

**Inc. Village of Hempstead
Community Development Agency**



**Request for Proposals
For
Fee Accountant Services**

July 16, 2021

I. Introduction

The Inc. Village of Hempstead Community Development Agency (the “Agency”) is currently seeking proposals from qualified individuals or firms, located and authorized to do business in the State of New York, to provide Fee Accountant Services.

An individual or firm may be selected from among respondents based on a thorough analysis of each responder’s ability to provide the Agency with the highest quality services at the most cost-effective fees. The scope of anticipated services will include:

- a.** All accounting functions, including but not limited to: bank reconciliations, invoicing, accounts payable, accounts receivable, vouchering and payroll
- b.** Maintain general ledgers in accordance with U.S. Department of Housing and Urban Development (HUD) and NYS Authorities Budget Office (ABO) protocols and submittal deadlines
- c.** Assist with the preparation of the annual submissions to NYS ABO
- d.** Post to the general ledger in a timely and accurate manner
- e.** Review and advise CDA on internal fiscal management and control systems for agency accounting functions
- f.** Preparation, in coordination with the Commissioner, of the annual operating budgets, budget revisions and financial statements to conform to HUD and NYS ABO requirements
- g.** Provide timely and accurate monthly reporting to the Commissioner and the Agency Board of Directors regarding the financial status of the Agency
- h.** Advise the Commissioner and the Agency Board of Directors of the financial implications of development proposals and participate in Agency planning efforts
- i.** Report to the Commissioner and Board of Directors any and all fiscal items unusual in nature, requiring the attention of the Agency, as needed
- j.** Preparation of closing statements and documents for all programs prior to the regulatory deadline and for the Agency’s May 31st fiscal year-end
- k.** On an ongoing basis and in conjunction with the closing of the books, conduct a “pre-audit” of accounting and internal fiscal control systems to determine exposure for comments and findings by external auditors
- l.** Work with external auditors on the annual audit(s)
- m.** Such other accounting related matters as the Agency may require as identified by the Commissioner

The CDA is asking qualified individuals and/or firms to submit a letter of interest, qualifications with an all-inclusive hourly rate for accounting services as specified out above.

The Agency will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizen status.

II. Proposal Procedure

a. Anticipated Schedule for Selection of Proposal

Request for Proposals (“RFP”) Issued July 16, 2021

Proposal Due Date: August 16, 2021 no later than 3:00 PM

b. Preparation of Proposal, Including Number of Copies Required

Each proposal shall be prepared simply and economically, and should avoid the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation. Each response should be clearly numbered. Three (3) hard copies *and* one (1) electronic copy of the proposal should be submitted.

c. Inquiries and Submission of Proposals

Questions about the RFP and submission of proposals shall be directed to:

Charlene J. Thompson, Commissioner
Inc. Village of Hempstead Community Development Agency
50 Clinton St. Suite 504
Hempstead, NY 11550
info@villageofhempsteadcda.org

All proposals must be delivered, either by hand delivery or by mail in a sealed envelope, to the above office on or before **August 16, 2021 at 3:00 PM. Proposals received after the above date and time will not be considered.** The Agency is under no obligation to return proposals.

d. Time and Location of Proposer Presentations

Selected proposers may be asked to deliver an oral presentation. Those proposers will be notified to arrange the date and time for such a presentation.

e. Effective Period of Proposals

All proposals must state the period (the “Offer Period”) for which the proposal shall remain in effect (i.e., how much time the Agency has to accept or reject the proposal under the terms proposed). The Offer Period shall be no fewer than 90 days from the proposal date.

f. Method of Proposal Selection

The Agency reserves the right to hold all proposals for a period of up to 90 days beyond the final date for submission of proposals before making any determination.

In order to facilitate choosing the best proposal for the Agency, each proposal will be evaluated based upon the following factors:

1. Proposal conciseness, completeness and clarity of presentation
2. Prior experience in performing services and in the subject matter areas of the type contemplated by this RFP as detailed in Section I above
3. Overall expertise
4. Cost (Hourly Rates)
5. References
6. Any other information that would assist the RFP Evaluation Committee in the selection process

g. Agency’s Right of Rejection

Notwithstanding any other provisions of this RFP, the Agency reserves the right to award this contract to the proposer that best meets the requirements of the RFP, and not necessarily to the lowest proposer. Further, the Agency reserves the right, in its sole and absolute discretion, to (i) amend, in whole or in part, withdraw, or cancel this RFP, and (ii) accept or reject any or all proposals prior to execution of the services contract for any or no reason and with no penalty to the Agency.

h. Award of Contract

The Agency shall select an individual’s and/or firm’s proposal and notify the individual and/or firm by means of a Notice of Award. Neither the selection of an individual and/or firm nor the issuance of a Notice of Award shall constitute the Agency's acceptance of the proposal or a binding commitment on behalf of the Agency to enter into a services contract with the individual and/or firm(s), as any binding arrangement must be set forth in definitive documentation signed by both parties.

i. Contract Negotiations

The Agency intends to enter into contract negotiations with the individual and/or firm selected by the members of the Agency, based upon the recommendation of Agency staff. The individual and/or firm(s) selected shall be required to enter into a written contract or

contracts (hereinafter, the "Contract") with the Agency for accounting services in a form approved by Agency staff. This RFP, and the proposal selected, or any part thereof, may be incorporated into and made a part of the Contract. The Contract may contain provisions not contained herein, including those required pursuant to Title 24 of the Code of Federal Regulations, Part 570 of the HUD regulations concerning the CDBG Program, Title 24 of the Code of Federal Regulations, Part 92 of the HUD regulations concerning the HOME Program, and all federal regulations and policies issued pursuant to those regulations.

The Agency reserves the right to negotiate the terms and conditions of the Contract with the selected proposer(s), if any. These negotiations could include all aspects of services and fees. Neither the selection of a proposer nor the negotiation of the Contract with such proposer shall constitute the Agency's acceptance of the proposal or a binding commitment on behalf of the Agency to enter into a Contract with such individual and/or firm(s), as any binding arrangement must be set forth in the Contract signed by both parties and is subject to all requisite approvals.

j. Contract Term

It is the intent of the Agency to award the Contract for a one (1) to three (3) year period, with an option to renew for two consecutive one-year terms, subject to the Agency's right of early termination as provided in the Contract.

III. Requirements – Purpose & Scope

a. Purpose and Scope of Work

The purpose of the RFP is to inform the private sector of a potential opportunity to provide accounting services. The services to be provided by the individual or firm shall include, but not necessarily limited to those services delineated in Section I above.

b. Standards of Performance Requirements

The following standards of performance will be required of the selected individual and/or firm(s) and such standards shall be deemed included by reference in the Contract.

1. The Agency requires that a individual and/or firm performing accounting services for it adhere to the highest legal, ethical, and professional standards.
2. The individual and/or firm shall promptly report to the Agency's Commissioner any significant or potentially significant issues which may or do arise in the course of the performance of accounting services on behalf of the Agency.
3. Fees/Costs: Provide information pertaining to fees or costs associated with your proposal. With respect to fees for accounting services, proposers are encouraged to

submit proposals with alternatives to straight hourly rate proposals, such as task based billing, or any other cost-saving billing methodology, including but not limited to a “not to exceed” annual rate.

4. Additional Information: Additional information that you believe pertinent to the Agency’s requirements.
5. Conflicts of Interest:
 - a. Please disclose:
 - i. Any material financial relationships that you, your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest when acting on behalf of the Agency
 - ii. Any family relationship that any employee of your firm has with any Agency employee that may create a conflict of interest or the appearance of a conflict of interest when acting on behalf of the Agency
 - iii. Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in providing accounting services on behalf of the Agency
6. The Proposer shall complete and submit the Non-collusive Proposal Submission Certification set forth in Exhibit “A”, attached hereto and made a part hereof.

c. Additional Terms of Information Regarding this RFP

1. All materials submitted in response to this RFP will become the property of the Agency.
2. The Agency reserves the right to conduct discussions with one or more proposers. No proposer shall have any rights against the Agency as a result of such discussions.
3. The Agency reserves the right to negotiate separately with any source whatsoever.
4. The Agency reserves the right to waive any irregularity in any proposal received or any other aspect of this procurement.
5. Each proposal prepared in response to this RFP will be proposed solely at the cost and expense of the proposer with the express understanding that there will be no claim whatsoever for reimbursement from the Agency.
6. Submission of a proposal in response to this RFP shall constitute an offer on the part of the successful proposer to execute a Contract substantially as described herein.

7. News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the Agency.
8. The Agency and its respective officers, directors, agents, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the Agency does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical. Errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.
9. All proposals submitted to the Agency in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law of the State of New York ("FOIL"). An individual or firm submitting a proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such firm's competitive position. This characterization shall not be determinative, but will be considered by the Agency when evaluating the applicability of any exemptions in response to a FOIL request.
10. The Agency will reject the Proposal of any company debarred by the U.S. Department of Housing and Urban Development (HUD) or the U.S. Excluded Parties List and reserves the right to reject the Proposal of any respondent that previously failed to perform in accordance with the terms of its contract.

d. Contracting/Subcontracting Goals

The CDA values the utilization of M/WBE, SDVOB and local HUD Section 3 Concerns in contracting and subcontracting opportunities to the greatest extent feasible and has set the following goals for this contract.

Please submit a list of any proposed subcontractors and any of your applicable certifications with your RFP response.

NYS Certified Minority-Owned Business Enterprise Subcontracting Goal:	15%
NYS Certified Women-Owned Business Enterprise Subcontracting Goal:	15%

Note: The cumulative goal is 30% M/WBE participation and engagement of **both** MBE and WBE Firms to the greatest extent feasible is required.

NYS Certified Service-Disabled Veteran-Owned Business Subcontracting Goal: 6%

HUD Section 3/Economically Disadvantaged Business Concern Subcontracting Goal: 3%

Businesses may be certified under more than one category and shall be counted accordingly towards meeting contracting/subcontracting goals.

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle)

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law § 139-k is complete, true and accurate. Furthermore, Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible Contracts as required by New York State Finance Law § 139-j (3) and § 139-j (6) (b).

_____ Date: _____

Signature

Printed Name: _____

Title: _____

Non—Collusion Certification

Complete, Sign and Return with your proposal.

I, _____ (print name), hereby certify that: I am the _____ (insert title) and the
duly authorized representative of _____ (insert organization name),
whose address is _____
_____.

In accordance with Section 139-D of the New York State Finance Law, by submission of this Proposal, each proposer and each person signing on behalf of any other proposer certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature

Printed Name

Title

Date