

## BELLEVUE HOUSING AUTHORITY

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REQUEST FOR PROPOSALS (RFP)  
Fee Accountant Services (PHA Only)  
RFP No. 2026-03

### **I. INTRODUCTION**

The Bellevue Housing Authority (BHA) is requesting proposals from qualified accounting firms or independent professionals to provide Fee Accountant Services exclusively for the Public Housing Authority (PHA).

Important:

These services are limited to BHA's PHA operations only and do not include accounting or financial services for:

- Any affiliated nonprofit entities
- Any affiliated limited liability companies (LLCs)

### **II. BACKGROUND**

BHA is a small PHA and administers a Housing Choice Voucher (Section 8) Program. BHA currently serves approximately 350 households. The Authority is a 6/30 fiscal year end and utilizes Yardi (including the full financial/accounting module) as its primary accounting and reporting system. BHA's primary accounting has been done internally for 20 years.

The Authority maintains internal support, external auditors, and financial partners.

BHA is currently designated as "troubled" under SEMAP due to delays in audit submissions.

- Fiscal Years 2022 and 2023 audits are under contract.
- Fiscal Years 2024, 2025, and 2026 are currently out for proposals.
- BHA is working toward restoring compliance.

### **III. SCOPE OF SERVICES**

Monthly accounting services include financial reporting, HUD compliance (FDS required, VMS optional), Yardi-based accounting, audit support, and advisory services focused on compliance and internal controls.

#### **IV. MINIMUM QUALIFICATIONS**

- HUD/PHA experience
- SEMAP knowledge
- Government/nonprofit accounting
- Yardi experience
- Ability to meet deadlines

#### **V. PROPOSAL REQUIREMENTS**

Include firm qualifications, methodology, Yardi experience, fee proposal, and references.

Selected proposer will be required to execute all HUD-required certifications prior to contract award.

#### **VI. FEE PROPOSAL**

Provide base pricing and optional services (VMS, consulting).

#### **VII. SUBMISSION INSTRUCTIONS**

Proposals must be submitted to:

Bellevue Housing Authority  
c/o Carolyn Pospisil, Executive Director  
director@sarpyhousing.org

#### **IX. GENERAL CONDITIONS**

- BHA reserves the right to reject any or all proposals.
- BHA may request additional information or interviews.
- All proposal preparation costs are the responsibility of the proposer.
- Selected firm must comply with all applicable regulations.

#### **X. CONTACT INFORMATION**

Bellevue Housing Authority  
c/o Carolyn Pospisil, Executive Director  
director@sarpyhousing.org

#### **XI. NON-DISCRIMINATION**

The Bellevue Housing Authority is an Equal Opportunity Employer.

#### **XII. TIMELINE FOR PROPOSALS**

RFP Issued: May 5, 2026

Questions Due: May 15, 2026

Proposals Due: May 29, 2026  
Selection Notification: June 15, 2026  
Contract Start Date: July 1, 2026 or as negotiated

### **XIII. EVALUATION CRITERIA**

HUD Experience 25%  
Yardi 20%  
Technical 15%  
Responsiveness 15%  
Cost 15%  
References 10%

### **XIV. HUD COMPLIANCE, QUALIFICATIONS & CERTIFICATIONS**

Must comply with 2 CFR Part 200 and HUD Handbook 7460.8.

Required:

- Debarment Certification
- Anti-Lobbying Certification
- Non-Collusion Certification

Compliance:

- EEO
- Section 3
- Record access and retention

Other:

- Insurance required
- Conflict disclosure required
- Independent contractor status