



REQUEST FOR PROPOSALS  
FOR  
FY 2026 – 2027 FEE ACCOUNTING SERVICES  
FOR  
CONWAY HOUSING AUTHORITY AND AFFILIATED  
ENTITITES

January 2026

# **REQUEST FOR PROPOSAL**

## **Fee Accountant Services**

### **I. INTRODUCTION**

The Housing Authority of the City of Conway (CHA) is soliciting, through this Request of proposal (RFP), qualified individuals or firms to perform financial compliance and fee accounting services for its public housing agency for the initial engagement period of one year, and an option to renew for up to two additional years.

All services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (HUD), (including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines and the Annual Contributions Contract and Project Based Management and Accounting) provided that such compliance is in the best interest of the Housing Authority of Conway and is required by law. Accountants submitting proposals to the RFP must also be licensed to do business in the State of Arkansas or state of business residence and not be suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

The Housing Authority of the City of Conway will accept proposals for a Fee Accountant. It is the Housing Authority's desire to retain and employ a duly qualified accountant or accounting firm to act as the Fee Accountant, who may be called upon for onsite services as needed for the examination of the Authority's books and records. The annual period will commence March 1, 2026, to April 30, 2027. All services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development, (including the HUD Accounting Handbook, Financial Management Handbook, HUD Audit Guidelines, the Annual Contributions Contract and Project Based Asset Management) provided that such compliance is in the best interest of the Authority and is required by law. The scope of services requested by the Fee Accountant will relate to all the Conway Housing Authority programs including, but not limited to, 154 units of Low Rent (1 AMP), Capital Fund Grants, 396 units of Section 8 Voucher Program, low-income housing tax credit, and any additional programs added during the current fiscal year. The agency has 1 tax credit property and 1 Rural Development property and two public housing properties.

Funding sources include but are not limited to Operating Subsidy Funds, Capital Funds and Housing Assistance Payment Funds, and Tenant Rents. The Conway Housing Authority's fiscal year runs from October 1<sup>st</sup> through September 30th. The Housing Authority also has one active nonprofit corporation.

CHA has created this Request for Proposal (RFP) to be completed by all interested vendors and will review both technical and cost considerations for each proposal.

The Conway Housing Authority reserves the right to reject any and all proposals or re-advertise, postpone, or cancel this RFP at any time at its discretion and to waive any informality. Also, the determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive the contract award, or whether an award shall be made because of this RFP, shall be at the sole and absolute direction of the Conway Housing Authority.

## **II. QUALIFICATIONS**

Provide proof of meeting the following qualifications.

1. Must be a Certified Public Accountant (C.P.A.) licensed in the State of Arkansas or a Licensed Public Accountant.
2. Must have experience with Housing Authorities and have an understanding of HUD funded programs and related federal regulations.
3. Must be approved by the United States Department of Housing and Urban Development.

## **III. TERM OF CONTRACT**

The term of this contract shall be for a one (1) year period (with two additional one-year renewable options) commencing not later than March 01, 2026. This contract, at the option of the Housing Authority and the successful bidder, may commence at a date earlier than March 01, 2026, if mutually agreed upon by the Housing Authority and the successful bidder.

All contract obligations shall prevail for at least 90 days after the end of the contract. For the protection of both parties, this contract may be canceled by either party giving 30 days prior notice in writing to the other party.

1. Initial Contract: March 1, 2026, to April 30, 2027
2. Renewal Contract: 2<sup>nd</sup> Year May 1, 2027, to April 30, 2028
3. Renewal Contract: 3<sup>rd</sup> Year May 1, 2028, to April 30, 2029

## **IV. TECHNICAL SPECIFICATIONS**

1. The Conway Housing Authority requires fee accounting services and advice in the planning and daily operation of its various housing programs on a monthly basis.
2. The Fee Accountant shall provide a detailed Work Plan in the Proposal demonstrating comprehension of the objectives and scope of services to be provided in response to the RFP. The Work Plan must clearly describe in detail the Fee Accountant's approach to timely performance and complete all services required by the RFP and must include the Firm's staff assigned to complete the services. The services will not constitute an audit

of the financial statements of the Conway Housing Authority but rather should be viewed as external accounting services.

#### **V. SCOPE OF FEE ACCOUNTANT SERVICES:**

The accountant shall perform all the necessary services provided under this contract under all terms and conditions as specified by Housing and Urban Development (HUD) to keep the Authority compliant and consistent with all rules and regulations of Asset Management as defined by HUD. The accountant shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Authority, the following:

1. Prepare Monthly Financial Reports for each individual Low Rent Program, Capital Fund Program, Section 8 Voucher Programs, nonprofit component units, and other additional programs approved during the fiscal year. Additionally:
  - Be available and serve as a consultant on accounting and fiscal matters.
  - Provide internal auditing services as may be requested by the Authority.
  - Attend meetings of the Authority when requested by the Authority or its Executive Director.
  - Perform such other accounting and fiscal services when requested by the Authority or its Executive Director.
  - Prepare quarterly payroll tax returns (including pension report if applicable)
2. Perform operations necessary to maintain the financial reports and records for the PHA and to prepare, furnish and maintain, as applicable, the following financial reports, records, and services:
  - a) Reconciliation of Bank Statements
  - b) Code or Review of coding of check vouchers
  - c) Necessary Journal Entries
  - d) Investment Information
  - e) Insurance Registers
  - f) Annual Closing Entries
  - g) The following Financial Statements include:
    - i. Balance Sheet
    - ii. Budgeted Statement of Income
    - iii. Supplemental Schedules
    - iv. Utility Consumption Report by Amp
    - v. Grants Reports
    - vi. Schedule of Fund Received
    - vii. Statement of Land, Structures and Equipment

- viii. Transactions (Check) Register
  - ix. General Ledger
  - x. Board Report Package Monthly Inclusive of all entities to include Balance Sheet and P&L of each entity. (Months reserve calculation Low Rent/S8 preferred)
- 3. Prepare such fiscal reports and balance sheets on a monthly, quarterly, or annual basis as shall be required by federal or State statutes or regulations, or as requested by the Authority.
- 4. Prepare various HUD financial reports at required frequencies, semi-annual and annual, if applicable, including:
  - a. HUD-52267 (Calculation of PILOT)
  - b. HUD-52564 Operating Budget With input from Authority staff prepare a draft budget and operating subsidy calculation for the Board's review by August 31, 2025.
  - c. HUD-PFS Operating Subsidy Calculation.
  - d. VMS monthly submittals, 8 hours of research annual reconciliations as needed to be reported to HUD-FMC.
  - e. Annual filing fees for financial statements
  - f. Research fees for VMS when requested by HUD.
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- 5. Prepare annual budgets for Conway Housing Authority's subsidized programs, including those for the nonprofit entities.

## **VI: TIME AND PERFORMANCE**

The Services of the Accountant are to commence March 1, 2026, and end April 30, 2027.

### **INFORMATION AND DATE REQUIRED OF EACH RESPONDENT**

#### **A. Method for providing the requested services**

Your proposal should include your understanding of the steps necessary to perform the work listed in this RFP.

#### **B. Qualification and experience.**

1. Experience in HUD accounting and financial management procedures, as it relates to local Housing Authorities' operating budgets and grant applications including the Housing Choice Voucher Program monthly VMS reporting requirements, and Tax Credit properties.

2. Experience as fee accountant, with designation of certified public accountant with a minimum of 5 years with governmental authorities and agencies
3. Thorough knowledge of public contract law and federal procurement requirements under 24 CFR 85.36. Must have thorough understanding of modernization quarterly reports and closeout documents.

#### C. Cost of Services.

1. The Authority desires to receive a fixed annual price for the cost of services. The Authority asks that the annual price be then broken down into the cost for each of the Authority's three programs, Public Housing, Section 8 and Tax Credit. The Authority anticipates twelve equal monthly payments.
2. If the draft budget is not submitted by the specified date, the Authority will withhold all payments until such time a draft budget is completed.

#### D. Requirements

1. The Authority desires to receive a fixed annual price for the cost of services. The Authority asks that the annual price be then broken down into the cost for each of the Authority's three programs, Public Housing, Section 8 and Tax Credits. The Authority anticipates twelve equal monthly payments.
2. The Authority desires to receive a fixed hourly price for any additional services not included in Section I, Scope of Fee Accountant Services, provided the accountant receives approval from the Authority's Executive Director, prior to commencement of the services
3. Respondents must demonstrate agreement with these terms in their response.
4. Respondents must be a Certified Public Accountant, duly licensed by the State of Arkansas, or Public Accountant duly licensed by the State of Arkansas.

#### E. SELECTION CRITERIA

The accountant will be selected based upon his/her response to the above-listed requirements in paragraphs D above and to the Evaluation criteria listed in Attachment 1.

#### PROPOSAL SUBMISSIONS

Responses to this RFP are to be submitted by Monday February 16th at 12:00 PM to:

Natalie Hawks, Procurement Manager  
Conway Housing Authority  
335 S. Mitchell Street  
Conway, AR 72034

**ATTACHMENT 1**  
**CONWAY HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS**  
**FEE ACCOUNTING SERVICES**  
**Evaluation FACTORS**

The Housing Authority of the City of Conway AR is seeking proposals for Fee Accounting for its Low-Income Housing Program, Section 8 Voucher Program and Tax Credit Properties March 1, 2026, to April 30, 2027. The following are the quality/merit factors with the corresponding weights.

**Factor**

1.	Experience in Housing and Urban Development (HUD) accounting and financial management procedures, as it relates to local housing authorities in operating budgets and grant applications, including the Housing Choice Voucher Program and LIHTC	30 Points
2.	Experience as a fee accountant, with designation of certified public accountant with a minimum of 5 years' worth of governmental authorities and agencies	20 Points
3.	Thorough knowledge of public contract law and federal procurement requirements 24 CFR 85.36. Must have thorough understanding of HUD capital fund closeout documents and monthly Housing Choice Voucher Program reports.	20 Points
4.	Price	20 Points
5.	References	5 Points
6.	Demonstrate knowledge of the State of Arkansas and HUD budget filing deadlines.	5 Points