



FEE ACCOUNTANT / CONTRACT CHIEF FINANCIAL OFFICER (CFO) SERVICES

RFP Number: CHA-FIN 2026-01

Issue Date: March 23, 2026

Due Date: April 17, 2026

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OVERVIEW

The Clarksville Housing Authority (“CHA”) is a Public Housing Agency in Clarksville, Tennessee, managing 510 low-income housing units across four city sites. The CHA also operates two maintenance shops, two community/Head Start buildings, and a central administrative office.

CHA is a public body corporate and politic operating under the laws of the State of Tennessee and regulations of the U.S. Department of Housing and Urban Development (HUD).

CHA administers multiple housing programs including:

- Public Housing
- Capital Fund Program (CFP)
- Housing Choice Voucher Program (HCV)
- Other HUD and housing-related initiatives

CHA seeks a qualified financial partner capable of supporting financial oversight, reporting, compliance, and financial planning for the Authority.

SCOPE OF SERVICES

The selected firm will provide Fee Accounting and CFO-level advisory services including, but not limited to the following:

- A. Financial Management:** Provide oversight and support for the Authority’s financial operations including:
- General ledger review and reconciliation
 - Financial statement preparation
 - Budget preparation and monitoring
 - Cash flow monitoring and forecasting
 - Financial reporting to the Executive Director and Board
- B. HUD Financial Compliance:** Ensure compliance with applicable HUD financial requirements including:
- Preparation and submission of Financial Data Schedule (FDS) in REAC
 - Compliance with HUD financial management standards
 - Monitoring of program financial compliance
 - Support for HUD reporting requirements
- C. Grant and Program Accounting:** Assist CHA with financial oversight of federal programs including:

- Capital Fund Program (CFP)
- Housing Choice Voucher (HCV) Program
- Other HUD-funded programs

Responsibilities may include:

- Grant tracking and reporting
- Fund accounting
- Compliance monitoring

D. Audit Preparation and Support: Assist CHA with annual audit preparation including:

- Coordination with independent auditors
- Preparation of financial documentation
- Resolution of audit findings
- Internal control recommendations

E. Internal Controls and Financial Policies: Evaluate and strengthen CHA's financial controls including:

- Accounting procedures
- Financial policies
- Procurement-related financial controls
- Risk mitigation strategies

F. Strategic Financial Planning: Provide advisory support to CHA leadership including:

1. Long-term financial planning
2. Financial modeling for redevelopment initiatives
3. Debt and financing analysis
4. Financial risk analysis

CONTRACT TERM

The contract term will be:

Three (3) years with the option for two (2) one year extensions, subject to approval by the Clarksville Housing Authority.

MINIMUM QUALIFICATIONS

Firms or individuals must demonstrate:

1. Certification as a Certified Public Accountant (CPA) or equivalent financial credentials.
2. Minimum five (5) years experience in governmental or public sector accounting.
3. Demonstrated experience working with Public Housing Authorities or HUD-funded programs.
4. Knowledge of HUD financial reporting requirements and REAC systems.
5. Experience with fund accounting and federal grant management.

PROPOSAL REQUIREMENTS

Proposals must include the following:

A. Firm Overview

- Name of firm or individual
- Office location
- Organizational structure
- Years in business

B. Key Personnel

Provide information regarding individuals who will perform services including:

- Professional credentials
- Relevant experience
- Resumes

C. Relevant Experience

Provide examples of similar work including experience with:

- Public Housing Authorities
- HUD programs
- Governmental financial management
- Affordable housing organizations

Include at least three professional references

D. Proposed Approach

Describe the firm's approach to:

- Providing financial oversight to a public agency
- Ensuring regulatory compliance
- Communicating with executive leadership and the Board

E. Fee Proposal

Provide proposed fee structure including:

- Hourly rates
- Monthly retainer options
- Estimated annual cost

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Experience with PHAs and HUD Programs	30%
Qualifications of Financial Team	25%
Understanding of Scope	20%
Proposed Approach	15%
Cost	10%

CHA may invite top ranked firms for interviews prior to final selection.

PROCUREMENT COMPLIANCE

This procurement will be conducted in accordance with:

- 2 CFR Part 200
- HUD Procurement Standards
- CHA Procurement Policy

REQUIRED CERTIFICATIONS

Proposers must submit :

- Debarment Certification
- Non-Collusive Affidavit
- Section 3 Compliance Statement
- Lobbying Certification
- Equal Opportunity Certification

EQUAL OPPORTUNITY

The Clarksville Housing Authority is an Equal Opportunity Employer.

Minority-owned, women-owned, and Section 3 businesses are encouraged to submit proposals.

SUBMISSION INSTRUCTIONS

Proposals must be received no later than:

Date: April 17, 2026

Time: 11:59pm

Submit proposals to:

Clarksville Housing Authority
Attn: Executive Director
721 Richardson Street,
Clarksville, Tennessee, 37040

Electronic submissions may be sent to: wallen@cha-tn.org and cc: ayoung@cha-tn.org. Late submissions will not be accepted.

Contact for Questions:

Questions regarding this RFP must be submitted in writing to:

Wanda Allen and/or Analosa Young
Clarksville Housing Authority
wallen@cha-tn.org cc: ayoung@cha-tn.org

Questions must be received by April 13, 2026

RESERVATION OF RIGHTS

The Agency reserves the right to:

- Reject any or all proposals received in response to this RFP
- Waive any informalities, irregularities, or minor defects in proposals
- Request clarification of proposal information from any proposer
- Cancel, amend, or reissue this RFP at any time
- Negotiate with any, all, or none of the proposers
- Award a contract in whole or in part, if deemed in the best interest of the Agency
- Accept any proposal deemed most advantageous, regardless of price
- Conduct interviews or request additional information as needed

- Verify the accuracy of all information submitted

Issuance of this RFP does not obligate the Agency to award a contract or to pay any costs incurred in the preparation of proposals.

ADDENDA

Any changes to this RFP will be issued as written addenda. It is the responsibility of the proposer to acknowledge receipt of all addenda.

SIGNATURE

Authorized Representative: _____

Title: _____

Date: _____