



Asbury Park Housing Authority
HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

Fee Accounting Services

RFP-AP-69-0-2025/CB

RFPs are due by October 15, 2025 @ 11:00am
ASBURY PARK HOUSING AUTHORITY | 1000 ½ THIRD AVENUE



NOTICE FOR REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES CONTRACT

In accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., sealed proposals will be received by the Asbury Park Housing Authority (the "Authority") on **October 15, 2025 at 11:00 A.M.** prevailing time in the Asbury Park Housing Authority Conference Room 1000 ½ Third Avenue, Asbury Park, NJ 07712, at which time and place RFPs will be opened and read in public for:

FEE ACCOUNTING SERVICES

Proposal responders and the public may attend the RFP opening. During the RFP opening process, the Proposal responders names will be announced as well as proposal amounts.

Proposal responses must be submitted on or before the above date, made on the standard proposal forms, unless otherwise indicated. Physical copies must be enclosed in a sealed package bearing the name and address of the proposal responder and the "**Proposal Title Name**" listed on the outside, and addressed to Mickey Febles, at the address above.

Any RFP Addenda will be issued to any proposal responders who have picked up an RFP package.

The information for the Responders, Proposal Forms, and Specifications may be reviewed, obtained and submitted, at no cost, via:

1. Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712

The contract shall be awarded for the period of January 1, 2026 through December 31,2026.

Proposal responders shall comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 et seq.

Publication Date: September 22, 2025



Shemea Daniels, Executive Director
Asbury Park Housing Authority



ASBURY PARK HOUSING AUTHORITY GENERAL INSTRUCTIONS

1. SUBMISSION OF PROPOSAL RESPONSES

A. Sealed Proposals shall be received by the Asbury Park Housing Authority ("Authority") for a professional services contract, a copy of said notice being attached hereto and made a part of these specifications.

B. Each proposal shall be submitted on the proposal form attached, in a) sealed envelope or b) electronic submission.

- (1) Addressed to Mickey Febles
- (2) Bearing the name and address of the responder on the outside
- (3) Clearly marked "RFP" with the name of the item(s) being procured. Provide One (1) Original & One (1) copy of the RFP. **Faxed or emailed RFPs will NOT be accepted.**
- (4) Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.

C. It is the Proposer's responsibility to see that Proposals are presented to the Authority on or before the hour and at the place designated. Proposals may be hand delivered or mailed. **If the Proposal is sent by express mail, the designation in B. above must also appear on the outside of the express company envelope.** Proposals received after the designated time and date will be returned unopened.

D. The Authority reserves the right to postpone the date for presentation and opening of the RFP and will give written notice of any such postponement to each prospective Proposer as required by law.

E. Sealed Proposals forwarded before the time of opening of RFPs may be withdrawn upon written application of the Proposal Responder. Once Proposals have been opened, they shall remain firm for a period of sixty (60) calendar days.

F. Each Proposal form must give the full business address, business phone, fax, e-mail, the contact person of the Proposal Responder, and be signed by an authorized representative as follows:

- Proposals by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative followed by the signature and designation of the person signing.
- Proposals by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
- Proposals by sole-proprietorship shall be signed by the proprietor.
- When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

G. Multiple Proposals Not Accepted



More than one Proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

H. Official Request for RFP packages are available from Asbury Park Housing Authority, 1000 ½ Third Avenue, Asbury Park, NJ 07712, and via the Authority website at www.aphanj.org at no cost to the prospective responder. All addenda will be forwarded to any responder who has picked up a RFP package.

I. Results of all Proposal Responses will be read at the RFP opening.

2. PREPARATION OF PROPOSALS (PRICING INFORMATION AND FORMS)

A. The Authority is exempt from any local, state or federal sales, use or excise tax and will not pay for New Jersey State Sales and Use Tax included in any invoices.

B. Any quotation showing any erasure alteration must be initialed by the Proposer. When applicable, unit prices and totals are to be inserted in spaces provided. Prices must be written in both words and figures, with the price written in words governing in the event of any inconsistency. In case of any error in extensions, when applicable, the unit price shall be considered the RFP.

C. Failure to sign and give all information in the RFP may result in the Proposal being rejected.

3. FIRM FIXED CONTRACT

This is a firm fixed contract, prices firm, with no price escalation.

4. INTERPRETATIONS AND ADDENDA

A. The Proposer understands and agrees that its Proposal is submitted on the basis of the specifications prepared by the Authority. The Proposal Responder accepts the obligation to become familiar with these specifications.

B. No oral interpretation of the meaning of the specifications will be made to any Proposal Responder. Every request for an interpretation shall be in writing, addressed to the Authority. In order to be given consideration, written requests for interpretation and or clarification must be received at last three (3) business days prior to the date fixed for the opening of the RFPs.

C. All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective Proposal Responders.

5. METHOD OF CONTRACT AWARD

A. This is a professional contract under the terms of N.J.S.A. 40A:11-5. Award will be made to the Proposal Responder whose Proposal is in the best interests of the Authority, price and other factors considered. The Authority reserves the right to accept or reject any or



all Proposals, and to waive minor identified irregularities and technicalities if it is in its best interest to do so.

B. Proof of licensure for the Professional Services in the State of New Jersey, for either the firm or the person responsible for the work, shall be provided as required.

C. The form of contract will be submitted by the Authority to the successful Proposal Responder. Terms of the specifications/RFP package prevail. Proposal Responder exceptions must be formally accepted by the Authority; material exceptions shall not be approved.

6. NON-COLLUSION AFFIDAVIT – N.J.S.A. 52:34-15

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted intact with the proposal.

7. NEW JERSEY ANTI-DISCRIMINATION – N.J.S.A. 10:2-1

There shall be no discrimination against any employee engaged in the work required to produce the goods and services covered by any contract resulting from this RFP, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this RFP.

8. MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE – N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27 et seq.

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division).

9. OWNERSHIP DISCLOSURE–N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

N.J.S.A. 52:25-24.2 provides that no business organization, regardless of form of ownership, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the RFP or accompanying the RFP of said business organization, responders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The disclosure shall be continued until names and addresses of every stockholder, partner, or member exceeding the ten percent ownership, has been listed.

The included State of Ownership shall be completed and attached to the RFP proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations.



Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is necessary.

10. PROOF OF N.J. BUSINESS REGISTRATION CERTIFICATE N.J.S.A. 52:32-44

Pursuant to N.J.S.A. 52:32-44, the AUTHORITY is prohibited from entering into a contract with an entity unless the responder/proposer/contractor, and each subcontractor that is required by law to be named in a RFP/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

11. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN, RUSSIA AND BELARUS*

N.J.S.A. 52:32-55 prohibits State and Local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Responders must indicate if they comply with the law by certifying the form.

**P.L. 2022, c.3 prohibits State and Local public contracts with persons or entities engaging in certain investment activities in Russia or Belarus, but this requirement is currently stayed pending litigation.*

12. PAY TO PLAY – NOTICE OF DISCLOSURE REQUIREMENT

Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-3133532 or at www.elec.state.nj.us.

13. W-9

Successful responder/respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

14. FORCE MAJEURE

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by the Authority by notice to each party.



15. PAYMENT

Contractor shall submit a bill for all work completed during the preceding month. Payment will be made after a properly executed voucher has been received and formally approved on the voucher list at the Authority's regular meeting.

16. TRUTH IN CONTRACTING LAW

N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty. N.J.S.A. 2C:27-11 provides that a responder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.

17. INSURANCE AND INDEMNIFICATION

17.1 **Indemnification** – If awarded the contract or purchase order, the contractor or vendor shall assume the risk of an responsibility for, and agrees to indemnify, defend and save harmless the Authority and its employees from and against any and all claims, demands, suits, actions, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever arising from or resulting from the work, services or materials supplied under the contract or purchase order. This indemnification provision is not limited by, but is in addition to the insurance obligations contained in the contract or purchase order.

17.2 **Insurance Requirements** – If awarded the contract or purchase order, the contractor or vendor shall assume all responsibility for its actions and those of anyone working for it while engaged in or traveling to or from any work, service or activity connected with the work. The contractor shall carry sufficient insurance to protect it and the Authority from any property damage or bodily injury claims arising out of the performance of the work.

Evidence of current insurance coverage shall be provided in the form of a certificate which shall be submitted no later than ten days after receipt of the notice of intent to award the contract or purchase order.



CHECKLIST

- A. FAILURE TO SUBMIT THE FOLLOWING WITH RFP IS MANDATORY CAUSE FOR REJECTION OF RFP**
- INITIAL**
- **Acknowledgment of receipt of addenda (if any)** _____
 - **Ownership disclosure form** _____
 - **Non-Collusion Affidavit** _____
- B. MANDATORY ITEM(S), REQUIRED PRIOR TO AWARD OF CONTRACT**
- **Business Registration Certificate** – Bidder – Prefer with RFP Response. Required by Law prior to award of contract. _____
 - **EEO Certification** _____
 - **Affirmative Action Evidence** _____
 - **Disclosure of Investment Activities in Iran** _____
 - **Certificate of Insurance** _____
 - **References** _____

To determine the business registration status:

1. Goto: <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>
2. Enter the **BUSINESS NAME** and click **SEARCH**
3. Obtain the **BUSINESS ENTITY I.D. #**
4. Go to: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Enter the first four letters of the business NAME and the BUSINESS ENTITY I.D.# in the appropriate fields, and click SEARCH



ASBURY PARK HOUSING AUTHORITY

PROPOSAL FORM/SIGNATURE PAGE

The undersigned declares that he/she has authority to bind the Responder, that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the RFP and agrees, if this RFP is accepted, to furnish and deliver services per the following:

The undersigned is a (circle one): individual proprietorship, partnership, corporation, with:

Principal office at

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number



OWNERSHIP DISCLOSURE FORM

RFP SOLICITATION #: RFP-AP-69-0-2025/CB VENDOR {PROPOSER}: _____

PART 1

PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX. ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2

	<u>YES</u>	<u>NO</u>
1. Are there any individuals, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}?	<input type="checkbox"/>	<input type="checkbox"/>
IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM.		
IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTION 2–4 BELOW.		
2. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties individuals?	<input type="checkbox"/>	<input type="checkbox"/>
3. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties corporations, partnerships, or limited liability companies ?	<input type="checkbox"/>	<input type="checkbox"/>
4. If you answer to Question 3 is "YES" , are there any parties owning a 10% or greater interest in the corporation, partnership, or limited liability company referenced in Question 3?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Vendor {Bidder} incorporated as a not-for-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>
IF THE ANSWER TO THIS QUESTION IS "YES", EXECUTE THE CERTIFICATION SECTION.		
IF ANY OF THE ANSWERS TO QUESTION 2-4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.		

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2–4 ANSWERED AS "YES".

If you answered **"YES"** for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

INDIVIDUALS

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

Attach Additional Sheets If Necessary



PART 2 continued

PARTNERSHIPS / CORPORATIONS / LIMITED LIABILITY COMPANIES

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

Attach Additional Sheets If Necessary

In the alternative, to comply with the ownership disclosure requirement, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

PART 3

PUBLICLY TRADED PARENT COMPANY DISCLOSURE

Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A 52:25-24.2.

<u>TITLE OF ATTACHED DOCUMENTS OR WEBLINK</u>	<u>PAGE #</u>

Attach Additional Sheets if Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Bidder}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the AUTHORITY of CALDWELL, NJ is relying on the information contained herein, and that the Vendor {Bidder} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the AUTHORITY to notify the AUTHORITY in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the AUTHORITY, permitting the AUTHORITY to declare any contract(s) resulting from this certification void and unenforceable.

Signature (Do not enter Vendor ID as a signature)

Date

Print Name and Title

FEIN/SSN



**NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

State of _____

County of _____

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)

in the AUTHORITY of _____ and State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the Company of _____
(Title or Position) (Name of Firm/Company)

The Responder making this proposal and that I executed the said Proposal with full authority to do so; that said Responder/Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above numbered project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Owner relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by RESPONDER.

(Signature of Affiant)

NOTARY

(Type of Print Name of Affiant)



**REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACT
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful responder's requirement to comply with the requirement of comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq.

The successful responder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence;

A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

OR

2. A photocopy of approved Certificate of Employee Information Report issued in accordance with N.J.A.C. 17:27-4;

OR

An Employee information Report (Form AA302) completed with a copy to the N.J. Department of the Treasury with the appropriate fee.

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.

The following questions must be answered by all responders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____

If yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?

YES _____ NO _____

If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ SIGNATURE: _____

TITLE: _____

Note: A professional's RFP must be rejected as non-responsive if a contractor fails to comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, within the time frame.



NOTE: The vendor/professional must submit with their proposal an Employee Information Report Certificate. If the professional does not have an Employee Information Report Certificate as provided by the NJ Department of the Treasury and this is your first AA302 form report, the professional must submit a copy of the original AA302 form to the Public Agency awarding the contract and forward one copy with a check in the amount of \$150.00 payable to the Treasurer, State of New Jersey (fee is non-refundable) to:

NJ Department of the Treasury
Division of Public Contracts
Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, NJ 08525-0206

Telephone 609-292-5473

Upon receipt of the Employee Information Report Certificate, the vendor/professional MUST forward a photocopy of this certificate to the Authority.



MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

During the performance of this contract, the contractor/vendor/professional agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Authority Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

(Signature of responder)



AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.



THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES.

PREFER SUBMITTED WITH RFP RESPONSE
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT


STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TRADE NAME: CLIENT REGISTRATION
TAXPAYER IDENTIFICATION#: 970-097-382/500
SEQUENCE NUMBER: 0107330
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
ISSUANCE DATE: 02/14/04
EFFECTIVE DATE: 01/01/01
FORM-BRC(08-01)

John S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1095907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533



Disclosure of Investment Activities in Iran

Responder Name:

Part 1: Certification

*RESPONDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.***

Pursuant to Public Law 2012, c.25, any person or entity that submits a RFP or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Responders must review this list prior to completing the below certification. Failure to complete the certification may render a responder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Check the Appropriate Box

I certify, pursuant to Public Law 2012, c. 25, that neither the responder listed above nor any of the responder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the responder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.



Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Owner is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts to notify the Owner in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Owner and that the Owner at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	



NOT CURRENTLY REQUIRED PENDING LITIGATION

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA
OR BELARUS
PURSUANT TO P.L.2022, c.3
FEE ACCOUNTING SERVICES**

CONTRACT / RFP SOLICITATION No. RFP-AP-69-0-2025/CB

Prohibited Activities: Engaged in prohibited activities in Russia or Belarus” means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

Failure to provide such description will result in the RFP being rendered as non-responsive, and the Owner will not be permitted to contract with such person or entity, and if a RFP is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

CHECK THE APPROPRIATE BOX

_____ I, the undersigned , am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Responder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,ⁱ section 1.e, except as permitted by federal law.

CHECK ONE BOX BELOW:

_____ I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

_____ I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. If checked, a detailed, accurate and precise description of the activities is provided below.

Signature of Authorized Representative

Date: _____

(PRINT NAME) _____



ACKNOWLEDGMENT OF RECEIPT OF ADDENDA
(FORM NOT REQUIRED IF NO ADDENDA ISSUED)

The undersigned Responder hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Responder)

By: _____
(Signature of Authorized Representative)



REFERENCES

Please feel free to use your own form.

1. Reference Name: _____

Title: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

2. Reference Name: _____

Title: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

3. Reference Name: _____

Title: _____ Organization: _____

Address: _____

Phone: _____ Email: _____



SECTION I: PROPOSAL INSTRUCTIONS

1. COST

State the annual cost for providing all accounting services specified in the Scope of Services for which the organization is submitting a proposal. (It is recommended, although not required, that the organization indicate the approximate number of hours, which is the basis of the cost proposed).

The Cost proposed by the organization must cover ALL elements of the Scope of Services. The prospective contract agreement for accounting services will NOT provide for any additional time and work related charges and/or “billable” hours over and above the agreed upon Cost, unless previously approved by the APHA.

2. DOCUMENT REQUIREMENTS

Provide all formal documents, certifications, etc., as specified in SECTION IV of this RFP.

3. COMPLETENESS

It is the sole responsibility of the organization to provide all information requested and meet all requirements of this RFP. If any of the required information is not provided or requirements not met, the APHA may, at its sole discretion, remove the proposal from any further consideration. All information must be clear, concise, and complete.



APHA ACCOUNTING SERVICES RFP

All hard-copy bids shall be enclosed in a sealed envelope bearing the name of the bidder and clearly marked "Fee Accounting Services".

The information for the Bidders, Form of Bid, and Specifications may be reviewed, obtained and submitted via:

3. Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select appropriate RFP.
4. Copies may also be picked up in person at:

Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712

4. BOARD OF COMMISSIONERS MEETING

One or more of the organizations submitting proposals may be required to attend the Board of Commissioners Meeting to evidence in person a full understanding of the Accounting services required. The organization should be represented by a principal or senior partner.



SECTION II

SCOPE OF SERVICES



APHA ACCOUNTING SERVICES RFP

SECTION II: SCOPE OF SERVICES

A) SERVICES

- Provide monthly balance sheets and statements of income and expense with comparisons to budget for each of the following programs:
 - 1) Public Housing Program (Operations)
 - 2) Each Separate Modernization Program
 - 3) The Housing Choice Voucher Program
 - 4) Each 501c3 / Non-Profit Entity
- Review and analyze the general ledgers for each of the aforementioned programs monthly and provide adjusting journal entries. After such review is completed and adjusting journal entries posted, final monthly general ledgers will be printed for each program. As part of this review process, the Accountant will meet with the Authority's Executive Director and finance personnel to discuss any matters affecting the accounting records to ascertain information concerning any matters or programmatic changes that the Accountant should be made aware of (*i.e.*, changes in operations, new programs, budget modifications, voided checks, doubtful accounts receivables, etc.)
- In conjunction with their review of the Authority's accounting and financial data contained in its electronic data processing system, the Accountant will review other source documents supplied by Authority personnel. This review will include checks for mathematical accuracy as appropriate, account coding and completeness of data.
- Assist Authority staff in the preparation of bank account or other reconciliations as necessary.
- Review output of the Authority's electronic data processing system for reasonableness and to ensure that such output is in agreement with the underlying financial information. Ending account balances per the general ledger system must conform to any supporting analysis or reconciliations (*e.g.*, bank reconciliations). Income and expense account balances will be compared to the budget to identify any unusual variances that may indicate input or processing errors or inadequacies in adopted budgets. Transactions containing input errors will be discussed with appropriate Authority personnel and adjusting journal entries will be prepared as required for approval of the Authority prior to posting.
- Maintain a formal numbered schedule of general journal entries that have been signed by the Accountant and approved by the Executive Director or his / her designee.
- Prepare a monthly review of interfund transfers and make recommendations for maintaining proper interfund balances to the Executive Director.
- Consult with the Authority concerning any unexplained budget variances or likely budget overruns.
- Provide all monthly, quarterly and annual reports as required by the U.S. Department of Housing and Urban Development ("HUD") and State of New Jersey. Said reports will typed with six copies of each



report delivered within the time frame established by HUD or other oversight agency. Reports will be delivered to the Authority office. In the event that the Authority, HUD or State of New Jersey change the scope or type of reports required, the Accountant will comply with such changes.

- Upon completion of monthly reports, copies of the updated general ledgers, trial balances and budgetary statements and financial statements will be reviewed in conference with housing authority staff. At this time, the Accountants will prepare correspondence highlighting any accounting matters that the Authority should be made aware of.
- Provide monthly consultation with the Executive Director to review reports prepared, and provide financial expertise on financial forecasting, planning and other accounting matters as may be deemed appropriate by the Accountant or the Executive Director.
- Attend up to four meetings of the Authority per year if requested and offer opinions as requested by the Asbury Park Housing Authority Board of Commissioners or Executive Director on matters pertaining to the financial management or business operations of the Authority.
- In consultation with the Authority's Executive Director or senior staff person assigned, prepare annual public housing operating budgets and Performance Funding System operating subsidy calculations together with all required exhibits, supporting schedules and other documents. These documents will be filed with the HUD and DCA as required, either electronically or in hard copy.
- Accountant shall prepare and maintain the Authority's budget using the Authority's management software.
- Accountant shall prepare and review Public Housing Assessment System (PHAS) reporting and HCV/Section 8 Management Program (SEMAP) certifications.
- Accountant shall prepare and submit monthly VMS reporting to HUD.
- Prepare all annual reports currently required by HUD, the State of New Jersey or the Internal Revenue Service (IRS), inclusive of but not limited to tax filings. The Accountant will also prepare any reports that these regulatory agencies may require in the future, and will change the nature and scope of required reports as determined by the Authority or any regulatory agency. Accountant acknowledges and agrees that that reports currently required shall include, but not be limited to the following reports, which shall be filed with HUD no later than six weeks following the close of the fiscal year:
 - 1) Combined Balance Sheet (GAAP Basis)
 - 2) Financial Data Schedule Comparative with Supporting Documentation
 - 3) Electronic submission of financial statements to REAC under the Financial Assessment System (FAS) including public housing and all other programs of the Authority. Specifically, the submission will include Public Housing, Capital Fund Programs (CFP), and Housing Choice Voucher Programs. All supporting schedules as required by HUD or the State of New Jersey will be included with the submission.
 - 4) Supporting schedules submitted to HUD in hard copy will include the statement of operating receipts and expenditures as required by HUD, statement of income and expense, computation of PILOT, analysis of non-routine expenditures, analysis of tenant accounts receivable, year-end adjustment for utility consumption I rate, as well as any other statements that may be required by HUD, the State of New Jersey or the Authority.
 - 5) Serve as liaison with the Authority's independent auditors, providing them with all required schedules and account analyses. The auditor will be provided with balance sheets, income statements and other



required work papers within thirty days after the closing of books for the fiscal year. The Accountant will meet with the IPA Auditor to review and resolve matters related to the audit and will respond to any written or oral requests from the IPA Auditor, the Authority's Board or Executive Director related to the audit.

B) AUTHORITY PROGRAMS & ENTITIES

- 1) **PUBLIC HOUSING OPERATING PROGRAM** - (6) asset management projects, (489) units with annual expenses of approximately \$6,500,000.
- 2) **HOUSING CHOICE VOUCHER PROGRAM** - (350) vouchers with annual expenses of approximately \$4,500,000.
- 3) **CAPITAL FUND PROGRAM (CFP)** - capital improvement funds of total annual expenditures of \$2,300,000.
- 4) **ASBURY PARK REDEVELOPMENT & IMPROVEMENT ENTITY (ARIE)** – 501c3 Affiliate to the Authority for purposes of development. No current recurring annual expenses nor recurring revenue to report.



SECTION III
PROPOSAL EVALUATION
AND
RANKING CRITERIA



APHA ACCOUNTING SERVICES RFP

SECTION III: PROPOSAL EVALUATION CRITERIA

The APHA will evaluate all proposals received based upon the following criteria:

- 1) Demonstrated experience and competence in this type of work (30 Points).
- 2) Familiarity with the Housing Authority's Programs in specific and HUD rules and regulations in general (25 points).
- 3) Cost (20 points).
- 4) Capability and capacity to accomplish work within the required time period (15 points).
- 5) Geographic location of the organization relative to the proximity to the Housing Authority (5 points).
- 6) Minority Business Enterprise or Resident Owned (SEC 3) Business (5 points).



SECTION IV

DOCUMENT REQUIREMENTS



APHA ACCOUNTING SERVICES RFP

SECTION IV: DOCUMENT REQUIREMENTS – IN ADDITION TO CHECKLIST ITEMS

All proposals must include the following in addition to documents found under the Checklist:

1. Professional licenses, relevant to the scope of services.
2. If the organization intends to subcontract any portion of this commission, a statement regarding to whom, with attendant corporate identification and certifications. Sub-contractors will be evaluated as part of the proposer's team.
3. If not included in the PROFESSIONAL EXPERIENCE sections of the proposal, summary resumes of the organization's partners and principals to be assigned to prospective work.
4. Certified statement that neither the organization nor members of the organization are debarred, suspended or otherwise prohibited from professional practice by any federal, state or local oversight, regulatory or law enforcement authority.