



1149 E. South 11th Street • Abilene, Texas 79602

Requests for Proposals (RFP)

Fee Accounting Services

Date Issued

September 28, 2025

RFP # *AHA-2025-010*

Closes

November 3, 2025 @ 3:00 PM CDT

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Prepared by

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for the Abilene Housing Authority**

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I. AHA Background, RFP Objective(s), Evaluation, and Information

A. AHA's Background, Mission and Impact

- (1) The Abilene Housing Authority (AHA)** is committed to providing quality affordable housing in a suitable living environment to low- and moderate-income individuals and families without discrimination; and to creating economic opportunities for our customers to become self-sufficient.
- (2) Our Mission and Impact:** AHA is changing the face of affordable and attainable housing opportunities by providing low-income rental possibilities that enable our clients to flourish in the community. AHA accomplishes this by assisting our clients in elevating themselves to the next level of self-sufficiency and personal responsibility through life-changing programs. Through its real estate development program, AHA also delivers stable investment opportunities for our development partners. The Abilene Housing Authority owns 213 Public Housing units and administers 1571 Housing Choice Vouchers in 20 Counties across West Central Texas. AHA also owns a 48-unit Senior Tax Credit property in conjunction with a developing partner that administers 19 Project Based Vouchers (PBV's) and 3 market-rate units within the 48 units.

B. RFP Objective(s)

- (1) Objective of this Solicitation:** The Abilene Housing Authority (AHA) is soliciting sealed proposals from qualified and experienced accounting professionals or firms to provide comprehensive monthly fee accounting services to AHA, with services tailored to meet HUD regulatory requirements and Generally Accepted Accounting Principles (GAAP). These services are critical to supporting AHA's financial operations and maintaining compliance with federal reporting standards, including REAC submissions, subsidy calculations, and audit readiness.
- (2) Qualifications:** Vendors must demonstrate substantial and relevant experience in providing accounting or fee accounting services to public housing authorities or other HUD-funded agencies. Specifically, the firm or individual must have at least five (5) years of recent, verifiable experience managing financial operations in accordance with HUD requirements and Generally Accepted Accounting Principles (GAAP). The proposer must show a thorough understanding of HUD regulations and reporting standards, including experience with the Financial Data Schedule (FDS), REAC submissions, annual budget preparation, and operating subsidy calculations. Familiarity with the Single Audit Act, OMB Uniform Guidance (2 CFR Part 200), and federal grant reporting requirements is essential. Vendor must comply with all applicable federal, state, and local laws.

- (3) **Goal:** The goal of this solicitation is to ensure that AHA’s financial management practices remain compliant, efficient, and transparent by securing the services of a highly competent accounting partner. Through this engagement, AHA seeks to enhance financial reporting capabilities, reduce audit findings, and support strategic decision-making based on timely, data-driven financial insights.

C. RFP Information and Timeline:

Table C-1: Solicitation Activity	Date or Target Date
1. Agency Contact for this solicitation	Please submit questions at https://ha.internationaleprocurement.com/
1. Solicitation Issued	September 28, 2025
2. How to Obtain the RFP	The RFP will be posted online at AHA’s website, as well as at Housing Agency Marketplace (https://ha.internationaleprocurement.com/)
2. Pre-Submittal Conference	None
3. Question submittal deadline	October 14, 2025
4. Response Deadline: <u>3:00 PM CDT On:</u>	November 3, 2025
6. Proposal Submission	<p>1. <i>Updates and addenda, including responses to questions will be posted in the eProcurement Marketplace website;</i></p> <p><i>And</i></p> <p>2. <i>All proposals to be submitted online as a PDF document uploaded as part of the online form: CLICK HERE.</i></p>

- (1) AHA reserves the right to modify this schedule at its discretion. Notification of changes in connection with this solicitation will be made available to all interested parties via online notifications and/or an emailed Addendum.
- (2) This Request for Proposals (RFP) contains specific submission requirements, a scope of work, as well as terms, conditions, and other pertinent information necessary for submitting a proposal.

D. Evaluation Process and Criteria:

- (1) Initial Review:** Each submission will be internally reviewed to establish responsiveness. The reviewer will ensure that all required materials are included, and no obvious deficiencies are evident. AHA reserves the right, in its sole discretion, to waive any informalities or minor irregularities and/or permit the cure of such deficiencies if it serves its best interests to do so. Any submission that fails to include all materials requested under this solicitation may be deemed non-responsive, and if determined to be non-responsive by AHA will not be rated or ranked.
- (2) Selection Committee Review:** Each responsive submission will be rated and ranked by a Selection Committee. The Selection Committee membership will be composed by AHA, in its discretion, and it may include employees and/or third parties. The Selection Committee may communicate with/negotiate with those proposers who submit proposals deemed to be in the best interest of AHA. At any time during the selection process, AHA may require further information or documentation from respondents to aid in the deliberation of the Selection Committee. The Selection Committee will use its initial scoring and the oral interviews (if any), as well as any further information to determine the final scores and assign final rankings. AHA reserves the right to request Best and Final Offers if deemed necessary. The Selection Committee will make a recommendation to the AHA CEO based on respondents' submissions, interviews, and any additional information gathered during the selection process.

 - a.** AHA reserves the right to accept or reject in part or reject all proposals and to resolicit new proposals. AHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

(3) Evaluation Criteria***Table 3-1 Evaluation Criteria***

Evaluation Criteria	Points	Description
1. Experience & Qualifications	25	Demonstrated experience providing fee accounting services for non-profit organizations affiliated with PHAs, PHAs and/or HUD-funded programs. Including staff experience and firm credentials.
2. Understanding of Scope of Work	25	Depth of understanding of HUD regulations, REAC reporting, FDS, VMS, Capital Fund compliance, and other federal accounting requirements.
3. Technical Approach & Work Plan	20	Clarity and feasibility of proposed services, workflow, communication plan, and timeline for deliverables.
4. Price Proposal	15	Reasonableness and competitiveness of fixed fees, hourly rates (if applicable), and any value-added services.
5. References & Past Performance	10	Quality of references, past performance evaluations, and customer satisfaction with similar agencies.
6. Responsiveness to RFP Requirements	5	Completeness, organization, and compliance with the submission format and instructions.
Total	100	

D. Submission Requirements

(1) Proposal Submission (*Upload a PDF version via AHA's [Online Submission Form](#)*)

- a. The response to this RFP shall be submitted in the manner described in this Section. Failure to submit the Proposal in the manner specified may be cause for elimination of that Respondent from consideration for award.
- b. Any submission received after the specified date and time will not be considered. Submissions must be in the specified office of AHA on or before the above-specified date and time. The hardcopy must be identical to the digital copy and must also arrive by the specified date and time, regardless of the postmark date.

Tab #	Description
1	<p>Letter of Interests (<i>Two-page limit</i>)</p> <ol style="list-style-type: none"> 1. Introduce the company and why you are interested in responding to this proposal. Why should AHA consider the firm for contract. Please indicate who the authorized representative (with contact address, telephone number and e-mail address included), who will serve as the primary contact throughout the selection process. Include information for a contact alternate in the event that the authorized representative is absent or unavailable. 2. Describe your understanding of scope of work and a brief statement of experience. 3. A statement indicating the number of calendar days the proposal shall be valid.
2	<p>Form of Proposal. This Online Form for Attachment A is at the link to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted online as a part of the proposal submittal. Use link above to access.</p>
3	<p>Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i> This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.</p>
4	<p>Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.</p>

Tab #	Description
5	Form HUD 50071. Sample Contract Appendix No. 2: form HUD 50071 (01/14), Certification of Payments to Influence Federal Transactions (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
6	Standard Form LLL. Sample Contract Appendix No. 3: Standard Form LLL (Rev. 01/2027), Disclosure of Lobbying Activities (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)
7	Proposed Services. Respondents approach to the scope of work requested.
8	Qualifications and Experience. Summarize your firm's qualifications, experience, and special expertise in providing the type of services identified in the scope of work / services. Provide resumes of the firm's principals and all key personnel that would be assigned to this engagement.
9	Price Proposal.
10	Resumes, Client Information & References. The proposer shall submit a listing of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include: Client name, contact name, telephone number, address, and a brief narrative description relating the scope of work performed with AHA's requested scope of work.
11	Small, Woman, Minority Business Enterprises Utilization Statement The Respondents shall submit a statement that details how the Consultant will make a good faith effort to subcontract with S/W/MBE companies. Opportunities to subcontract with S/W/MBE companies should be listed here. FAILURE TO PROVIDE A S/W/MBE UTILIZATION STATEMENT MAY CAUSE THE RESPONSE TO BE DISQUALIFIED AS NON-RESPONSIVE.

Tab #	Description
12	<p>HUD Forms, Conflict of Interest Questionnaire, and Form 1295</p> <p>These Forms are attached hereto as Attachment B to this RFP document and must be completed, executed where provided thereon and submitted under this tab. NOTE: The Selected Respondent shall be required to submit a Form 1295 to the Texas Ethics Commission in compliance with Government Code 2252.908 and a copy of the submission along with the Certification prior to execution of the contract with AHA.</p>
13	<p>Abilene Housing Authority /State of Texas Forms</p> <p>Each Respondent must complete the Forms as provided in Exhibit B. Additional information on specific forms is included below.</p> <ol style="list-style-type: none"> 1. Business References: Provide references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference, additional can be utilized, as necessary. 2. All other applicable forms listed in Exhibit B.
14	<p>Proposal Certification</p> <p>By completing the Proposal Certification, respondent shall certify that the Proposal documents are complete and included in the response. The Respondent s Certification contained in Attachment F shall also be completed and attached.</p>
Exhibits	<p>Respondent may include general information in this section the proposer believes will assist AHA in evaluating their capabilities. (10-page limit)</p>

II. Scope of Work

A. Services

(1) Monthly Accounting Services: The Accountant will provide the following detailed services in accordance with set monthly and annual accounting cycles. The Accountant will:

- a. Process all documents required for AHA's annual operating budget and subsidy preparation, including subsidy calculation; budget forms, and prepare all reports and forms in a manner required by HUD. Preparation of the AHA operating budgets may include at least one revision. Such documents shall be prepared and delivered to the AHA not later than 60 days before the beginning of the AHA's fiscal year.
- b. Process all documents required for the preparation of the operating subsidy calculation. Such document shall be prepared and delivered to the AHA not later than 30 days before the date of submission as required by HUD.
- c. Perform all operations necessary to maintain the general ledgers and subsidiary ledgers for the AHA, including the following services:
 - c.1. Reconcile bank statements on a monthly basis;
 - c.2. Prepare journal vouchers on a monthly basis;
 - c.3. Maintain the general ledgers on a monthly basis, including the development of all entries;
 - c.4. Provide a detailed transaction register (receipts/disbursements) on a monthly basis;
 - c.5. Assist in coding checks;
 - c.6. Prepare all debt service entries;
 - c.7. Prepare all monthly, quarterly, semi-annual, and year-end financial statements and annual closing entries, including supplemental schedules for all programs;
 - c.8. Maintain investment and insurance registers;
 - c.9. Maintain property ledger for capitalized equipment; and
 - c.10. Maintain capital funds subsidiary ledgers as required by HUD and subsidiary ledgers for any development funds or grant monies awarded.
- d. Each month, not later than 10 business days following receipt by Accountant from the AHA, the monthly financial reports and services that are referenced in c.1 through c.10 above are to be processed and delivered by Accountant to the AHA from information provided by the AHA to the Accountant. Complete the close-out for the fiscal year to include the preparation of all forms required by HUD and transmission of the Financial Data Schedule (FDS) to REAC for all necessary programs and business and activities. Such forms shall be prepared and delivered to the AHA at least two weeks before the date of submission as required by HUD.

- e. Prepare and submit any other financial forms and reports as required by HUD, within the time periods required for submission. If Section (2) Supplemental Services are required, the costs associated with such services are set forth in Section (2) below.
- f. Schedule an annual on-site visit, at the request of the AHA, in order to provide clarifications on pertinent financial matters relative to questions posed by members of the Board of Commissioners, the Auditor, the Chief Executive Officer, the Chief Financial Officer, and/or other AHA staff. Also be available as needed to answer questions an auditor or HUD may have regarding the financial records of the AHA.
- g. The fee accounting services performed by the Accountant under this Agreement must be in accordance with Generally Accepted Accounting Principles (GAAP) and reporting provisions of applicable HUD guidelines for Housing Programs for use in auditing purposes and for compliance with the Single Audit Act.
- h. Provide advice to AHA upon request regarding the financial impact of management's proposals, regulatory changes, and changes in accounting standards.

(2) Supplemental Services: AHA may, at its discretion, request that the Accountant perform any of the supplemental services that are described below. Following the rendition of such services, AHA would compensate the Accountant. The services are set forth below:

- a. ACS Cloud Service
- b. Preparation and Submission of the HUD Form 52681-B to VMS
- c. Preparation of Internal Revenue Service Form 990
- d. Payroll Services
- e. Reconciling Tenant Account Balances
- f. Preparation of Opening Fund Request
- g. Preliminary conversion to Asset Mgmt. Model
- h. Additional Budget Revisions
- i. Preparation of Financial Data Schedule
- j. Capital Fund Program Annual/5-year Budget
- k. Environmental Reviews

B. Price Proposal

This form must be completed and submitted as part of the proposal package. Vendors must provide a fixed monthly fee for the services described in (1) Monthly Accounting Services and identify the rates for all supplemental services listed in (2) Supplemental Services.

(1) Core Monthly Accounting Services: Please provide your fixed monthly fee to perform all tasks described in (1) Monthly Accounting Services of the Scope of Work.

Description	Fixed Monthly Fee
Monthly Fee Accounting Services as defined in the Scope of Work	\$ _____

(2) Supplemental Services: Please provide proposed unit costs for each of the following supplemental services as outlined in the Scope of Work under (2) Supplemental Services.

#	Supplemental Service	Units	Proposed Rate
a	ACS Cloud Service	Per Month	\$ _____
b	Preparation and Submission of HUD Form 52681-B to VMS	Per Submission	\$ _____
c	Preparation of IRS Form 990	Per Hour	\$ _____
d	Payroll Services	Per Hour	\$ _____
e	Reconciling Tenant Account Balances	Per Hour	\$ _____
f	Preparation of Operating Fund Request	Per Submission	\$ _____
g	Preliminary Conversion to Asset Management Model	Per Hour	\$ _____
h	Additional Budget Revisions	Per Revision	\$ _____
i	Preparation of Financial Data Schedule (FDS)	Per Submission	\$ _____
j	Capital Fund Program Annual/5-Year Budget	Per Submission	\$ _____
k	Environmental Reviews	Per Submission	\$ _____

III. Exhibits & Attachments

These forms and attachments do not need to be returned as part of the response package.

A. HUD & Federal Form Exhibits

1. HUD Form 5369-B, Instructions to Offerors
2. HUD Form 5370-C, General Conditions for Non-Construction Contracts (W/O Maintenance)
3. HUD Form 5370-C, General Conditions for Non-Construction Contracts (with Maintenance)
4. 2025 Davis Bacon Wage Rate

IV. Attachments

These forms and attachments must be returned with the proposal response.

A. Federal

1. Certificate of Insurance (AHA Minimum Insurance Requirements are attached)
2. Form SF-LLL, Disclosure of Lobbying Activities
3. HUD Form 50071 Certificate of Payments to Influence Federal Transactions
4. HUD Form 5369-C Certifications and Representations of Offerors, Non-Construction

B. AHA and State of Texas Forms

1. Certificate of Interested Parties Form 1295 <https://www.ethics.state.tx.us/filinginfo/1295>
2. Conflict of Interests Questionnaire Form CIQ
3. Profile of Firm Form
4. Company Biography
5. Listing of Proposed Subcontractors
6. Section 3 Statement
7. Respondent s Certification
8. Acknowledgement of Addendum s
9. Business References
10. Form of Non-Collusive Affidavit