

# REQUEST FOR PROPOSALS FOR PROFESSIONAL FISCAL AND MANAGEMENT CONSULTING SERVICES

## INTRODUCTION:

The New Jersey Department of Community Affairs administers several rental assistance programs that provide assistance to households in New Jersey. Due to the growth of all our programs, the agency is seeking Consultant Services to oversee the Fiscal operations of the DCA for a period of three (3) years. Under the supervision of DCA's Deputy Director, provide management, adequate personnel, and implementation of all aspects of financial operations of DCA rental assistance programs, with primary responsibility for the Section 8 Housing Choice Voucher Program serving 24,000 participants with annual budget of \$262 million, along with Supportive Housing Connection (11,000 participants/\$60 million budget) and State Rental Assistance Program (4,500 participants/\$48 million budget). Key responsibilities include management and performance of financial account systems, internal controls, internal and external reporting, compliance with government regulations, and training and coaching of DCA fiscal staff, along with recommendations for needed State fiscal staff. Successful bidder will be expected to both provide sufficient personnel for completion of scope and to supervise DCA fiscal staff in these areas.

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 WORK:

1. Management of consultant team and State staff to fulfill fiscal operations for rental assistance programs, including quality assurance, training, and performance management
2. Oversees all accounting functions in providing and directing procedures and systems necessary to maintain proper records and to ensure adequate accounting controls in accordance with the agency's Accounting Policies as it relates to the rental assistance programs.
3. Preparation, reconciliation and analysis of financial statements and documentations to present to DCA senior staff, and makes recommendations to senior staff, including Assistant Commissioner and Deputy Director of Housing and Community Resources
4. Manages draws of HUD grants by required deadlines

5. Manages cash flow, payment, and reporting on funds for Housing Assistance Program benefits
6. Manages compliance with financial reporting requirements set forth by US Department of Housing and Urban Development and by the State
7. Manages DCA's response to the annual State audit process and reviews audit reports of internal and external auditors to monitor adequacy of scope of reports or to discover specific weaknesses in internal routines.
8. Manages and maintains all accounting and financial reporting systems related to the rental assistance programs
9. Manages the Division's response to annual budget process from preparation through approval
10. Manages cost center expense allocations and ensures compliance with policies and regulations
11. Develops, maintains, and audits written financial policies, procedures, and related materials
12. Ensures agency compliance with applicable government regulations and funder requirements
13. Manages preparation of 1099's for all rental assistance programs
14. Manages cost center expense allocations and ensures compliance with policies and regulations
15. Manages payroll and benefit administration

#### **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 (NJCFSS), Housing Pro Software, State and Department Fiscal procedures and Microsoft Excel software.

**AVAILABLE FUNDING:** Up to \$4 million per year for 3 years.

#### **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 22, 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](mailto: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](#)