

# REQUEST FOR QUALIFICATIONS

## FEE ACCOUNTANT FOR THE PORT ISABEL HOUSING AUTHORITY

### A. PURPOSE

The Housing Authority of Port Isabel (PIHA) is requesting qualifications from qualified accounting professionals or firms to serve as the Housing Authority/Port Isabel Public Facilities Fee Accountant. While this solicitation is specifically for an individual accountant to serve as the PIHA Fee Accountant, if the accountant is a member of an accounting firm, other accountants or staff within that firm may also provide accounting services to the PIHA in connection with this agreement.

### B. BACKGROUND

The Port Isabel Housing Authority is located in Port Isabel, Texas. The Housing Authority is comprised of 80 Public Housing Units, 110 Section 8 Voucher Program units, and 73 LIHTC units. The Housing Authority is governed by a five (5) member Board of Commissioners appointed by the local Mayor. The Board selects the Executive Director.

### C. SCOPE OF SERVICES

The Fee Accountant shall provide accounting, financial reporting, and fiscal management services to the Housing Authority on a variety of matters pertaining to Housing Authority operations. Accounting support and financial guidance may also be provided to the Housing Commissioners and Executive Director. The delivery of services shall be coordinated through the Executive Director or Board Chairman and may only be requested by the same or with their approval.

The accounting services to be provided include, but are not limited to:

- Preparing and maintaining accurate financial records in accordance with HUD requirements and generally accepted accounting principles (GAAP).
- Assisting with monthly, quarterly, and annual financial reporting requirements.
- Preparing financial statements, budgets, and supporting schedules.
- Assisting with HUD reporting requirements, including REAC and FDS submissions.
- Reconciling bank statements and maintaining general ledger accounts.
- Assisting with audits and providing supporting documentation to independent auditors. Advising the Housing Authority Board and staff on accounting and financial matters. Reviewing financial transactions and ensuring compliance with federal, state, and local regulations.
- Attending Housing Authority Board meetings/PIPFC Board Meetings and occasional special-called meetings when requested.
- No charge for travel to and from Housing/PIPFC Board meetings and special-called meetings.
- Assisting with budget preparation and financial planning.
- Other accounting and financial services as may be directed by the Executive Director or Housing Authority Board.

### REQUIRED SUBMISSIONS

Please organize and present your responses in the order:

- a. A letter indicating the firm's or individual's interest in providing the services and any other information that would assist the Housing Authority in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
- b. A background and qualifications statement identifying the name and address(es) of the firm or individual accountant and describing your capabilities, experience, and the history of your firm and servicing office.
- c. A list of accountants or staff to be assigned to this engagement, including the proposed Fee Accountant and others expected to perform material services. Please identify their areas of expertise and provide resumes for each individual, including any experience with Housing Authorities or other governmental entities.
- d. Information explaining your firm's ability to perform, implement, and administer these services, emphasizing experience with similar Housing Authorities. Summarize all areas of relevant expertise and experience, including the types of services provided to past and present clients.
- e. A list of no fewer than three (3) Housing Authority or governmental client references for which similar services have been provided within the past five (5) years or are currently being provided.
- i. Name, email address, and telephone number of the principal contact for the Housing Authority or agency.
- j. A description of the firm's professional liability insurance coverage, including per-claim and annual aggregate limits. Include a copy of the professional liability insurance declaration page.
- k. Include your hourly rate as well as any proposed fixed annual fee for services and not to charge a travel fee.
- l. A concluding statement describing why your firm is best qualified to meet the needs of the Port Isabel Housing Authority, including any additional information you deem relevant to your proposal.

### SUBMISSION OF PROPOSALS

Proposals must be signed by an authorized member of the firm, and the name, address, email address, and telephone number of a representative qualified to answer questions during the review process must be included.

Please submit five (5) hard copies of the proposal to:

**Karena Bennett**  
**Executive Director**  
**Port Isabel Housing Authority**  
**106 Port Rd.**  
**Port Isabel, Texas 78578**

All proposals must be received by 5:00 PM on Thursday, July 16, 2026.