

REQUEST FOR PROPOSALS FOR PROFESSIONAL FISCAL AND MANAGEMENT CONSULTING SERVICES

INTRODUCTION:

The New Jersey Department of Community Affairs Division of Housing and Community Resources (DCA-DHCR) requests proposals from qualified companies to provide Consultant services to oversee the agencies Fiscal operations, including accounting and management services for a period of 6 months. The selected respondent must have a demonstrated track record of providing Fiscal operation, accounting and financial management services for Federal and State rental assistance programs, experience with US Department of Housing and Urban Development (HUD) policies and fiscal procedures, and New Jersey State Fiscal policies, procedures and accounting systems.

This document is a Request for Proposal. Competitive proposals will be evaluated based upon criteria formulated around the most important features of a service or product, of which quality, testing, references, availability or capability may be overriding factors, and the lowest cost submitted may not be definitive in the issuance of a contract or award. The proposal evaluation criteria should be viewed as the standard which measures how well a vendor's approach meets the desired requirements and needs of the DCA-DHCR. The DCA-DHCR will thoroughly review all proposals received. The DCA-DHCR reserves the right to select, and subsequently recommend for award, the proposal which best meets its required needs, quality levels, and budget constraints. The DCA-DHCR also reserves the right to negotiate with the highest-ranked vendor relative to scope and cost adjustments based upon program budget constraints.

INTENT:

The New Jersey Department of Community Affairs seeks the service of a qualified and experienced firm to oversee the Fiscal operations, including performing accounting and financial management services in accordance with Federal Regulations and financial procedures, HUD financial reporting requirements, New Jersey State law, financial procedures and the state accounting system. The objective of this commission is to ensure the following: 1) all required reports are complete, correct and timely, 2) DCA-DHCR receives critical monthly fiscal reports, 3) all program allocations and accounting transactions and other financial reports are maintained to provide a clear and supported audit trail, and 4) staff receives training and guidance in fiscal and financial management systems and processes.

SCOPE OF SERVICE:

1. Maintain and modify the cost allocation systems for all the DCA-DHCR voucher and tenant programs using NJCFS, Housing Pro software and Microsoft Excel. This includes monthly allocations and Fiscal Year end close out reports of all rental assistance programs, preparing allocation transactions for NJ Comprehensive Financial System (NJCFS), maintaining year end close out reports of all voucher programs, maintaining supporting documentation for Federal and State auditors and monthly meetings with DHCR management and consultants.
2. Provide DHCR management with monthly Choice Voucher Program administrative costs for the timely submission (monthly) of the Voucher Management System (VMS) report.
3. Provide fiscal data and information to HUD financial consultant and assist in preparing the annual FDS submission (in compliance with GAAP).
4. Manages preparation of 1099's for all rental assistance programs.
5. Provide DHCR management with critical monthly financial reports for the Homelessness Prevention Program (HPP), Emergency Shelter Grant program (ESG), State Rental Assistance Program (SRAP) and HOME program.

6. Provide DHCR management special project reports concerning Division's rental assistance programs when required.
7. Provide training and guidance to staff on NJCFS, HAPPY software, HUD fiscal requirements, state OMB requirements, and DHCR fiscal processes and policies as these relate to the DHCR's voucher and tenant programs.
8. Prepares, reconciles and analyzes financial statements and documentations to present to DCA's senior staff and makes recommendations to senior staff.
9. Provide DHCR management with a monthly progress report that reflects the status of issues and the areas of concern.
10. Attend relevant meeting as requested by DHCR management.

SKILL SET REQUIREMENTS:

This engagement requires a detailed working knowledge of Federal Auditing and Financial requirements, HUD's financial reporting requirements, the State Accounting System (NJCFS), Housing Pro Software, State and Department Fiscal procedures and Microsoft Excel software.

AVAILABLE FUNDING: Up to \$150,000.

PROPOSAL INSTRUCTIONS:

The proposal must include a letter of introduction describing your company, whether you have worked on similar engagements with other Public Housing Authorities and specifically identify the members of the company who would be assigned to provide the requested services and their qualifications to perform the fiscal oversight, including accounting and management services. The proposal must include the time frame for performing services, the cost per hour and when the company would be ready to begin work.

DEADLINE:

Proposals will be received by close of business on Tuesday, November 15, 2022. Proposals shall be submitted electronically by email or hand delivery. Late proposals will not be considered.

Please submit the proposal by email or hand delivery to:

Elena Gaines
Department of Community Affairs
Division of Housing and Community Resources
101 South Broad St., PO Box 051
Trenton, NJ 08625

For questions or more information, please contact:

Elena Gaines, Deputy Director of Housing & Community Resources at Elena.gaines@dca.nj.gov

All bid submissions must include completed mandatory compliance forms.

Click on the links below for mandatory compliance documents:

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[NJ Standard Terms and Conditions.pdf](#)

[Waiver and DPA Contract Checklist.pdf](#)