

THE HOUSING AUTHORITY OF THE PARISH OF ST. JAMES



**REQUEST FOR PROPOSALS (RFP)
RFP NO. SJPHA2026-01**

**FEE ACCOUNTING SERVICES
ST. JAMES PARISH HOUSING AUTHORITY**

**PROPOSALS DUE:
SEPTEMBER 11, 2026,
AT 11:00 A.M.**

**Issued
July 30, 2026**

REQUEST FOR PROPOSALS (RFP) NO. SJPHA2026-01 FEE ACCOUNTING SERVICES

RFP Document

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INTRODUCTION

The Housing Authority of the Parish of St. James (hereinafter, "SJPHA") is a public entity that was formed in 1965 to provide federally subsidized housing and housing assistance to low-income families, within the Parish of St. James, Louisiana. The SJPHA is headed by an Executive Director (ED) and is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the SJPHA's procurement policy. Though brought into existence by a Resolution of the Police Juror, it is a separate entity from the St. James Parish Government.

Currently, the SJPHA owns and/or manages: (a) 6 multi-family apartment complexes totaling 316 units; that include 2 Project Based Rental Assistance complexes, totaling 64 units; with 4 designated as Public Housing (low rent) The agency currently has a sub-management agreement to manage its RAD-PBRA units and earns a sub-management fee; The SJPHA currently has approximately 15 FT employees.

In keeping with its mandate to provide efficient and effective services, the SJPHA is now soliciting proposals from qualified, licensed, and insured entities to provide the noted services to the SJPHA as included in the scope of work in this document. All bids/quotes submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

ST. JAMES HOUSING AUTHORITY CONTACT PERSON	Dana S. Groover, Executive Director Telephone: 225-869-3278, EXT. 3 (TDD {Relay 711}) Email: dgroover@stjameshousing.com
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Download Documents by accessing St. James Housing Authority at www.stjameshousing.com or Access complete RFP documents by accessing or registering for Demand Star - now named OpenBids powered by EUNA (link can be found on our website or you can visit demandstar.com/registration) Registration is free to access our agency bids and quotes and payment of fees to access other procurement opportunities is not required for this process.
PRE-PROPOSAL CONFERENCE	No pre-proposal conference will be held for this RFP.
QUESTION SUBMITTAL DEADLINE	<i>All questions pertaining to this Request for Proposals should be submitted in writing, to Jessica Coleman at admin@stjameshousing.com no later than 10 calendar days prior to submission deadline. Oral communications are discouraged, and SJPHA will not be bound by any oral answers or interpretations of the RFP.</i>
PROPOSAL SUBMITTAL RETURN & DEADLINE SEPTEMBER September 11, 2026 @ 11:00 A.M.	1.) Upload digital/electronic copies through Demand Star bid portal using the prompts and upload instructions. 2.) Hard copies may be submitted: Sealed proposals (one "marked" <u>original</u>, and THREE copies of the proposal) are due at the following location: St. James Parish Housing Authority Attention: Procurement Specialist 2627 N. King Avenue, PO Box 280 Lutcher, LA 70071 Can be mailed or delivered using any authorized delivery service or physically brought to the address above. Hard copy Submittal package must have the following notation on the bottom left-hand corner "Proposal for: Fee Accounting Services due September 11 2026 at 11:00 a.m.-Enclosed."
	Emailed or Faxed proposals will not be accepted.
Current Agency Fee Accountant	BDO
Current Auditing Firm	Smith Marion

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- 1.0 THE SJPHA'S RESERVATION OF RIGHTS.** The SJPHA reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or terminate the RFP process at any time, if deemed by the SJPHA to be in its best interests.
 - 1.2 Right to Not Award.** Not to award a contract pursuant to this RFP.
 - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days' written notice to the successful Proposer(s).
 - 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful Proposer(s) shall provide the services called for in this RFP.
 - 1.5 Right to Retain Proposals.** Retain all proposals submitted and do not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the SJPHA's Executive Director, who serves as the Contracting Officer (CO).
 - 1.6 Right to Negotiate.** Negotiate the fees proposed by the Proposer entity.
 - 1.7 Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 No Obligation to Compensate.** Have no obligation to compensate any Proposer for any costs incurred in responding to this RFP.
 - 1.9 Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a Proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By requesting or downloading this document, each prospective Proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the SJPHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the SJPHA, but not the prospective Proposer, of any responsibility pertaining to such issue.
 - 1.10 Right to Reject - Obtaining Competitive Solicitation Documents.** SJPHA is the official and appropriate venue to obtain the RFP documents (and any other information pertaining to this RFP such as addenda). Accordingly, by submitting a response to this RFP the respondent thereby affirms that he/she obtained all information in the RFP. Any other group such as an association or a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the noted Internet-based software to obtain the documents. The SJPHA will reject without consideration any response submitted from a firm that has not obtained the documents from SJPHA.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.

St. James Parish Housing Authority (SJPHA) is requesting proposals from qualified, licensed, and insured entities to provide the SJPHA with the following detailed Information for fee Accounting Services:

- The firm shall process all documents required for budget and operating subsidy preparation, including subsidy calculation; budget forms; utility estimates; all required HUD forms; reporting; and PHAS financial Internet submissions. Preparation of the SJPHA operating budgets shall include at least one revision.
- The firm will perform all operations necessary to maintain the general ledger and subsidiary ledgers for the Authority; and prepare, maintain, or furnish, as applicable and at a minimum the following reports and records:

Operating Period

- Prepare Form HUD 52295, Tenants Accounts Receivable
- Prepare Form HUD 52266, Statement and Voucher for Accruing Annual Contributions- Annually.
- Prepare Form HUD 52267, Computation of Payments in Lieu of Taxes- Annually
- Prepare Form HUD 52399, Development Cost Control Statement - Quarterly.
- Prepare Form 52595, Balance Sheet -Annually
- Prepare Form 52596, Statement of Income and Expense and Changes in Surplus or Deficit from Operations - Annually
- Prepare Form HUD 52598, Analysis of Non-Routine Expenditures -

Semi-Annually

- Prepare Form HUD 52599, Statement of Operating Receipts and Expenditures - Semi-Annually.
- Prepare Reconciliation of Bank Statements - Monthly
- Prepare Complete Financial Statement - Monthly
- Maintain Property Register
- Maintain Insurance Register
- Prepare or assist in preparation of Operating Budget and revisions to the Operating Budgets, including PFS calculations, Utilities and Investment Adjustments within time frames established by HUD Regulations.
- Provide all required services relating to CGP, CFP and Energy Performance Contract Subsidy Calculations, if applicable
- Electronically submit PHAS data to REAC
- Prepare mandatory Adjustments
- Energy Performance contracting financial statements, as may be required.
- Utility Allowance Analysis, Annually
- Asset Management and SAGIS
- Prepare journal vouchers on a monthly basis
- Maintain the general ledgers on a monthly basis, including development of all entries
- Provide a detailed transaction register (receipts/disbursements) on a monthly basis
- Assist in coding checks
- Assist in the preparation of payroll and all related reporting
- Prepare all debt services entries

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- Prepare all monthly, quarterly; semi-annual and year-end financial statements and annual closing entries
- Maintain property ledger / capitalized equipment
- Complete the close out for the fiscal year to include the preparation of all forms required by HUD and transmission of the Financial Data Schedule (FDS) to REAC.
- Work directly with auditors to satisfy requests and provide documentation to support year end papers and all accounting activities as required;
- Prepare and finalize MDA
- Provide guidance and training to PHA staff as it pertains to proper coding and documentation of checks and payments
- Provide monthly details of all journal entries with schedules necessary for PHA Director to monitor and draw funds to comply with HUD's recent mandates
- Ensure housing software BLIs and codes are updated and line up with GAAP
- Prepare and enter required Operating Subsidy data in REAC for proper and timely submission
- The fee accounting services provided by the successful Proposer must be in accordance with Generally Accepted Accounting Procedures (GAAP) and reporting provisions of applicable HUD guidelines for Low Income Housing Programs for use in auditing purposes.
- Preparation of form 990 for the agency's non-profit affiliate (501c3) (f needed - currently using auditing firm for component unit to complete this requirement)

Programs

Property/Program (requiring grant tracking schedules)	TOTAL UNITS/DETAILS
Oscar Brooks (Low rent - AMP 1)	76
Vacherie (Low rent - AMP 2)	72
Baytree (Low rent - AMP 2)	60
St. James Hymel (Low rent - AMP 2)	44
Convent Trace (RAD-PBRA) - (earn sub management fee - Business Activity revenue)	28
Central Crossing (RAD-PBRA) (earn sub management fee - Business Activity revenue)	36
ROSS - service Coordinator (in 2 nd year of 3 year grant)	Fy 2025
ROSS - FSS (FSS Salary plus training stipend) - Escrow accounts, plus Forfeiture accounts	Fy 2026
Jobs Plus Grantee - recently awarded - one time 3 year grant (salaries, admin & incentives)	Pending final award and 6 month implementation
FEMA - Damages incurred by Hurricane IDA - pending work completion in 2027 with 75% of eligible funds submitted as recovered	Permanent repairs obligated by FEMA in 12/2025 - pending final contract
CFP - Low rent - PH	Current years open and not submitted for audit include 2023, 2024, 2025, 2026 recently closed out Lead based paint grant

General Requirements

- The fee accountant *may* visit the Authority as needed to perform the required work but in no case less than once annually upon request and/or if requested with an additional fee or expense quoted separately.
- The fee accountant shall adequately protect the Authority's books and records in his/her possession including heat-resistant file cabinets meeting the requirements of current Federal Specifications.
- The fee accountant shall arrange to have the books, records and files in his possession returned to the Authority for HUD auditors and annual audits when scheduled.
- The fee accountant shall pay for all telephone calls, administrative expenses and visits involved with maintaining the books of accounts.
- All financial reports prepared by the accountant shall be signed by him/her without qualification. Such signature shall be construed only as certification of the accuracy of the report according to the best of his/her knowledge and belief, based on information and data furnished by the Authority, or which is readily available to the fee accountant.
- All books of accounts and records maintained for the Authority, together with all supporting documents, shall remain the property of the Authority and shall be returned to the Authority after they have served their purpose with the accountant but in any event upon termination of the contract.
- The Proposer shall keep the Board of Commissioners of the Authority apprised of areas of concern, including but not limited to, untimely deposits; unauthorized expenditures; and internal control weakness via a monthly report provided for presentation by the Executive Director at each Board Meeting.
- Monthly data submitted to the vendor by the 6th business day of the Month, shall be returned to the Housing Authority by the closed of business of Friday prior to the 3rd Tuesday of each month to the Executive Director for review and inclusion in the monthly Board reports via email of the Month. Data from the Housing Authority submitted after the required deadline shall be completed and returned at the next most appropriate time and in most cases prior to the end of the month. Exceptions and delayed reports are expected during times of Fiscal year ending and close out and submission and preparation of the FDS.
- Close out reports and records for annual auditing purposes are to be submitted to the Executive Director for inclusion in the annual audit and are to be delivered in a tabbed and indexed binder or submitted electronically in an agreed-upon format that is acceptable by the agency, auditors and/or HUD.

3.0 PROPOSAL FORMAT

- 3.1 Tabbed Proposal Submittal.** SJPHA intends to retain the successful Proposer pursuant to a "Best Value" basis, not a "Low Bid" basis ("Best Value," in that the SJPHA will, as detailed below, consider factors other than just cost in making the award decision). Therefore, so that the SJPHA can properly evaluate the offers received, all proposals submitted in response to this RFP should be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers or page dividers and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the SJPHA has published herein or has issued by addendum.

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Tab No.	Description
1	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed, executed where provided thereon, and submitted under this tab as a part of the proposal submittal.
2	Proposed Services: As more fully detailed within <i>Scope of Work / Technical Specifications</i> , of this document, the Proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation providing: • Letter of Intent-Provide a cover letter transmitting the response, introducing the respondent's company and expressing interest in providing services to SJPHA. • Service Approach-Provide an overview of the approach your company intends to take in completing the Scope of Services.
3	Demonstrated Understanding of the Requirement: <i>Evaluation Factor No. 2</i> , herein, the Proposers provide an overview of the approach your firm intends to take in completing the Scope of Services. Respondents are encouraged to be as specific in their submissions as possible to demonstrate an understanding of the objectives of SJPHA.
4	Appropriateness of the Technical Approach: <i>Evaluation Factor No. 3</i> , herein the Proposer Technical Approach (including, if appropriate, labor categories estimated hours and skill mix) and the Proposer's proposed Work Plan to provide the required services.
5	Technical Capabilities: <i>Evaluation Factor No. 4</i> , herein, include in your proposal the Technical Capabilities (in terms of personnel equipment, and materials) and Management Plan (including staffing of key position, method of assigning work, and procedures for maintaining level of service, etc.).
6	Demonstrated Experience/Demonstrated Successful Past Performance: <i>Evaluation Factor No. 5</i> , herein, the Proposer's demonstrated experience in performing similar work and the Proposer's demonstrated successful past performance in performing services for Housing Authorities (including meeting costs, schedules and performance requirement) contract work substantially similar to that required by this solicitation. • How staff are retained, screened, trained, and monitored; • The proposed quality control program; • Explanation and copies of forms that will be used and reports that will be submitted, (if applicable) and the method of such reports (i.e., written, fax, Internet, etc.); and • A complete description of the products and services the company provides.
7	Managerial Capacity/Financial Viability: The Proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of the <i>Profile of Firm Form</i> . Such information shall include the Proposer's qualifications to provide the services; a description of the background, and current organization of the firm.
8	Client Information/References: The past performance of the respondent on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the SJPHA chooses to conduct with such. Proposer shall submit a listing of former or current clients, including any other Public Housing Authority for whom the Proposer has performed similar or like services to those being proposed in the RFP. The listing shall at a minimum include: • Client's name • Client's contact name • Client's telephone number • A brief description and scope of the service(s) and the dates services were provided.

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9	Certification Forms and Affidavits: These forms are attached and are part of the RFP documents. These forms must be fully completed, executed, and submitted under this tab as part of the proposal submittal. • Profile of Firm Form • Form HUD-5369-C Certifications and Representations of Offerors, Non-Construction Contract • Form HUD-92010 Equal Employment Opportunity Certification • Form HUD-50070 Certification of a Drug-Free Workplace • E-Verify Form
10	Proposal Compensation Form - The cost Proposer proposes to charge SJPHA
11	Other information (optional): Include any other information which may be helpful to the Evaluation Committee in evaluating your firm's qualifications, including peer reviews within the past three years and any disciplinary action received within the past three years. Also, describe any regulatory action taken by any oversight body against the organization.
Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any of the tabs.	

3.2 Entry of Proposed Fees: The proposed fees shall be submitted by the Proposer and received by SJPHA on the Proposal Cost Form as provided. A Proposer must enter a **proposed fee** for each item (*failure to provide a proposed fee may deem your proposal to be unresponsive*) "No Proposal" will not be allowed for any item, though a "No Charge" will be allowed for certain items. Unless otherwise stated, the proposed fees submitted by each Proposer are inclusive of all related costs to provide the proposed services, including, but not limited to employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying not specifically agreed to by SJPHA; etc.

3.2.1 Pricing Items. The proposed fees (Pricing Items) shall be submitted by the Proposer and received by the SJPHA where provided within the Proposal Compensation Form. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful Proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the Agency; etc.

Item#	Qty	U/M	Description
1	1	Each	Fee for SJPHA Annual Fee Accounting Services pertaining to FYE 09/30/2027 (PUBLIC HOUSING)
2	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2028 (PUBLIC HOUSING)
3	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2029 (PUBLIC HOUSING)

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4	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2030 (PUBLIC HOUSING)
5	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2031 (PUBLIC HOUSING)
6	10	Hours	Potential Additional Consulting for <u>SJPHA</u> (<i>for, at the Agency's discretion, outside the scope of this RFP, which may be required by the Agency during the ensuing contract periods</i>) PUBLIC HOUSING
7	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2027 (MULTI-FAMILY APARTMENTS)
8	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2028 (MULTI-FAMILY APARTMENTS)
9	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2029 (MULTI-FAMILY APARTMENTS)
10	1	Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2030 (MULTI-FAMILY APARTMENTS)
11		Each	Fee for SJPHA Fee Accounting Services pertaining to FYE 09/30/2031 (MULTI-FAMILY APARTMENTS)
12	10	Hours	Potential Additional Consulting for <u>SJPHA</u> (<i>for, at the Agency's discretion, outside the scope of this RFP, which may be required by the Agency during the ensuing contract periods</i>) MULTI-FAMILY APARTMENTS

3.3 Additional Information Pertaining to the Pricing Items.

3.3.1 IMPORTANT NOTICE!!! Entry of Costs. Proposers must submit, where provided within the RFP Proposal Compensation Cost Form, every Pricing Item detailed within the Compensation Cost Form.

3.3.1.1 Realistic Cost for each Pricing Item, especially Pricing Item. Each Proposer is strongly encouraged to enter where provided on the RFP Proposal Compensation Form a realistic cost for each Pricing Item, especially the hourly fees required. For example, if the successful Proposer enters \$1.00 per hour for any hourly fee Pricing Item (Proposers typically do so in an effort to improve their position in regard to Evaluation Factor No. 1, then the \$1.00 per hour is what the successful Proposer will charge the SJPHA for any work that the SJPHA may retain the successful Proposer to provide if the SJPHA deems such retention is in the SJPHA's best interests to do so. Accordingly, it is the SJPHA's opinion that it is very much in the best interests of the Proposer to propose a realistic hourly fee for each Pricing Item. If, despite this warning, the successful Proposer proposes an hourly fee that the SJPHA deems is not realistic, then the SJPHA reserves the right to require the successful Proposer to, at contract execution, present a cash bond in a suitable amount (e.g., \$3,000.00, which the SJPHA will hold during the term of the ensuing contract period) to ensure that the successful Proposer will fulfill his/her obligation in this matter.

3.3.1.1.1 The SJPHA WILL NOT, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, Proposers are strongly cautioned to submit a realistic price for each Pricing Item identified on RFP Compensation Form.

3.3.2 **Additional Services that may be required by the SJPHA.** Basically, if the SJPHA requires any additional services, the hourly fees proposed will, during the ensuing contract period(s), become the basis of negotiation for any such additional work that the SJPHA may require that is not already being provided by **the fees proposed.**

3.3.2.1 **Prior SJPHA Approval Required.** Please note that the successful Proposer shall NOT conduct any additional work without the prior written authorization of the SJPHA representative (via delivery of a Task Order, which may take the form of an e-mail). Failure to abide by this directive shall release SJPHA of any obligation to pay the successful Proposer for any work conducted without the noted prior written authorization.

3.3.3 **Price Escalation.** There is no escalation of costs allowed other than already provided for within the RFP Compensation Form. At the discretion of the CO, at the end of the second-year contract, there may be an escalation of labor costs allowed in the same amount of any escalation that occurs pertaining to the corresponding or most similar (a) State of Louisiana Prevailing Wage Rates, (b) Davis-Bacon Wage Rates, or (c) HUD Maintenance Wage Rate Determination (MWRD) for SJPHA (either used at SJPHA's discretion). For example, if, at the end of the second contract period the listed Prevailing/Davis-Bacon/MWRD wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor will be entitled to a 5% increase in the labor rates that he/she submitted in response to this RFP. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previously listed wage rate.

3.3.4 **Davis Bacon (DB) and/or State Prevailing Wage Rates:** As may apply by statute, regulation or law, if at any time during the ensuing contract periods(s), SJPHA needs the successful Proposer to provide services that require the successful Proposer to pay Davis Bacon or State Prevailing Wage Rates for a specific task order pertaining to the ensuing contract, then to compensate the successful Proposer for any amount that the applicable Davis-Bacon or State Prevailing Wage Rates are greater than the applicable fees listed within those pricing items.

3.3.5 **HUD Maintenance Wage Rates Determination (MWRD):** HUD has determined that, for non-construction maintenance work (work not covered by Davis-Bacon requirements), SJPHA must ensure that contractors do not pay its employees that perform such work for SJPHA at a rate less than the rates listed on the HUD MWRD. Therefore, by submitting a bid, each bidder is thereby agreeing to and verifying that he/she will not pay his/her employees at rates less than the required wage rate. Please note that, as detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2, the contractor will not be required to submit certified payrolls; however, the contractor must make its payroll records available to either SJPHA or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole

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responsibility of the contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the contractor's failure to comply.

3.4 Proposal Submission options:

1. All proposals may be submitted and time-stamped received in the designated SJPHA's office no later than the submittal deadline stated herein (or within any ensuing addendum). If mailed or hand delivered, a total of 1 original copy (*marked 'ORIGINAL'*) and 3 exact copies (each of the 3 separate proposal submittals shall have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

St. James Parish Housing Authority
Attention: Procurement Specialist
2627 N. King Avenue
Lutcher, LA 70071

The package exterior must clearly denote in the bottom left hand corner "Proposal for: Fee Accounting Services due September 11 2026 at 11:00 a.m.-Enclosed." and must have the Proposer's name and return address. Proposals received after the published deadline will not be accepted.

OR

2. PREFERRED - *Proposals should be uploaded as required to include all required forms and attachments directly using Demand Star. (www.demandstar.com)*

Proposal Submittal Binding Method. If hard copies are submitted, it is preferable and recommended that the Proposer bind the proposal submittals in such a manner that the SJPHA can, if needed, remove the binding (i.e. "spiral-type" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, then conveniently return the proposal submittal to its original condition.

3.4.1 **Submission Conditions for digital uploads and hard copies.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the SJPHA by the Proposer, such may invalidate that proposal. If, after accepting such a proposal, the SJPHA decides that any such entry has not changed the intent of the proposal that the SJPHA intended to receive, the SJPHA may accept the proposal and the proposal shall be considered by the SJPHA as if those additional marks, notations, or requirements were not entered on such. By accessing the noted Internet System, registering, and downloading these documents, each prospective Proposer that does so is thereby agreeing to confirm all notices that the SJPHA delivers to him/her as instructed, and by submitting a proposal, the Proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

3.4.2 **Submission Responsibilities.** It shall be the responsibility of each Proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the SJPHA, including the RFP document, the documents listed within the RFP and any addenda and required attachments submitted by the Proposer. By virtue of completing, signing, and submitting the completed documents, the Proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the Proposer not authorized in writing by the CO to exclude any of the SJPHA requirements contained within the documents may cause that Proposer to not be considered for award.

3.5 **Proposer's Responsibilities – Contact with the SJPHA.** It is the responsibility of the Proposer to address all communication and correspondence pertaining to this RFP process to the CO

only. Proposers must not make inquiry or communicate with any other SJPHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the SJPHA to not consider a proposal submittal received from any Proposer who may not have abided by this directive.

3.5.1 Addendums. All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective Proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the SJPHA and a prospective Proposer when other prospective Proposers are not present) conversations that may give one prospective Proposer an advantage over other prospective Proposers. This does not mean that prospective Proposers may not call the CO—it simply means that, other than making replies to direct the prospective Proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective Proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective Proposers in writing by addendum.

3.6 Proposer's Responsibilities — Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the SJPHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within 2 CFR § 200.317-200.326 it states:

- 3.6.1.1 (a) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.
- 3.6.1.2 (b) The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
- 3.6.1.3 (c) Affirmative steps shall include:
 - 3.6.1.3.1 (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 3.6.1.3.2 (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3.6.1.3.3 (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - 3.6.1.3.4 (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

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3.6.1.3.5 (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and

3.6.1.3.6 (vi) Requiring the prime Contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

3.6.2 Within **HUD Procurement Handbook 7460.8 REV 2** it states:

3.6.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the <SJPHA> shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in <SJPHA> contracting.

3.6.2.2 Section 15.5.B, Goals. <The SJPHA> is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.6.3 Within our **SJPHA Procurement Policy** it states that our SJPHA will:

3.6.3.1 **Assistance to Small and Other Business, Required Efforts:**

3.6.3.1.1 Including such firms, when qualified, on solicitation mailing lists;

3.6.3.1.2 Encouraging their participation through direct solicitation of proposals or proposals whenever they are potential sources;

3.6.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

3.6.3.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

3.6.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development of the Department of Commerce;

3.6.3.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in

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connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

3.6.3.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

3.6.4 Requirements. Accordingly, please see document regarding Equal Employment Opportunity, which details the information pertaining to this issue that the Proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

3.7 Pre-proposal Conference. If a scheduled pre-proposal conference identified on Page 2 of this document is held, it is pursuant to HUD regulation, not mandatory. Many prospective Proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective Proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference SJPHA will conduct an overview of the RFP documents, including the attachments. Prospective Proposers may also ask questions, though the ED may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference; however, SJPHA ***will not*** distribute at this conference any copies of the RFP document.

3.8 Recap of Attachments. It is the responsibility of each Proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

Attachment	Attachment Description
	This RFP Document / Proposal Compensation Form
A	Form of Proposal
B	Profile of Firm Form
C	form HUD-5369-C, <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
D	form HUD 92010, <i>Equal Employment Opportunity Certification</i>
E	form HUD 50070 <i>Certification of a Drug-Free Workplace</i>
F	E-Verify Affidavit
G	Section 3 Explanation
H	form HUD-5369-B, <i>Instructions to Offerors, Non-Construction</i>
I	<i>SJPHA Supplemental Instructions to Proposers & Contractors (SIPC)</i>
J	<i>SJPHA Sample Contract Form (Please note that this contract and any noted appendices are being given as a sample only—the SJPHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the SJPHA feels that it is in its best interests to do so)</i>
K	form HUD-5370-C, <i>General Conditions for Non-Construction Contracts Section I and Section II (With or without Maintenance Work)</i>
L	24 CFR Part 75 (Section 3 Policy, Procedures, and Compliance Forms with Instructions) Not applicable to this professional service contract

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M	form HUD 50071, <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
N	Standard Form LLL, (<i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)

4.0 PROPOSAL EVALUATION.

- 4.1 Evaluation Factors.** The following factors will be utilized by the SJPHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the Proposer submits within his/her proposal submittal and/or on-line (“on-line,” specifically, the pricing submitted on-line):

FACTOR NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	35 points	Objective	The PROPOSED COSTS submitted by the Proposer and as detailed within the SCOPE OF WORK/TECHNICAL SPECIFICATIONS
2	10 points	Subjective (Technical)	The Proposer’s DEMONSTRATED UNDERSTANDING of the REQUIREMENT . Provide an overview of the approach your firm intends to take in completing the Scope of Services. Respondents are encouraged to be as specific in their submissions as possible to demonstrate an understanding of the objectives of SJPHA.
3	15	Subjective (Technical)	APPROPRIATENESS of the TECHNICAL APPROACH and the QUALITY of the SERVICES PROPOSED
4	15 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).
5	15 points	Subjective (Technical)	The Proposer’s DEMONSTRATED EXPERIENCE in performing similar work and the Proposer’s DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	10 points	Subjective (Technical)	The OVERALL QUALITY and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points		Total Points (other than preference points)

4.2 Evaluation Method.

- 4.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).
- 4.2.2 Evaluation Packet.** An evaluation packet will be prepared for each evaluator, including the following documents:

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- 4.2.2.1 Instructions to Evaluators;
- 4.2.2.2 Proposal Tabulation Form;
- 4.2.2.3 Written Narrative Form for each Proposer;
- 4.2.2.4 Recap of each Proposer's responsiveness;
- 4.2.2.5 Copy of all pertinent RFP documents.

4.2.3 **Evaluation Committee.** The SJPHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP. PLEASE NOTE: No Proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a Proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. The designated CO is the only person at the SJPHA that the Proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such Proposer(s) to be eliminated from consideration for award.

4.2.4 **Evaluation.** The CO will evaluate and award points pertaining to Evaluation Factors No. 1 (the "Objective" Factor). The appointed evaluation committee, independent of the CO or any other person at the SJPHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5 and 6 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

4.2.4.1 **Points Awarded Range.** Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding Section 4.1):

Points Awarded Range						
Classification*	Rating	%	10	15	35	100**
Acceptable	Excellent	95%/+	10	14-15	33-35	96-100
Acceptable	Very Good	90%/+	9	13-14	29-32	90-95
Potentially Acceptable	Good	80%/+	8	11-12	26-28	80-89
Potentially Acceptable	Average	70%/+	6-7	9-10	24-25	70-79
Unacceptable	Poor	<70%	0-5	0-8	0-23	0-69

*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.

**Total available points to be awarded, including cost points, minus preference points.

4.2.5 **Potential "Competitive Range" or "Best and Finals" Negotiations.** The SJPHA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the SJPHA in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 **Determination of Top-ranked Proposer.** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points to determine the final rankings, which is typically forwarded to the CO for approval. If the evaluation was performed to the satisfaction of the CO, the final rankings may be forwarded to the

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Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the SJPHA's option, be conducted prior to or after the BOC approval.

- 4.2.6.1 Minimum Evaluation Results.** To be considered to receive an award a Proposer must receive a total calculated average of at least 70 points (of the 115 total possible points detailed within the RFP).
- 4.2.6.2 Ties.** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.2.7 Notice of Results of Evaluation. If an award is completed, all Proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all Proposers of:

- 4.2.7.1** Which Proposer received the award;
- 4.2.7.2** Where each Proposer placed in the process as a result of the evaluation of the proposals received;
- 4.2.7.3** The cost or financial offers received from each Proposer;
- 4.2.7.4** Each Proposer’s right to a debriefing and to protest.

4.2.8 Restrictions. All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Proposer entity will be excluded from participation on the SJPHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a Proposer entity will be excluded from participation on the SJPHA evaluation committee.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a proposal, the “Proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the SJPHA, either in hard copy or on the noted eProcurement System,” including the contract clauses already attached as Attachments each attached hereto. Accordingly, the SJPHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the SJPHA pursuant to this RFP:

5.2.1 Contract Form. The SJPHA will not execute a contract on the Contractor’s form—contracts will only be executed on the SJPHA form (please see Sample Contract, Attachment attached hereto), and by submitting a proposal the Contractor agrees to do so (please note that the SJPHA reserves the right to amend this form as the SJPHA deems necessary). However, the SJPHA will during the RFP process (prior to the posted

question deadline) consider any contract clauses that the Proposer wishes to include therein and submits in writing a request for the SJPHA to do so; but the failure of the SJPHA to include such clauses does not give the Contractor the right to refuse to execute the SJPHA's contract form. It is the responsibility of each prospective Proposer to notify the SJPHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The SJPHA will consider and respond to such written correspondence, and if the prospective Proposer is not willing to abide by the SJPHA's response (decision), then that prospective Proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 **Mandatory HUD Forms.** Please note that the SJPHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.1.2 **E-Verify Affidavit.** The Contractor must certify compliance with Louisiana E-Verify requirements, in that the Contractor is registered, uses, and will continue to use the E-Verify, Federal Work Authorization Program throughout the contract period. This Form is attached hereto as an Attachment this RFP document. This 1-page Form will be fully completed and executed where provided thereon by the successful Proposer and will be a part of the ensuing contract (*NOTE: It is NOT necessary to complete and submit this form as a part of the proposal submittal—only the awarded Proposer(s) will be required to do so as a part of the contract execution*).

5.2.2 **Assignment of Personnel.** The SJPHA shall retain the right to demand and receive a change in personnel assigned to the work if the SJPHA believes that such change is in the best interest of the SJPHA and the completion of the contracted work.

5.2.3 **Unauthorized Sub-ccontracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the SJPHA, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

5.3 **Contract Period.** The SJPHA anticipates that it will initially award a contract for the period of one-year with the option, at the SJPHA's discretion, of 4 additional one-year option periods, for a total maximum contract period of 5 years.

5.4 **Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *Contractor* will be required to provide as applicable:

5.4.1 **Workers Compensation Insurance.** An original certificate evidencing the Proposer's current industrial (worker's compensation) insurance carrier and coverage amount (*NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services*);

- 5.4.2 **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the SJPHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the SJPHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
- 5.4.3 **Professional Liability Insurance.** An original certificate showing the Proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
- 5.4.4 **Automobile Insurance.** An original certificate showing the Proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- ~~5.4.5 **City/County/State Business License.** If applicable, a copy of the Proposer's business license allowing that entity to provide such services within St James Parish, and/or the State of Louisiana.~~
- 5.4.6 **Certificates/Profile of Firm Form.** Pertaining to the aforementioned insurance certificates and licenses, each Proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will gather the necessary documents from the successful Proposer prior to contract execution).
- 5.5 **Right to Negotiate Final Fees.** The SJPHA shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated Proposer may, at the SJPHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the SJPHA has chosen a top-rated Proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the SJPHA shall retain the right to end such negotiations and begin negotiations with the next-rated Proposer. The SJPHA shall also retain the right to negotiate with and make an award to more than one Proposer.
- 5.6 **Contract Service Standards.** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful Proposers, shall be provided to the SJPHA within 10 workdays of notification by the SJPHA.