

Quote Request

Auditing and Technical Services

Quotes due Thursday, February 27, 2014 @ 10:00 a.m.

Fax to Debbie Norkevicus at (412) 456-5007

The Housing Authority of the City of Pittsburgh (Department of Resident Self Sufficiency) desires to enter into an agreement with a qualified individual or firm to provide auditing /technical assistance to the Housing Authority of the City of Pittsburgh and its Tenant Council organizations regarding basic book keeping and information reporting. The Housing Authority of the City of Pittsburgh currently owns and manages eight (8) family communities and eleven (11) senior/disabled high-rise buildings consisting of 21 tenant council organizations.

Scope of Services

The qualified individual or firm will be required to provide technical assistance to tenant council organizations in budgets, book keeping, reporting of information following HACP guidelines and HUD Regulations. The selected individual and firm will be responsible for the following functions:

- Auditing Services – Perform audit of Operation subsidies.
- How to develop budgets
- Basic Book Keeping
- Maintaining documents (invoices, receipts, deposit slips, etc.)
- Developing and maintaining reports (treasure's and financial)
- Identifying how and when to report information
- Basic banking skills (completing deposit tickets and checks)
- Reconciling bank statements and checks

Please contact Debbie Norkevicus at 412.5000.5116 Ext. 8505 or Debbie.Norkevicus@HACP.org with any questions about the above scope.

Quote Request

Auditing and Technical Services

(Due 2/27/2014 @ 10:00 AM)

Hourly Rate: \$ _____

Hourly Rate: _____
(in words)

Contract award will be based on lowest total bid amount

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____