

**Request for Proposals for Fee Accountant
For
The Northern Ponca Housing Authority**

The Northern Ponca Housing Authority (NPHA) located at Norfolk, Nebraska is seeking proposals from interested fee accountants to provide their services for the housing authority. The Northern Ponca Housing Authority is Tribally Designated Housing Entity (TDHE) that receives funding from the U.S. Department of Housing and Urban Development to provide housing to low-income families in the designated service areas within Nebraska, South Dakota, and Iowa.

The work to be performed under the contract, which is listed under this RFP, is subject to the Native American Housing & Self-Determination Act. This RFP is not restricted to Indian firms; however, preference will be given to Indian-owned enterprises. To be considered responsive, all proposals must contain a statement describing how the firm will provide Indian Preference (IP) in subcontracts, training, and employment.

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

1. Description of the services to be provided.
2. A personal resume which lists the qualifications, experience, and credentials of the people in the firm who will have primary responsibility for providing services to the NPHA. Special emphasis should be provided on experience working with Native American Programs.
3. A listing of three clients currently or formerly under contract to serve as references.
4. A description of the experience of the firm with Fund accounting related computer software and computer systems.
5. A description of the services that the firm offers in response to the **SCOPE OF SERVICES** Section outlined below.
6. An hourly rate times the total hours of time expected to work on the items outlined in the scope of services. Give a grand total cost along with a not to exceed fee which should include travel costs.
7. An hourly rate for any other additional over site as needed.

SCOPE OF SERVICES

The fee accountant should be familiar with Fund Accounting Software such, preferably Abila MIP, as well as housing software, preferably HDS Doorways. Fee accountants should also have a working knowledge of Low-Income Housing Tax Credits, (LIHTC). Work to be performed to include but not limited to the guidance of the preparation of the previous Fiscal Year Financial Audit according to OMB 2 CFR 200 Subpart F compliance requirements. The Scope of Services to be provided by the Fee Accountant will include:

- Review the previous year's audit and ensure that audit adjustments have been applied to all accounts in order to produce a proper roll forward.
- Review all general ledgers (G/L) and trial balances (T/BS) for beginning of audit period through current to recommend adjustments and entries necessary HUD and GAAP compliance.
- Review reports to and from HUD ONAP & other oversight agencies and determine applicability to the records and year end closing.
- Assist in closing the prior fiscal year including but not limited to: year-end entries and accruals, audit schedules, account/transaction support and financial statement input.
- Provide support through the acceptance of the unaudited financial statements and recommend changes to be consistent with HUD protocol & GAAP if necessary.
- Provide support, if needed, during the audit period.
- Review and advise on NPHA's internal control system in its accounting functions.
- Train finance staff on accounting issues as needed to prepare for audit.
- Advise the Executive Director and the Board of Commissioners of the final Year End Financial statements.

Other additional oversight

- Preparation for audit and oversight for tax credit project.
- Preparation for audit and oversight for ICDBG projects.
- Assistance to NPHA staff with departmental budgeting as well as HUD IHBG Compliance budget.

- Provide regulatory computer updates as necessary.
- Development of computerized financial statements as needed.
- Train finance staff on accounting issues as they arise.

OTHER REQUIRED INFORMATION

Proposal Due Date: The NPHA requests sealed proposals for fee accountant services by **3:00 P.M, CST, on November 30, 2022**. Proposals shall be submitted in a sealed package clearly marked "Proposal for Fee Accountant" and submitted to:

Northern Ponca Housing Authority
 Executive Director
 1501 West Michigan Avenue
 Norfolk, NE 68701

The following evaluation matrix will serve as the basis for the selection of the fee accountant.

Criteria	Points
Resume and pertinent experience of key personnel	20 points
Experience with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, aka Super Circular	20 points
Experience with NAHASDA and HUD funded Tribal Housing programs	30 points
Indian Preference	10 points
Statement of Native Employment and training.	5 points
Fee Structure and amount	<u>15 points</u>
Total	100 points

Contact Information

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