

The Redevelopment Authority of the City of York

Request for Proposals (RFP)
Accounting and Fiscal Management Services

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN **APRIL 5, 2018 AT 4:00PM**
PROPOSALS RECEIVED LATER WILL NOT BE CONSIDERED

Direct all replies to:
Deborah Painter
Redevelopment Authority of the City of York
P.O. Box 509, 101 South George Street
York PA 17405

INTRODUCTION

The Redevelopment Authority of the City of York (RDA) is a municipal Authority aimed at the eradication of slum and blight in the city of York. The official mission of the RDA is to create conditions encouraging city-wide development through; Project management and public-private partnerships, Property planning, acquisitions, marketing and agreements, Performance-based incentives and loans. and Small business counseling and training. The Authority through its mission has acquired and holds title to 273 parcels within the municipal boundaries. These parcels consist of primarily vacant land, but also has industrial, commercial and residential properties. On occasions the Authority is also engaged in transactions for land easements and leases, and license agreements

BACKGROUND

The Redevelopment Authority of the City of York is seeking proposals from Pennsylvania Licensed full service certified public accounting firms with experience working with government entities engaged in real estate development. It is the intent of this Request for Proposal (RFP) to have the successful firm, enter into a professional services contract with the RDA to supply accounting/ bookkeeping services as outlined herein. The contract will be an agreement in which consultants work on an as-needed basis and the RDA will not guarantee the selected consultant a minimum number of hours per year or throughout the term of the contract.

The Redevelopment Authority has expanded over the years and is now engaged in complex projects including the ownership of business entities, being a landlord, complex renovation projects, bond issuances. As part of this growth, the organization has identified several financial managements goals:

The business of eliminating blight and revitalizing neighborhoods is capital intensive. For many years the RDA has had the financial support of individual or corporate benefactors. This support has been a key part of the success of the organization over the past decade. Going forward the financial goals of the organization are:

- Streamline internal communications
- Streamline annual auditing process
- Improve internal controls

SCOPE OF SERVICES

- Compile monthly statements of activities and financial positions
- Reconcile monthly bank account to the general ledger
- Make all necessary journal entries (GL, AR, AP, CASH, OTHER), working on an accrual basis
- Prepare financial reports as requested associated with specific grants to fulfill close out of grant reporting
- Prepare and process vendor payments on a bi-monthly basis
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintain RDA property and equipment depreciation schedule
- Prepare monthly reports (budgetary status report, check register) and reimbursement requests for reimbursable state, city and federal
- Prepare final grant report financial summaries

- Meet with Finance Committee to review and input information needed for preparation of statements and prepare vendor payments/reimbursement requests
- Meet with RDA Board to review statements, discuss account receivables, review grant reimbursement requests, and discuss other pertinent topics
- Advise and maintains accounting controls by preparing and recommending policies and procedures.

Weekly

- Record all cash disbursements & cash receipts, and track income & expenses by GL
- Record journal entries
- Record other miscellaneous journal entries as needed
- Record AR entries & deposits
- Prepare invoices & track receivables

Monthly

- Record month-end journal entries
- Complete cost-allocations
- Reconcile bank statements
- Prepare management reports
- Update audit schedules

Annually

- Assist management in preparation of grant budgets & reports
- Assist management with annual budget development
- Maintain accurate chart of accounts
- Deliver timely tax returns as needed
- Prepare the RDA for external financial audit

Real Estate Accounting Services

- Monthly invoicing of commercial real estate tenants related to lease payments.
- Tracking real estate spending by project and providing reporting of actual to budget spending as requested
- Track Asset Management related to commercial properties AP/AR, capital spending, and operating expenses.

Chosen firm will also be expected to be available for RDA Board meetings which are held on the 3rd Wednesday of every month. The chosen firm will must also be available to meet with Board members on an as needed basis.

PROPOSAL REQUIREMENTS

- Cover letter expressing interest in providing accounting services to the RDA and signature page as an attachment
- Experience
 - List years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.
 - Background and experience in real estate accounting
 - Describe your firm 's experience including any experience with redevelopment authorities or municipalities.
 - The firm should list and describe the firm's (or proposed subcontractors) professional relationships involving the RDA for the past five (5) years, together with a statement why such relationships do not constitute a conflict of interest relative to providing the requested professional accounting services.
 - The firm should provide an affirmative statement that indicates that the firm and all assigned key professional staff that may be involved in providing the accounting services as requested are properly registered/licensed to practice in Pennsylvania.
- Additional Services; firm should list the menu of services that may be of interest to the RDA and a rate for each service
- Fee Schedule; This should include any guarantees can be given regarding increases in future years and the maximum fee that would be charged
- References; These should include comparable clients, including names and contact information for key people to contact at these organizations

SELECTION CRITERIA

Responses will be evaluated on a 100-point scale based on the following criteria:

Mandatory - 30%

- The firm is independent and license to practice in the Commonwealth of Pennsylvania
- The firm has no conflict of interest regarding any other work performed for the RDA
- The firm submits a copy of its most recent external quality control review report and is shown to have a record of quality work in its professional accounting services

Technical - 40%

- Experience, qualifications, ability to meet or exceed the scope of services outlined
- Evidence or firm providing comparable services to similar organizations
- Quality of the firm's professional personnel to be assigned to complete the services requested and management support personal available for consultation

- Knowledge of region/regional reputation, local presence/experience
- Demonstrated knowledge of real estate accounting

Article 136 Small & Disadvantaged Business Ordinance - 12%

The Redevelopment Authority of the City of York encourages all small and local businesses to respond to this RFP will use the criteria below as part of its evaluation.

In evaluating bids and proposals, the RDA shall award preferences, in the form of points (in the case of proposals) or a percentage reduction in price (in the case of bids) as follows:

- Eight points of a possible 100, eight percent (8%), for local business enterprises.
- Two points of a possible 100, two percent (2%), for businesses located in enterprise zones.
- Four points of a possible 100, four percent (4%), for a small business enterprise as defined herein.
- However, in no event shall any bidder receive greater than twelve points of a possible 100, twelve percent (12%), preference. (Ord. 18-1993 Sec. 1. Passed 8-3-93.)

Cost - 18%

Remaining points will be attributed to the evaluation of the submitted fee schedule, although cost is a factor, it will not be the deciding factor.

Notes to the RFP

Questions about this RFP must be submitted in writing to Deborah Painter at Dpainter@yorkcity.org. **All questions are due by March 15, 2018 at 12 NOON**

All reports, surveys, tables, charts, diagrams, design work, product recordings and other data (including electronic, audio and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of the RDA. Proposer shall retain in its files, sufficiently detailed working papers relevant to its engagement with RDA. Proposer further agrees that its working papers will be held in the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, without the written consent of RDA.

RDA shall not be liable for any costs incurred by respondents to this RFP or for any costs associated with discussions required for clarification of items relating to this RFP.

RDA reserves the right to revise or amend the RFP in response to a need for further clarification, specification and/or requirement changes including new opening date prior to the due date. Such revisions and amendments, if any, will be announced by an addendum or addenda to the RFP. Copies of any such addenda will be furnished to all known RFP holders. Failure to acknowledge an amendment may result in rejection of the proposal.

The RDA reserves the right to reject all proposals. The RDA reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the RDA may negotiate a contract with the next highest scoring proposer.

Some or all the work performed under the contract may be subject to federal/and or state contractual and crosscutting provisions. The RDA hereby notifies the respondents that a

successful award may be contingent upon the agreement and ability of the selected respondent to comply with these required contractual provisions, including, but not limited to minimum wage.

CONFIDENTIALITY

Proposer must agree to keep confidential all information concerning the plans, operations or activities of RDA which may be divulged by RDA or ascertained by Proposer while performing services under any contract with RDA. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of a court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify RDA and allow RDA the opportunity to inspect the information subject to disclosure, and in the event such disclosure is objectionable under any standard or rule of the court, Proposer shall exhaust all legal means to prevent disclosure.

CONFLICT OF INTEREST

To avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City of York or the Redevelopment Authority of the City of York. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the RDA.

GOOD STANDING

Your firm must be in compliance with Federal, State, County and local units of government; which specifically includes good tax payment status and good corporate registration status.

NON-DISCRIMINATION CLAUSE

During the term of this contract, Contractor agrees as follows:

1. Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age or sex.

Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age or sex. Such affirmative action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training.

Contractor shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

2. Contractor shall, in advertisement or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age or sex.

3. Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every source of recruitment regularly used by Contractor.

4. There shall be no defense to finding of noncompliance with the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause that Contractor had delegated some of its employment practice to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

5. Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that Contractor will be unable to meet its obligations under the Contract Compliance Regulations of the Pennsylvania Human Relations Commissions, 16 Pa. Code Chapter 49 and with all laws prohibiting discrimination in hiring or employment opportunities. In the event of Contractor's noncompliance with the non-discrimination clause of this contract or with any such laws, this contract may after hearing and adjudication, be terminated or suspended, in whole or in part, and Contractor may be declared temporarily ineligible for further Commonwealth contracts, and such other sanctions may be imposed, and remedies invoked as provided by the Contract Compliance Regulations.

PROVISIONS CONCERNING THE AMERICANS WITH DISABILITIES ACT

During the term of this contract, the Contractor agrees as follows:

1. Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. Section 35.101 et seq., the Contractor understands and agrees that no individual with a disability shall, based on the disability, be excluded from participation in this contract or from activities provided for under this contract. As a condition of accepting and executing this contract, the Contractor agrees to comply with the "General Prohibitions Against Discrimination", 28 C.F.R. Section 35.130, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to the benefits, services, programs and activities provided by the Redevelopment Authority of the City of York through contracts with outside contractors.

2. The Contractor shall be responsible for and agrees to indemnify and hold harmless the Redevelopment Authority of the City of York from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the Redevelopment Authority of the City of York because of the Contractor's failure to comply with the provisions of paragraph 1, above.

SMALL DIVERSE BUSINESS PARTICIPATION

The Redevelopment Authority of the City of York encourages participation by small diverse businesses as prime contractors and encourages all prime contractors to make a significant commitment to use small diverse businesses as subcontractors and suppliers.

A Small Diverse Business is a certified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.

A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Questions regarding this initiative can be directed to:

Mrs. Deborah Painter
City of York Administrative Offices
101 South George Street, P.O. Box 509
York, PA 17405
Email: dpainter@yorkcity.org

[SIGNATURE SHEET TO FOLLOW]

Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP FOR ACCOUNTING AND FISCAL MANAGEMENT SERVICES FOR THE RDA

My signature warrants that I have not employed or retained any firm or person other than a bona fide employee working solely for the firm to solicit or secure this contract and have not paid or agreed to pay any firm or person other than a bona fide employee working solely for the firm any fee, commission, percentage, brokerage fee, gifts, or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Authority shall have the right to annul or void this Contract without liability or, in its sole discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Redevelopment Authority of the City of York, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationship with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Redevelopment Authority of the City of York, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Redevelopment Authority of the City of York.

I hereby certify that I am authorized to sign as a Representative of the Firm:

Complete Legal Name of Firm: _____

Order of Address: _____

Remit to Address: _____

Fed ID No.: _____

Name (type/print): _____

Title: _____

Signature: _____

Telephone: () _____ Fax No.:() _____

Email: _____

Date: _____

