Request for Quotes (RFQ): Fee Accounting Services

Issue Date: November 23, 2026
Submission Deadline: December 7, 2026, at 5:00 pm
Issuing Agency: Village of Nyack Housing Authority

1.Introduction & Overview

The Village of Nyack Housing Authority ("Authority") is a public housing authority operating under New York State Public Housing Law. The Authority manages approximately 136 low-income public housing units, approximately 240 housing choice vouchers, and 28 LIHTC units. The Authority seeks quotes from qualified accounting firms or certified fee accountants to provide ongoing fee accounting, financial reporting, and budgeting services.

Work must comply with:

- U.S. Department of Housing and Urban Development (HUD) rules, directives, and accounting standards (including 2 CFR Part 200 where applicable)
- New York State Public Housing Law, NYS Homes and Community Renewal (HCR) / Division of Housing and Community Renewal (DHCR) requirements, and applicable state procurement/reporting rules
- Generally Accepted Accounting Principles (GAAP)

2. Scope of Services

The selected accountant/firm ("Contractor") will perform full fee accounting services across the Authority's portfolio using both MRI PHA Pro and QuickBooks:

- **Multi-System General Ledger & Entity Accounting:**
  - Maintain and reconcile general ledgers, trial balances, and project-level accounts for Federal Public Housing, and Section 8 / Housing Choice Vouchers
  - Maintain and reconcile separate company files/ledgers for LIHTC partnerships/LLCs, affiliate entities, or non-federal programs (including intercompany due-to/due-from balances with MRI PHA Pro entities, developer fees, replacement/operating reserves, and surplus cash calculations).
- **Sub-Ledger & Cross-System Reconciliations:**
  - Reconcile MRI PHA Pro sub-ledgers feeding into the General Ledger (Tenant Accounts Receivable, Accounts Payable, Payroll allocations, and HCV HAP disbursements).
  - Reconcile intercompany transfers, shared payroll/overhead cost allocations, and management fees between MRI PHA Pro and QuickBooks entities monthly.
- **Monthly & Year-End Close:** Perform monthly bank reconciliations across all MRI PHA Pro and QuickBooks accounts, record adjusting journal entries, generate consolidated and entity-level monthly financial statements, and prepare year-end audit workpapers.
- **Regulatory, HUD & Investor Reporting:**

- Maintain general ledgers and records consistent with HUD protocols and update such general ledgers and records in a timely and accurate manner
- Prepare and submit unaudited/audited Financial Data Schedules (FDS/REAC) combining MRI PHA Pro data and QuickBooks component unit/blended/discretely presented entity data as required by HUD GAAP rules, plus assist with VMS financial verification.
- Prepare monthly/quarterly financial packages from QuickBooks/MRI PHA Pro for tax credit syndicators, equity investors, lenders, and NYS HCR, and coordinate annual Form 1065/K-1 schedules with the partnership auditor.

- **Budgets & Forecasting:** Assist staff in preparing, entering, and monitoring annual operating and capital budgets across both MRI PHA Pro and QuickBooks, providing monthly budget-to-actual variance reports.

3. Minimum Qualifications:

- Demonstrable hands-on proficiency with MRI PHA Pro for Public Housing/HCV accounting and HUD FDS mapping, and QuickBooks for real estate/LIHTC partnership and affiliate accounting.
- Proven experience reconciling intercompany transactions and consolidating/mapping financial data across multiple accounting systems for HUD FDS and GAAP financial statement preparation.

4. Form of Proposal:

The proposal shall consist of a letter of interest from the individual and or organization which includes the following:

- Quotation containing the cost for services and the hourly rate fee schedule
- Understand the scope and extent of services to be provided, including the credentials of the professionals proposed to provide services.
- A list of at least three prior similar engagements
- Certified statement that the proposer is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or Local agency

5.Proposal Submission Requirements:

Proposals must be signed, sealed and received in completed form at the Village of Nyack Housing Authority, 15 Highview Ct., Nyack, NY 10960, Attention: Executive Director, no later than the submission date and time.

If you have any questions or need additional information, please feel free to contact the Village of Nyack Housing Authority at (845) 358-2476 or executivedirector@vonha.org

Sincerely,

M. Hawkins

M. Hawkins, Executive Director
Village of Nyack Housing Authority