IRVINGTON HOUSING AUTHORITY

Irvington, New Jersey

REQUEST FOR PROPOSALS

FEE ACCOUNTANT SERVICES

RFP No.:	IHA RFP 2026-06
Issue Date:	September 1, 2026
Proposal Due Date/Time:	October 6, 2026 at 2:00 pm EST
Submit To:	Irvington Housing Authority, 50 Union Avenue, Suite 702, Irvington NJ 07111
Contact Person:	Doug Helmann Procurement Manager dhelmann@ihanj.org Cell (571) 447-3629

Table of Contents

1. Introduction and Background

2. Scope of Services

3. Minimum Qualifications

4. Term of Contract

5. Instructions to Proposers

6. Proposal Content and Format Requirements

7. Evaluation and Selection Criteria

8. Contract Administration and Reporting Requirements

9. General Terms and Conditions

Appendix A – Proposal Certification Form

Appendix B – Fee Proposal Form

Appendix C – References Form

1. Introduction and Background

The Irvington Housing Authority ("IHA" or the "Authority") is a public housing authority organized under the laws of the State of New Jersey and administers federally funded housing programs, including public housing and the Housing Choice Voucher (HCV) program, under regulations issued by the U.S. Department of Housing and Urban Development ("HUD").

The Authority is soliciting proposals from qualified accounting firms and certified public accountants ("Proposers" or "Firms") to provide fee accountant services on an ongoing basis in accordance with the scope of services described in Section 2 of this Request for Proposals ("RFP").

This procurement is being conducted in accordance with HUD procurement regulations at 2 CFR Part 200, IHA's Procurement Policy, and applicable New Jersey public procurement law. The Authority reserves the right to reject any or all proposals, to waive minor informalities, and to award a contract in the manner determined to be in the best interest of the Authority.

2. Scope of Services

The selected fee accountant shall provide the following services to the Authority:

Annual Fixed Fee Services

- Monthly review and analysis of IHA general ledgers.
- Review prepared monthly financial statements required by federal, state and/or local laws statutes, i.e. budget to actual and balance sheet (combined and by program), and consult as needed.
- Attend and present at a monthly status meeting with IHA management to review the Authority's balance sheets and income statements, discuss variances, and address outstanding accounting matters.
- Prepare Financial Assessment Subsystem (FASS) Financial Data Schedules (FDS) and submit to the HUD Real Estate Assessment Center (REAC) no later than 60 days after FYE.
- Provide accounting and record collection assistance with the Annual Independent Audit
- Review HCVP financial information through HUD Voucher Management System (VMS) by the established HUD monthly reporting deadline and consult as needed.
- Inform the Executive Director of any matters that come to their attention which cause them to believe that any errors or irregularities or illegal acts may exist.
- Ensure compliance with PHA's Asset Management provisions, rules and regulations.

Additional Services subject to hourly task orders using hourly rates in fee proposal

- Review controls of costs and finances and consult on accounting, findings and other financial matters as needed.
- Consult on operating subsidy, financial statements preparation and submission as needed.
- Annually review agency budgets and budget revisions and consult as needed.

- Consult on CFP program as needed.
- Review PHA investments, report and make recommendations to the Executive Director as needed.
- Review financial policies and procedures and make recommendations as needed.
- Review Family Self Sufficiency (FSS) program records and consult as needed.
- Assist with the HUD closeout process of expended CFP grants as needed.

In addition to the scope inserted above, the following services are required as a standing element of the engagement:

- Interface with and utilize the Authority's PHA-Web system and applicable HUD systems, which serves as the system of record for IHA's financial data, for all recordkeeping, reporting, and reconciliation functions performed under this contract.
- Coordinate with IHA staff and any external auditor to ensure timely, accurate financial reporting consistent with HUD and generally accepted accounting principles (GAAP) / GASB standards, as applicable.

3. Minimum Qualifications

To be eligible for award, Proposers must demonstrate, at a minimum:

1. Licensure to practice public accounting in the State of New Jersey, or on staff a Certified Public Accountant (CPA) licensed in New Jersey who will be directly responsible for the engagement.
2. A minimum of 5 years of experience providing accounting services to public housing authorities or other governmental/quasi-governmental entities subject to HUD or similar federal financial reporting requirements.
3. Demonstrated working knowledge of HUD's Uniform Financial Reporting Standards, PIC/FASS-PH submissions, and public housing / HCV program accounting requirements.
4. Prior experience working within, or the demonstrated ability to work within, the PHA-Web financial management system, or a comparable PHA financial software platform.
5. No unresolved findings of debarment, suspension, or ineligibility to participate in federal programs.

4. Term of Contract

The initial contract term shall be for two (2) years from the date of contract execution, with the Authority retaining the option, at its sole discretion, to renew the contract for up to two additional one-year terms, subject to satisfactory performance, continued need, and availability of funding.

5. Instructions to Proposers

5.1 Submission Deadline

Proposals must be received by the Authority no later than October 6, 2026, at 2:00 pm EST. Proposals received after this deadline will not be considered and will be returned unopened.

5.2 Submission Instructions

Proposers shall submit two hard copies of their proposal to the address listed on the cover page. Proposals shall be clearly marked: "IHA RFP 2026-06 – Fee Accountant Services – DO NOT OPEN WITH REGULAR MAIL."

5.3 Questions and Inquiries

All questions regarding this RFP must be submitted in writing to Doug Helmann, dhelmann@iahnj.org no later than 2:00 pm EST on September 21, 2026. Responses to any questions will be issued to all prospective Proposers in the form of a written addendum.

5.4 Right to Reject

The Authority reserves the right to reject any and all proposals, to waive informalities and irregularities in proposals received, and to accept the proposal deemed most advantageous to the Authority.

6. Proposal Content and Format Requirements

Proposals shall be organized in the following order and shall include, at a minimum:

1. Cover Letter – signed by an individual authorized to bind the firm.
2. Firm Qualifications and Experience – description of the firm's history, size, structure, and experience providing accounting services to public housing authorities or comparable governmental entities, including PHA-Web or comparable system experience.
3. Proposed Key Personnel – resumes, relevant experience, and role of each individual who will be assigned to the IHA engagement, including the designated engagement lead and any support staff.
4. Technical Approach – narrative describing the firm's proposed approach to performing the scope of services in Section 2, including proposed staffing plan and approach to the monthly status meeting and financial statement review process.
5. References – a minimum of three (3) references from public housing authorities or governmental entities for which the firm has provided comparable services within the past five (5) years (Appendix C).
6. Fee Proposal – completed Fee Proposal Form (Appendix B), including a fully loaded annual fee, hourly rates for any out-of-scope work, and any assumptions underlying the proposed fee.
7. Proposal Certification Form (Appendix A), executed by an authorized representative of the firm.
8. Disclosure of any pending or past litigation, license suspension, or debarment involving the firm.

7. Evaluation and Selection Criteria

Proposals will be reviewed by an evaluation committee and scored using the weighted criteria below. The Authority reserves the right to interview one or more firms and/or request a best and final offer prior to final award.

Evaluation Criterion	Weight	Description
Proposed Fee / Price	20%	Reasonableness and completeness of the fee proposal relative to scope
Prior Experience& References	20%	Relevant experience with PHAs, HUD financial reporting, and PHA-Web or comparable systems
Proposed Key Personnel	30%	Qualifications, experience, and availability of the individuals assigned to the engagement
Technical Approach	30%	Soundness of proposed approach and strength of references
Total	**100%**	

8. Contract Administration and Reporting Requirements

The successful firm shall be required to comply with the following ongoing contract administration and reporting requirements:

- PHA-Web Interface: The firm shall interface directly with the Authority's PHA-Web system, which houses IHA's financial records, for all data entry, reconciliation, and reporting functions. The firm shall coordinate with IHA IT/administrative staff regarding user access and data security protocols for PHA-Web.
- Monthly Status Meeting: The firm shall attend a monthly status meeting, in person or virtually as directed by the Authority, to present and review the Authority's balance sheets and income statements, discuss significant variances from budget or prior periods, and respond to questions from IHA management and the Board of Commissioners as needed.
- Audit Support: The firm shall provide reasonable support to IHA's independent auditor during the annual audit, including timely response to requests for supporting documentation.
- Confidentiality and Data Security: The firm shall maintain the confidentiality of all IHA financial data and comply with the Authority's data security requirements applicable to PHA-Web and any other financial systems accessed under this contract.

9. General Terms and Conditions

- This RFP does not commit the Authority to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services.
- The Authority reserves the right to negotiate final contract terms, including fees, with the highest-ranked Proposer.
- The awarded contract will be subject to the availability of funding and applicable HUD and Authority procurement requirements, including Section 3 and equal opportunity requirements as applicable.
- The successful firm will be required to execute the Authority's standard professional services agreement and to provide proof of insurance, including professional liability (errors and omissions) coverage, in amounts to be specified by the Authority.
- The Authority is an Equal Opportunity Employer and encourages participation by Section 3 business concerns, minority-owned, and women-owned business enterprises (MBE/WBE).

Appendix A – Proposal Certification Form

The undersigned certifies that they are authorized to bind the firm named below, that the information contained in this proposal is true and accurate, and that the firm agrees to be bound by the terms of IHA RFP 2026-06.

Firm Name:	
Authorized Signature:	
Printed Name/Title:	
Date:	

Appendix B – Fee Proposal Form

Item	Proposed Fee
Annual Fixed Fee for Base Scope of Services (billed monthly)	$
Hourly Rate – Partner/Principal	$
Hourly Rate – Manager/Senior Accountant	$
Hourly Rate – Staff Accountant	$

Appendix C – References Form

Provide a minimum of three (3) references for comparable engagements performed within the past five (5) years.

Reference 1 – Organization:	
Contact Name/Title:	
Phone/Email:	
Dates of Service:	
Description of Services:	

Reference 2 – Organization:	
Contact Name/Title:	
Phone/Email:	
Dates of Service:	
Description of Services:	

Reference 3 – Organization:	
Contact Name/Title:	
Phone/Email:	
Dates of Service:	
Description of Services:	