and correct and understand that any
falsification of any information provided could subject me to disqualification and punishment
under the law.*

Authorized Name and Signature

Date

Witness Name and Signature

Date

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ATTACHMENT C

**CERTIFICATION OF RESPONDENT REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

I, _____, hereby certify on behalf of _____

(insert name of Respondent) and its key principals that we:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency; and
2. Have not, within a three (3) year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
4. Have not within a three (3) year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated because of default.

Signature of Key Principal of Respondent

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**ATTACHMENT D
NON-COLLUSIVE AFFIDAVIT**

State of _____

County of _____

_____, being first duly sworn, deposes and states:

That he/she is _____

(a partner or officer of the firm, etc.)

The party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any person, to put in a sham proposal or to refrain from proposing and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposed price of affiance or any other Respondent, to fix any overhead, profit or cost element of said proposed price, or that of any other Respondent, or to secure any advantage against the:

The Warner Robins and Houston County Housing Authority

or, any person interested in the proposed contract, and that all statements in said proposal are true.

Signature _____

(Respondent, if Respondent is an individual)

Partner, if the Respondent is a partnership

Officer, if Respondent is a corporation

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ATTACHMENT E
ENTITY CRIMES SWORN STATEMENT UNDER SECTION
287.133(3)(a), GEORGIA STATUTES, ON PUBLIC

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

I. This sworn statement is submitted to _____ by
(print name of the public entity)
_____ (print individual's name and title)
for _____ (print name of entity submitting
sworn statement) whose business address is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this
sworn statement:)

2. I understand that a "public entity crime" as defined in Paragraph 287. 133(1)(g), Georgia Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, inducing but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b) Georgia Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" is defined in Paragraph 287. 133(1)(a), Georgia Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Georgia during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287. 133(1)(e), Georgia Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts for the

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- 6. provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.
- 7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime after July I, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime after July I, 1989. (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Georgia, Division of Administrative hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Georgia, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services)

(Signature)

Date

STATE OF _____
COUNTY OF _____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, _____
who, after being sworn by me, affixed his/her signature in the space above on this ____ day of _____, 20.

Sworn to and subscribed before me this _____ day of _____, 20.

Personally known _____ OR Produced identification _____
(type of identification)

(Signature of Notary Public)
My commission expires _____
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(seal)

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ATTACHMENT F

CERTIFICATION REGARDING LOBBYING

I, _____, hereby certify on behalf of _____
(insert name of Respondent) and its key principals that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Key Principal of Respondent

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ATTACHMENT G

CONFLICTS CERTIFICATION

I, _____ hereby certify on behalf of _____
(insert name of Respondent) and its key principals that:

- (i) No actual or apparent conflict of interest exists with regard to The Warner Robins and Houston County Housing Authority.
- (ii) No actual or apparent conflict exists with regard to Respondent's or its key principal's possible performance under this Request for Proposal, and
- (iii) No actual or potential claim exists against The Warner Robins and Houston County Housing Authority.

Signature of Key Principal of Respondent