

# THE HOUSING AUTHORITY OF PLAINFIELD

## REQUESTS FOR FEE ACCOUNTANT CONSULTING

### SERVICES

The Housing Authority of Plainfield is requesting fee accounting consulting services from qualified Individuals or companies to assist the Housing Authority's accounting and finance department for a period of one year and with an option of renewal of a contract for one more year.

The compensation for the Fee Accountant services shall not exceed \$80,000 per year. The scope of work is outlined and included in the proposal submittal package.

An interested individuals or companies require knowledge and experiences in HUD accounting, public housing programs, section 8 programs, cost principles, financial management, performance funding system and operating and financial reporting and procedures, etc., the candidate shall possess a minimum of eight (8) years in the similar work.

The Fee Accountant services are funded on a part-time basis without fringe benefit. Fees for the Fee Accountant/consulting services can be negotiable. Qualified individuals or companies shall possess a minimum of eight years of experience in fee accounting or related services, professional liability insurances and certified in the State of New Jersey if the candidate is considered as a consultant and not as a staff. A detailed scope of the general requirements may be obtained from the Administrative Office located at 510 East Front Street, Plainfield, NJ and please call (908)769-6335 for any questions.

One (1) electronic version (PDF file format with signature pages) of the response to solicitation must be received on later than 11:00 a.m. on Wednesday, April `17, 2024 and shall be submitted via email to [procurementproposal@hap-nj.org](mailto:procurementproposal@hap-nj.org). If you do not have the capability to submit electronically, please call the Housing Authority at (908)769-6335 and the Housing Authority will then waive the requirement for you and your firm.

All proposals will be evaluated, rated and ranked in accordance with evaluation criteria set forth in the proposal. Services will be awarded to a qualified and responsible firm or individual whose proposal is the most advantageous to the Authority.

Proposal submittal package may be obtained from the Administration Office, located at 510 East Front Street, Plainfield, NJ. All proposals must be received no later than 11:00 A.M. on April 17, 2024 by the Administration Office.

All proposals are required to comply with the requirement of PL. 1975C.127 affirmative action and equal employment laws in accordance with the applicable state and federal regulations.

Randall Wood, Executive Director