



The Aurora Housing Authority™

1449 Jericho Circle  
Aurora, IL 60506

## **REQUEST FOR PROPOSALS (RFP)**

### **Financial Management and Consulting Services**

**ISSUE DATE: April 24, 2019**

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*Proposals to be submitted at the Aurora Housing Authority  
1449 Jericho Circle, Aurora, IL 60506  
by **4:00 p.m. (Local time) on May 15, 2019***

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**AURORA HOUSING AUTHORITY**

**DATE:** April 24, 2019

**PROJECT TITLE:** Financial Management and Consulting Services

**DELIVERY DATE/TIME:** May 15, 2019– 4:00PM

**TO:** Prospective Offerors

The Aurora Housing Authority is issuing a Request for Proposals (RFP) to select a Firm to perform Financial Management and Consulting services for an initial term of two (2) years, with an option for renewal, at the sole discretion of the Authority.

Attention is directed to the enclosed instructions and specifications that are made a part of this document.

All requests for additional information should be put into writing and directed to Mr. Ralph Jordan, Executive Director, Aurora Housing Authority, 1449 Jericho Circle, Aurora, Illinois 60506 or [rjordan@auroraha.org](mailto:rjordan@auroraha.org). Please be advised the last date to request a clarification is May 6, 2019.

By submitting a proposal, each offeror is affirming his/her commitment to comply with the Laws of the State of Illinois, governing Fair Employment Practices and with all rules and regulations of the U.S. Department of Housing and Urban Development, governing Equal Employment Opportunities and Non-discriminatory Practices. The Housing Authority reserves the right to reject any and all proposals or to waive any informality in the selection process. This project is funded with HUD funds and requires that all contractors/vendors bidding contracts must comply with Section 3 of the HUD Act of 1968.

**Section II. General Information****AURORA HOUSING AUTHORITY BACKGROUND**

The Aurora Housing Authority (AHA), is a non-profit organization was founded in the 1940s and charged with the mission of providing safe, decent and affordable housing for the people of the City of Aurora. The AHA, is a private municipal corporation governed by a seven-member Board of Commissioners. The Board members, appointed by the Mayor for a five-year term, set the overall policy in matters concerning the operation of the Housing Authority. The Interim Executive Director, appointed by the Board of Commissioners, is responsible for coordinating and carrying out the policies established by the Board of Commissioners.

The Authority currently operates 501 public housing units; 1400 Project Based/VASH/Housing Choice Voucher units. Additional grants are received periodically for the Renovation and Modernization of existing facilities. The public housing program for the Aurora Housing Authority is not limited to the rental and maintenance of physical facilities, but also tries to resolve many of the social and economic problems experienced by low-

income families. It is our goal to assist in every way possible to improve the living conditions of the people choosing to reside in public housing units.

Currently the Aurora Housing Authority employs 28 individuals.

### **Section III. Scope of Service**

The selected Financial Management and Consulting Services Firm will have the overall responsibility for carrying out the following:

- Assist current staff with preparation and submission of required periodic HUD reports, including:
  - Annual & 5-Year PHA Plan
  - Performance Funding Subsidy
  - Unaudited Financial Data Schedule
  - Capital Fund Performance & Evaluation and monthly Obligated/Expended reports
  - EPIC Reporting
  - Section 3 Compliance reporting
  - Contract & Subcontract Activity reports
  - Monthly VMS reporting
- Assist current staff with the reconciliation of all bank accounts monthly
- Assist current staff with the preparation of monthly financial reports for Board of Commissioners
- Assist current staff with updating the PHA policies and procedures
- Assist current staff with the preparation of the Annual Operating Budgets & Capital Planning Budgets for all programs
- Assist current staff with accounts payable to ensure sufficient operating cash flow
- Assist current staff with management of tenant accounts receivable
- Assist current staff with providing financial training to property managers & other staff, as needed
- Assist current staff with providing program analysis and recommendations to Executive Director
- General Housing and Financial Consulting, including assistance with new housing development
- Provide on-site financial assistance to staff approximately 2-3 days per week
- Other financial services, as requested by the Executive Director

Additionally, the Financial Management and Consulting Services Firm may be requested to provide some or all of a full range of services, inclusive of, but not limited to, assistance with the following accounts and tasks, as listed below:

1. Accounts to be received from PHA (utilizing PHA software);
  - a. All books, deposit tickets from General Fund, Daily Statement of Operations, check vouchers, correspondence relating to finance, bank statement / cancelled checks, statements, and inventory of non-expendable equipment, contracts, reports of audit, and any other documents needed to maintain accurate financial records.
  - b. Budgets, including Operating, Development Costs, Modernization, Annual and 5-Year, and Capital Fund Program.
  - c. Copies of all electronic data transmissions to and from HUD.
2. General Ledger Accounts:

- a. Preparation of monthly computer financial statements and processing input documents.
  - b. Quarterly financial reports, monthly bank reconciliation for all accounts, monthly reconciliation of accounts receivable, check voucher coding, classification, and distribution, non-tenant receipt classification and coding.
  - c. Maintain insurance, investment, and contract registers, property and equipment values with depreciation schedules.
  - d. Maintain books for instrumentality, Northern Lights Development
  - e. Routine and non-routine journal entries, detailed balance sheets, closing entries, year-end, equity transfers.
  - f. HUD transmittal notices, communication with PHA to maintain timely transactions, and available to answer questions regarding any of the reports.
  - g. Year-end financial statements and Operating Fund Calculations.
3. Regular Tenants and participant accounting:
- a. Monthly computer reports and statement of operations
  - b. Cash receipt register and summary, adjustment slip register
  - c. Participant's accounts receivable and equity ledger
  - d. Accounts receivable analysis
  - e. Repayment agreement tracking
4. Supplemental Services:
- a. Internet reporting to FASS
  - b. Preparation of Operating Budgets
  - c. Maintain Capital Fund Ledgers and/or for any other grants
  - d. Assist with Annual independent audit
  - e. VMS reporting and corrections
  - f. Performance Funding System (PFS) forms and Fiscal year end PFS
  - g. Submission of audits to REAC
  - h. Subsidies and annual contributions for Housing Choice Voucher
  - i. Analysis of funds available for reductions of annual contributions or general fund
  - j. Track interest on FSS accrual accounts
  - k. Other reporting as required by PHA
  - l. All books and information provided by PHA is the property of PHA and must be available for review or audit by HUD

#### **Section IV. Proposal Requirements & General Instructions**

1. Proposals should include a description of the proposed scope, the firm's approach, and the proposed schedule for each phase of the work.
2. Proposals should include the individual's/firm's qualifications, credentials, and experience, and include resumes of the individuals/firm members who will perform the services and their current workload.
3. Proposals should include at least three (3) references for agencies the individual/firm has completed similar services, including housing authorities, and state and local agencies with names and telephone numbers of the referenced persons.
4. Proposals should detail the level of assistance the individual/firm will require of Authority staff.

5. The Respondent shall submit an original and two (2) copies of its proposal by 4:00pm, CST, May 15, 2019 to:

Aurora Housing Authority

Attention: Ralph Jordan, EXECUTIVE DIRECTOR

1449 Jericho Circle

Aurora, IL 60506

On the envelope, it shall be clearly marked, ***“Financial Management and Consulting Services RFP”***

6. Proposals received after 4:00pm CST on May 15, 2019 will be rejected and returned without review.
7. No oral interpretations will be made. All requests must be submitted in writing via email – [rjordan@auroraha.org](mailto:rjordan@auroraha.org), prior to 4:00pm CST, May 6, 2019.
8. The Authority may request an interview with Respondents prior to selection and contract award. All travel and related costs for participating in the interview will be borne by the Respondent.
9. Respondent’s submission in response to this RFP shall constitute acceptance by the respondent of the terms and conditions of the RFP.
10. Respondents are required to examine the RFP, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent’s own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, or instructions.
11. All expenses incurred in the preparation and submission in response to the RFP shall be borne by the Respondent.
12. The Respondent agrees to comply with all applicable laws and regulations.
13. The Respondent’s failure to provide accurate information in response to this RFP shall disqualify the Respondent from further participation in the selection process. A submission may be corrected, modified, or withdrawn, provided that the correction, modification or request for withdrawal is made by the Respondent in writing and is received by the Authority prior to the date and time designated in the RFP for receipt of submissions. After such date and time, the Respondent may not change any provision of its submission in a manner prejudicial to the interests of the Authority or fair competition.
14. The respondent is required to submit the following documents within their proposals or they will be disqualified: Non-Collusive Affidavit, Certification of Non-Debarment, and form HUD 5369-C.
15. The successful firm must execute a contract with the Authority in a form acceptable to HUD. The contract may be cancelled at any time by either party with a 30-day written notice.

## **Section V. Selection Criteria**

Individuals/Firms submitting proposals should have experienced with public housing authorities, mixed-finance projects, and other rental housing programs; they should be familiar with the respective regulations of the US Department of Housing and Urban Development (HUD).

	<u>Maximum Number of Points</u>	<u>RATING</u>
Past performance and previous experience providing similar services to a similar agency; provide at least three (3) positive references	30	_____
Professional technical quality and competence of firm/staff	15	_____
Have sufficient resources to meet our needs/ability to provide timely processing and delivery of reports	10	_____
Understanding of the Scope of Work	10	_____
Fee	30	_____
Overall Proposal	5	_____
	Total	_____

In the event an agreement cannot be reached with the highest-ranking firm/individual, the AHA reserves the right to select an alternate firm. The AHA further reserves the right reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by AHA to be in its best interests.

Should two (2) or more firms receive substantially equal evaluations, the AHA is required to provide small or minority firms with the opportunity to perform or otherwise participate.