

**Central Falls Housing Authority  
30 Washington Street  
Central Falls, RI 02863**

**Request for Proposal  
Certified Public Accountants for Accounting Services**

The Central Falls Housing Authority is accepting proposals from Certified Public Accountants for accounting services for all programs for the period of June 1, 2025 -May 31, 2028. These accounting services are to be conducted in accordance with the Housing and Urban Development (HUD) handbooks.

Programs requiring accounting services include:

1. Federal Conventional Public Housing consisting of 327 units
2. Federal Leased Housing Choice Vouchers of 558 units and 40 Federal Mainstream Vouchers
3. Various Federal Modernization projects under the Capital Fund Grant program
4. From time to time, special short-term grants or programs may arise which will require attention

Bid price must include all programs which are delineated above. Also, an hourly rate must be provided for any additional work.

You may visit the offices of the Central Falls Housing Authority and review copies of the current monthly general ledgers and journals.

Solicitation of the request for proposals does not commit the Central Falls Housing Authority to pay any costs incurred in the preparation of submission of proposals.

**Scope of Services**

The Accountant shall perform all necessary accounting services required by the Housing Authority in connection with the above programs which shall include but not be limited to the following:

- A. Review distribution of cash receipts and cash disbursements in the books of original entry and post summarized information to the books of account.
- B. Review reconciliation of the bank statements and assure agreement of reconciled balances with the general ledger balances.
- C. Prepare, enter, and post all applicable journal entries for tenant rent charges, interest earned financing, and all other monthly, quarterly, and annual journal entries.
- D. Reconcile the tenants account receivable general ledger balances with summarized tenant balance totals.
- E. Record in the books of account all transactions of the purchase and maturity of investment securities and savings account deposits, withdrawals, and interest accruals.
- F. Prepare or review preparation of federal and state tax reports and assist the staff in any related matters.
- G. All other duties that may be required from time to time to comply with HUD accounting guidelines.

- H. Prepare monthly, year to date, and annual financial statements for the federal programs for each monthly meeting of the Board of Commissioners.
- I. Assist management in the preparation of the annual budget and budget revisions.
- J. Analyze and interpret the financial statements and related accounting and financial data.
- K. Serve as financial advisor and assist the Central Falls Housing Authority in financial matters involving HUD and the operation of programs.
- L. On an annual basis, advise and assist in completing an internal control questionnaire and advise on the status of internal control systems in order for the Central Falls Housing Authority to be in compliance with HUD regulations. This questionnaire will be maintained on file at the Central Falls Housing Authority for independent audit purposes.
- M. Submit unaudited, year-end financial data to HUD REAC office within mandated, regulatory time lines.
- N. Submit monthly VMS data to HUD.

All proposals must include:

- A resume that demonstrates knowledge and experience both with public housing authorities and non-profit corporations.
- A work plan that describes how the accounting will be performed each month including estimates of time for field work.
- A schedule showing the details of the calculation of the proposed total cost. Also included should be the hourly rate (referred to above) for any additional work.
- A Certificate of Non-Collusion (proposal will be rejected if not included); a copy of which is attached.

The specific criteria and the weight given to each are as follows:

- Extent of experience in accounting for housing programs subsidized by the U.S. Department of Housing & Urban Development **30 points**
- Qualifications of the staff as related to completing account in efficient, accurate, and timely manner. Attention given to the personnel who are Certified Public Accountants **15 points**
- Demonstrated experience with automated computing systems for Housing Authorities, including but not limited to PHA-Web software systems. **15 points**
- Total Annual Cost plus an hourly rate for special projects is required. Also a pro-ratio between federal leased and conventional. **20 points**
- A verifiable list of other authorities for which accounting services are or have been provided **10 points**
- Non-profit financial management experience as it relates to start up corporations and affordable housing **10 points**

The following clauses will be an integral part of the resulting contract;

- There shall be no discrimination against any employee of the accountant providing services under the contract because of race, creed, color, sex, religion, age, national origin, veteran status, or handicap.
- No member, officer, or employee of the Central Falls Housing Authority, no member or governing body of the locality in which any of the projects are situated, no member of the governing board of the City of Central Falls where the Central Falls Housing Authority was activated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Central Falls Housing Authority's projects during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- No member of or delegate to the Congress of the United States or Resident Commissioner shall be admitted to any share or part of the contract or to any benefits that may arise there from.
- The accountant warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Central Falls Housing Authority the right to terminate the contract, or in its discretion, to deduct from the accountant's fee the amount of such commission, percentage, brokerage, or contingent fee.
- The accountant shall not assign or transfer any interest in the contract without prior approval of the Central Falls Housing Authority.
- The accountant covenants that he/she presently has no interest and shall not acquire any interest direct or indirect, in the projects and/or programs of the Central Falls Housing Authority or any other interest which would conflict with the performance of his/her accounting functions.

The Central Falls Housing Authority reserves the right to reject any or all proposals.

Written proposals must be received before 11:00am. (EST) at the main office of the Central Falls Housing Authority on February 28, 2025. Main office address is 30 Washington Street Central Falls, RI 02863  
Questions concerning this proposal may be addressed to:

Bridgett M Duquette  
CEO/Executive Director  
Central Falls Housing Authority  
30 Washington Street  
Central Falls, RI 02863  
401-226-0764

Qualifying candidates may be expected to appear at an interview prior to final selection.

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word “person” shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity or group of individuals.

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Signature of person signing proposal

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Printed name of person signing proposal

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Name of Business

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Date