

REQUEST FOR PROPOSALS (RFP)  
FOR  
ACCOUNTING SERVICES

HUDSON HOUSING AUTHORITY

41 North 2<sup>nd</sup> Street

Hudson, NY 12534

Jeffrey E. Dodson, Executive Director

***Responses are due no later than 4p.m.***

***April 27, 2026***

HUDSON HOUSING AUTHORITY  
ACCOUNTING SERVICES SOLICITATION  
April 1, 2026

The **HUDSON HOUSING AUTHORITY** (the “Authority”), 41 North Second Street, Hudson, NY 12534 is requesting accounting services from certified public accountants for the following:

**GENERAL:**

Provide external accounting services as a consultant to the Authority and its Board of Commissioners as specified in the scope of services listed below.

**LOCATION & DESCRIPTION:**

The Hudson Housing Authority is located at 41 North Second Street, Hudson NY 12534 and consists of 135 units of public housing under the RAD Project Based Section 8 Voucher program, 120 of which are a combination of elderly and family units located in a high rise building with the remaining 15 units being low rise family apartments. The Hudson Housing Authority also administers a HUD Housing Choice Voucher (HCV) program that consists of 130 Section 8 vouchers in the City of Hudson. As well as FY 2025 Tenant Based Rental Assistance (TBRA) program.

**SCOPE OF SERVICES:**

The Authority is seeking ordinary accounting services based on an hourly rate for a two-year period beginning May 1, 2026, and ending May 1, 2028. Including but not limited to:

1. Minimum of monthly preparation of all books of record, bank statements and filings in accordance with the procedures outlined by the U.S. Department of Housing and Urban Development (HUD), and New York State Homes and Community Renewal (HCR) including operation statements and financial operations.
2. Prepare monthly Journal Entries, Closing Entries and Adjusting Entries as needed and advise HHA staff responsible for the book entries of corrective recording procedures to be implemented, including Accounts Receivable, Accounts Payable, Tenant Security Deposits, Depreciation, Inventory, Submit General Ledger reports on request etc.
3. Submission of the unaudited FDS submission to HUD/REAC within 60 days of the fiscal year end.
4. Prepare for filing Fiscal Year End Closings of Books of record, all programs and entry of opening balances to new Fiscal Year General Ledgers, annual REAC submissions, including assistance with audit preparation work papers.
5. Prepare year-end accruals and closing journal entries.

6. Prepare monthly and year-end financial statements that are in full compliance with HUD Financial Management Procedures and GAAP.
7. Submit monthly income and expense statements and balance sheets for Board of Commissioners' review showing income and expense against accrued budget allocations. Prepare a monthly report for the Board of Commissioners meeting including monthly financial statements.
8. Respond to inquiries by HUD relating to accounting and fiscal matters.
9. Recommend and implement procedural and/or other best practice workflow improvements and enhance accuracy and effectiveness of the work product produced by staff responsible for bookkeeping activities.
10. Prepare annual budgets and budget revisions as necessary, including reviews and comprehensive presentation to the Board of Commissioners in September (Annual Meeting) each year.
11. Enter applicable information monthly from the Authority records in the Voucher Management System.
12. Give general accounting advice and assistance to the Authority with respect to Authority business.
13. Handle all the Authority's accounting requirements in accordance with Generally Accepted Principals and Practices.
14. Assist in all other accounting matters of the Authority as needed.

**Evaluation CRITERIA & SCORING**

Awards shall be made for professional services offeror providing the lowest acceptable quotation by a qualified bidder, unless justified in writing based on price and other specified factors. Including set forth herein below. All non-price factors used in evaluating responses to this solicitation are listed in the chart below. The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer (a) with the best combination of attributes based on the evaluation criteria, and (b) who submits a proposal that, all things considered, the Authority determines is the best value and in the best interests of the Authority. A score shall be calculated for each criterion for each proposal. The score shall be the sum of the rating assessed by the evaluation team for any given criterion, multiplied by the pre-established weight for that criterion. The total of the scores for all criteria in each proposal will be known as the proposer's final score.

<i>EVALUATION CRITERIA</i>	<i>Maximum Points</i>
<i>1. Compliance with all specifications and/or other requirements contained in this solicitation (excluding cost)</i>	<input checked="" type="checkbox"/>
<i>2. Qualifications &amp; experience with accounting matters of public housing authorities with RAD/HCV &amp; TBRA programs</i>	<input checked="" type="checkbox"/>
<i>3. Price</i>	<input checked="" type="checkbox"/>

<p>4. Accessibility  <i>The availability of the firm to respond quickly to the Authority's request for service.</i></p>	<p><input checked="" type="checkbox"/></p>
	<p>100</p>

**FORM OF PROPOSAL**

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

1. A quotation containing the cost for services and the hourly rate fee schedule of likely accountant(s) to perform services.
2. A demonstration of the proposer's ability to understand the scope and extent of services to be provided including the credentials of the professionals proposed to provide services.
3. A list of at least three previous engagements similar or analogous to the scope of services provided herein for a public entity.
4. A profile of the proposer's principals, staff, and facilities to be used.
5. A certified statement that the proposer is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or Local agency.

For additional information contact Jeffrey E. Dodson, Executive Director, at 518-828-5415.

Please submit responses via email to [procurement@hudsonhousingauthority.com](mailto:procurement@hudsonhousingauthority.com)