



*Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO*

REQUEST FOR PROPOSALS  
FOR  
Interim Controller Services

Housing Authority of the City of Longview, dba  
Housing Opportunities of SW Washington (HOSWWA)  
And  
Joint Pacific County Housing Authority (JPCHA)

820 11<sup>th</sup> Ave.  
Longview, WA 98632  
(360) 423-0140

Date of Issuance: April 4, 2022

Contact: RFP Committee HOSWWA  
Linda Hanna  
Linda.Hanna@hoswwa.org

Proposals are due no later than 4:00 pm (PST) on April 18, 2022



**I. Purpose**

The Housing Authority of the City of Longview, dba Housing Opportunities of Southwest Washington (HOSWWA), and Joint Pacific County Housing Authority (JPCHA) are seeking proposals from experienced accounting professionals to provide interim controller services for both agencies throughout the recruitment process. We anticipate the hiring process could take up to 9 months.

**II. Background**

The Housing Authority of the City of Longview is a public body, corporate and politic, of the State of Washington that is authorized by and operates under the authority of the State Housing Authorities Law (RCW 35.82) and the Housing Cooperation Law (RCW 35.83). The agency operates under jurisdictional agreements in Cowlitz (except Kelso, Kalama), Pacific, Lewis and Wahkiakum Counties. HOSWWA also serves as the Administrator and Developer for Joint Pacific County Housing Authority (JPCHA).

HOSWWA is governed by a six-member Board of Commissioners that provide oversight and control of the agency. The CEO is hired by the Board and takes responsibility for day-to-day operations of the Housing Authority. Board members are appointed by the Mayor of Longview. JPCHA has a six-member board appointed by the Mayors of Ilwaco, Raymond and Long Beach as well as members appointed by the Pacific County Commissioners. The CEO of HOSWWA serves as the Executive Director for JPCHA.

HOSWWA has a staff of 42 and manages a portfolio of affordable housing units serving low-income seniors, disabled and families with children. HOSWWA also administers 1591 Housing Choice Vouchers located throughout HOSWWA’s four County jurisdiction. Additionally, HOSWWA runs an award-winning program serving homeless Veterans that provides housing in a supportive services environment. Funding for HOSWWA’s programs comes from the US Department of Housing and Urban Development (HUD); US Department of Agriculture Rural Development (USDA RD), Washington State Housing Finance Commission and the IRS for the Low-Income Housing Tax Credit (LIHTC) program, US Veterans Administration (VA), Washington State Department of Commerce and other competitive state and local grants. Specifically, HOSWWA/JPCHA have the following funding sources:

<b>Description</b>	<b># of units</b>
Housing Choice Vouchers	1571
Tenant Based Rental Assistance	36
Owned/Operated units (includes LIHTC)	126
USDA Housing Units	151
Veterans Programs	35
<b>Total</b>	<b>1919</b>

### III. **Scope of Services**

- a. Maintain fiscal procedures according to GAAP and appropriate governmental standards.
- b. Provide budget reports, financial statements, and other information as required by the Board of Commissioners or CEO.
- c. Serve as first point of contact with the Contracted CPA firm for preparation of annual financial statements and preparation of the HUD required Financial Data Schedule.
- d. Interact with Senior Accountant to ensure that all work is being completed as necessary.
- e. Analyze financial reports, extract required information, research and consolidate information for the preparation of the Agency's operating budgets.
- f. Problem solve accounting issues including software issues (Yardi experience preferred).
- g. Review and approve all required reporting prior to submission including monthly VMS reporting and annual USDA reporting, monthly and annual VA reporting, annual FSS reporting.
- h. Provide oversight of AP/AR and Banking to ensure accuracy. Review and make coding corrections as needed.
- i. Provide oversight of monthly payroll processes (contracted to Paylocity).
- j. Assist with response and preparation of audit reports by SAO, contracted CPA's, HUD or other funders.
- k. Ensure that all required finance deadlines are met.

### IV. **Contract Term**

The duration of the contract shall be for one year and may be extended, if necessary, for up to four additional one-year options, not to exceed five years in the aggregate. This contract term does not imply a guarantee of work. Once services are no longer needed the contract will terminate according to the term clause below. Sample contract is included with this RFP.

### V. **Content of Proposals:** HOSWWA requests that interested respondents submit a proposal containing the following:

- A. Letter summarizing the respondent's interest in providing interim controller services to the Housing Authority, identifying the point of contact at the firm, describing respondents understanding of the services required and a brief statement of the firm's areas of specialization.
- B. Brief description of the firm's capability to perform the described services to include:
  - a. Professional qualifications to perform services,
  - b. Specialized experience and technical competence,
  - c. Description of any experience as related to similar assignments, including public experience.
- C. A schedule of professional fees and best estimate of time needed to perform the scope of work monthly.

- D. Names and Contact information for at least 3 references from current and former clients for whom the firm has performed similar work.

## **VI. Evaluation Criteria and Selection**

Proposals will be evaluated by HOSWWA's RFP Committee designated by the CEO. The RFP Committee will review the submissions based on qualifications, prior experience, and cost. Professional references will also be considered. Bonus points will be awarded for Yardi experience.

## **VII. Deadline**

HOSWWA is accepting electronic proposals by email. Full pdf application must be submitted **by 4 p.m. on April 18, 2022** to [Linda.Hanna@HOSWWA.org](mailto:Linda.Hanna@HOSWWA.org) subject line: Interim Controller Services RFP Response: (firm name)

## **VIII. Insurance Requirements**

Firm selected must be able to meet HOSWWA's insurance requirements:

- General Liability: \$1,000,000 per occurrence
- Automobile liability: \$1,000,000 per occurrence
- Workers' Compensation and Employer's liability: \$1,000,000 per occurrence
- Professional Errors and Omissions Liability: \$1,000,000 per occurrence

## **IX. HOSWWA's Reservation of Rights**

- HOSWWA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in the HOSWWA's best interest.
- HOSWWA reserves the right to not award a contract pursuant to this RFP.
- HOSWWA reserves the right to negotiate fees proposed by any proposer entity.
- HOSWWA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals.

## **X. Level of Effort and Funding**

It should be clearly understood that all services requested in this RFP are on an "as needed basis" and that any dollar value referred to in this RFP in no way constitutes a guarantee of the level of effort that may be requested of the successful Respondent or guarantee a certain dollar amount.