

**HOUSING AUTHORITY OF FLORENCE**  
**POST OFFICE DRAWER 969**  
**400 EAST PINE STREET**  
**FLORENCE, SOUTH CAROLINA 29503**  
**PHONE: (843) 669-4163 / FAX: (843) 679-2626**

June 21, 2018

The Housing Authority of Florence is seeking proposals from independent certified public accounting firms to provide backup accounting services on call as requested. Firms will also be responsible for the compilation of the Board's monthly Financial Statements. The same services are being sought by the Housing Authorities of Cheraw and McColl, the Housing and Community Redevelopment Authority of Marlboro County, Pelican House, Inc., McGowan Commons, LLC, Pee Dee Place, and Palmetto Housing Corporation.

The Housing Authority expects the firm to possess the technical expertise necessary to provide the services as mentioned above in accordance with GAAP, HUD, and REAC requirements, ensuring that the Authority will meet all reporting submission timelines. It is preferable if the firm currently provides the services to other Authorities' and are familiar with Public Housing, Tax Credits, & Housing Choice Voucher programs.

Your proposal should include, at a minimum, the following:

1. A transmittal letter briefly stating the understanding of the work to be done, the commitment to perform the work within the time frame, a statement why the firm believes itself to be the best qualified to perform the engagement and that the proposal is an irrevocable offer for a stated period of time.
2. Information concerning your firm, the name of the contact partner, and CPA staff who will be assigned to be on call. Prior experience of said persons should be included.
3. References should be provided pertaining to clients for which your firm has an on call retainer agreement, and who have permitted the listing of their names as a reference. Please indicate the nature of the work performed for these clients.
4. Submit a breakdown of the hourly rate by staff level that will be available for on call services.
5. A copy of the most recent quality Peer Review Report.

**SELECTION:**

The selection of the firm will be based on the following criteria. Proposals should address each item.

- 1. Public Housing experience of the firm and those members indicated as being Available for on call services..... 30%
- 2. Familiarity with the Florence Housing Authority’s operations..... 20%
- 3. Performance of the firm from prior on call references..... 10%
- 4. Evidence of a clean opinion on the most recent Peer Review Report..... 10%
- 5. Your proposal:
  - a. That it indicates a knowledge and understanding of the scope of the work to be performed..... 10%
  - b. That it indicates realistic pricing..... 10%
  - c. The care and quality evidenced in the preparation of the Proposal..... 10%

Should two or more firms receive substantially equal evaluations, the Housing Authority is required to provide small or minority firms with the opportunity to perform or otherwise participate in the proposed services.

Attention is called to the Equal Employment Opportunity and Affirmative Action Provisions and Requirements of all contracts entered into by the Housing Authority of Florence, South Carolina. All proposals will be considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

## **SUBMISSION REQUIREMENTS:**

Proposals must be received at the office of the Housing Authority on or before July 18, 2018. All firms will be notified as to the selection by mail on or before August 18, 2018. Solicitation of the request for proposals does not commit this agency to pay any costs incurred in the preparation or submission of proposals.

The Housing Authority reserves the right to decide whether or not a proposal is acceptable in terms of meeting the requirements of the RFP. The Housing Authority reserves the right to accept or reject proposals received and may negotiate with bidders regarding the terms of their proposals or parts thereof.

## **CONTRACT TERMS:**

You are invited to submit a three year proposal with an option for two one-year extensions.

The Housing Authority of Florence reserves the right to cancel the agreement if it is determined that the selected firm is not performing satisfactorily or is adversely affecting performance of the Housing Authority's activities. The authority will provide thirty (30) days written notice of termination.

The Housing Authority also reserves the right to request changes in the selected firm's representation if, at our discretion, assigned personnel are not satisfying the needs of the Authority.

## **SUPPLEMENTAL INFORMATION:**

Additional information that we believe may assist you in the preparation of the proposal is as follows:

The Housing Authority of Florence, South Carolina, created by the Florence City Council in 1968, is a semi-public non-profit organization governed by a five 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 Executive Director, appointed by the Board of Commissioners, is the Chief Administrative Officer and is responsible for coordinating and carrying out the policies established by the Board of Commissioners.

Since its creation in 1968, the Housing Authority has grown from a small operation providing housing for 166 low income families to one of the largest single property managers in the City of Florence. The Authority currently operates 1,097 public housing units thru five separate entities. It also serves as managing agent for Pelican House, Inc., a 46 unit Section 202 Program. The Cheraw Housing Authority also have 28 units in the 515 program. Additional grants are received periodically for the Renovation and Modernization of existing facilities. The public housing program for the Florence 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.

The Authority also provides rental assistance for eligible tenants through the Section 8 Housing Choice Voucher Program. The Housing Authority receives applications, determines eligibility, enrolls clients, and negotiates the lease with the landlord. Monthly, the Authority pays to the landlord a portion of the rent that is calculated based on the tenant's monthly income. This mechanism, through involvement of the private sector, is able to expand the housing choices available to low income families. Currently 1,014 vouchers are maintained under three separate entities.

In an effort to seek out alternative methods of financing, the Housing Authority has established the Palmetto Housing Corporation. This non-profit agency enables the Housing Authority to become involved in various housing ventures beyond public housing. We currently manage two Low Income Housing Tax Credit Properties, Lakota Crossing, and McGowan Commons, LLC.

The Housing Authority of Florence is unique in that the same central office staff is responsible for administering all programs for the Housing Authority of Cheraw, Cheraw, South Carolina, the Housing Authority of McColl, McColl, South Carolina, and the Housing and Community Redevelopment Authority of Marlboro County, Clio, South Carolina. Each authority has an individual annual contributions contract with the Department of Housing and Urban Development and is treated as a separate and unique entity. All records, with the exception of resident files, are maintained and located at the Housing Authority of Florence Central Administration Office.

The Housing Authority utilizes a computer system with Scott Accounting and Computer Services' Housing Software to process nearly all of its daily operations, from payrolls to tenants accounts receivable.

We hope the above information will provide you with useful information necessary for the preparation of the on call fee accountant bid.

Sincerely,

HOUSING AUTHORITY OF FLORENCE  
Rowland Trew  
Director of Finance