



# **REQUEST FOR PROPOSAL**

For

## **FEE ACCOUNTING SERVICES**

**Oak Ridge Housing Authority  
10 Van Hicks Road  
Oak Ridge, TN 37830**

# REQUEST FOR PROPOSAL

## FEE ACCOUNTANT SERVICES

Oak Ridge Housing Authority (ORHA), 10 Van Hicks Road, Oak Ridge, TN 37830, hereby requests proposals from qualified vendors to provide fee accounting services for their affordable housing (LIHTC) program of 232 units (consisting of 9 properties), Section 8 Housing Choice Voucher Program of 319 units, related grant programs and a redevelopment program.

The successful vendor will provide monthly financial statements along with the following services to ORHA in accordance with the annual accounting cycles:

1. Complete the close-out process for the fiscal year (9/30), to include preparation of all forms required by HUD and transmission of the unaudited Financial Data Schedule (FDS) to REAC.
2. Provide, as needed, assistance/guidance throughout the fiscal year to staff and management.
3. Provide electronic copies for the Auditor and ORHA, of all year-end schedules, financial statements, supporting documents, etc. The successful vendor will also be available to answer questions the Auditor or HUD staff may have regarding the financial records of ORHA.
4. Prepare the Management Discussion & Analysis and related financial statements to be included with the audit in accordance with the recent Statement of Account Standards releases to include SAS 112.
5. Prepare and submit VMS forms timely to HUD and assist with forecasting recommendations based on utilization and funding received.

Fee accounting must be in accordance with Generally Accepted Accounting Principles (GAAP) and reporting provisions of applicable HUD guidelines for Low Income Housing Programs for use in auditing purposes and the Single Audit Act.

ORHA hereby invites qualified firms/individuals to submit proposals for the above-mentioned services. Proposals should demonstrate qualifications for work to be performed. In evaluating the proposals, ORHA will use the criterion outlined in Appendix I.

In submitting proposals, the applicant should supply the following information (not all inclusive):

- Qualifications/Experience of the firm
- Qualifications/Experience of the individual(s) performing the services
- Professional References
- Costs for Services
- Cost for Additional Related Services (if applicable)
- Evidence that the firm is currently registered by the Tennessee State Board of Accountancy
- Evidence of Professional Insurance Policies carried by the firm

The contract will be for a period of one (1) year, with two (2) 1 year renewal options. If a change in the applicant's fee for the subsequent years is anticipated, please include information regarding the change in the proposal.

Proposals will be accepted until **4:00 p.m. on October 10, 2025**, and should be addressed to:

**Maria Catron, CEO/Executive Director  
Oak Ridge Housing Authority  
10 Van Hicks Road  
Oak Ridge, TN 37830**

**Attention: Proposal for Fee Accounting Services**

For questions regarding this Request for Proposal, please contact Maria Catron via email at [mcatron@orha.net](mailto:mcatron@orha.net).

Upon award, all or part of the proposal becomes part of a contract between ORHA and the successful vendor. ORHA reserves the right to reject any and all bids, cancel the RFP, or waive any irregularities in the offers when these actions appear to be in the Authority's best interest. The Authority also reserves the right to select the proposals designed to deliver the most favorable overall impact upon the Authority and the right to ask questions of applicants, interview applicants, or to negotiate the services and price before awarding a contract.

## POINT VALUES FOR EVALUATION CRITERIA

### FEE ACCOUNTANT RFP

CRITERION	MAXIMUM POINTS
<ul style="list-style-type: none"><li>Professional qualifications and evidence of the applicant's ability to perform the work, as indicated by profiles of staff.</li></ul>	35
<ul style="list-style-type: none"><li>Capability to provide professional services in a timely manner.</li></ul>	25
<ul style="list-style-type: none"><li>Demonstrated knowledge of ORHA's needs and relevant HUD requirements.</li></ul>	20
<ul style="list-style-type: none"><li>Proximity of the applicant's primary office in relation to Oak Ridge HA</li></ul>	5
<ul style="list-style-type: none"><li>Cost for accounting services</li></ul>	15
<b>TOTAL</b>	<b>100</b>

## **Appendix II**

### **TENTATIVE SCHEDULE FOR SELECTION AND AWARD**

1. Solicitation – September 12, 2025
2. Responses due October 10, 2025.
3. Proposals and statements of qualifications reviewed October 14, 2025.
4. Board of Commissioners selection & approval of firm October 15, 2025.

ORHA is an Equal Opportunity Employer.