



REQUEST FOR PROPOSALS
ACCOUNTING SERVICES

RFP Release date: Tuesday April 18, 2023

RFP Due Date: Wednesday May 3, 2023 at 2:00PM

Introduction

Troy Community Land Bank Corporation (“TCLB”) invites you respond to this Request for Proposals (“RFP”) for accounting services. TCLB is seeking services of a Certified CPA, utilizing Quickbooks software with limited monthly transactions. A list is attached to this RFP – “Exhibit A” includes specific work plan items and scope pertaining to this RFP.

The TCLB was established in 2016 by the City of Troy to facilitate the process of acquiring, improving, and redistributing tax-foreclosed, vacant or abandoned properties. TCLB is a local public authority, established as a land bank by the Empire State Development Corporation, the TCLB is a 501 (c)3 nonprofit organization committed to redeveloping vacant, abandoned, and under-utilized properties through community partnerships and strategic planning.

Proposals are due **electronically only (complete attached bid form with required documents)** no later than **Wednesday May 3, 2023 at 2:00PM**

Submit proposals to: director@troycommunitylandbank.org and [cc: hmanfred21@aol.com](mailto:cc:hmanfred21@aol.com)

Awarded contractor must be approved by Troy Community Land Bank Board of Directors at next meeting (scheduled for May 17, 2023). Work should begin as soon as possible after award has been approved.

Proposal Requirements

- Complete and submit Bid Form (Attached “Exhibit B”)
- Proof of General Liability Insurance
- Completed non- collusion statement (“Exhibit C”)
- Provide copy of CPA license (if operating under the supervision/review of CPA- provide this relationship in a narrative as well as a photocopy of that person’s license and contact information)

Proposal Evaluation

A. Proposals will be reviewed by members of the TCLB. Evaluation and selection will be based upon the following criteria (not listed in any particular order):

- Completeness of response
- Price
- Experience

QUESTIONS

Questions regarding this RFP must be submitted to Theresa Newton, director@troycommunitylandbank.org , (518) 937-7751

RFP Notification and Legal Disclosures

Those submitting proposals do so entirely at their own expense. All Proposals received in response to this RFP are subject to the conditions of this RFP. TCLB, in its sole discretion, reserves the right to modify any matter contained in this RFP; cancel or suspend this RFP or to reject any or all Proposals received in response to this RFP; decide whether a Proposal does or does not substantially comply with the submittal requirements and procedures described in this RFP; waive minor informalities of any Proposal; obtain clarification or additional information to properly evaluate a Proposal; obtain references regarding any Respondent's past performance from any source; and negotiate a contract with the successful Respondent. Neither issuance of this RFP nor evaluation of any Proposal(s) obligates TCLB to award a contract from this RFP.

All Proposals received in response to this RFP will become the property of TCLB and will be subject to disclosure pursuant New York State Law, except those portions of a Proposal that a Respondent requests exemption from disclosure consistent with New York State Law. TCLB will take reasonable measures to hold in confidence all Proposal contents but shall not be liable for the release of any information when required by law or court order.

The contents of this RFP, any subsequent correspondence related to contract negotiations, and such other stipulations as agreed upon may be made a part of the final contract or agreement developed by TCLB. After award, the any agreements between TCLB and the successful Respondent will be a public document and not part of any agreement can be designated as "Confidential" unless permitted otherwise by law.

Required Insurance

The Contractor shall provide for itself and maintain at its own cost and expense until the completion of the Work the following forms of insurance issued by an insurance company licensed to do business in the State of New York:

- (a) Professional Liability coverage with limits of liability not less than \$500,000 (five hundred thousand dollars).
Policy should include automatic notification by carrier to Troy Community Land Bank of lapse in insurance at any time.

Exhibit A Scope of Services
ACCOUNTING SERVICES

Accounting Services to include:

- Maintaining the General Ledger and financial reporting for the TCLB utilizing the Chart of Accounts mandated for Land Banks.
- Tracking per project expenditures by sites (usually max 18-20 sites; done via Quickbooks)
- Monthly reconciliation of 2 checking accounts (Board Treasurer will write checks)
- Maintenance of books in Quickbooks
- Providing monthly reports to TCLB Board and committees (QB generated reports)
- Providing financial information necessary to complete annual audit and annual PARIS report
- Attend TCLB meetings as needed, either in person or remotely. Anticipated 3 - 6 x per year, during regular work hours.

The TCLB requires no payroll services, retains a separate CPA firm for annual audits and anticipates work to be fully remote.

End of Exhibit A

EXHIBIT B Bid Form (Two Pages)

ACCOUNTING SERVICES

Item	Price	Exclusions or clarifications
Monthly rate for completion of Scope items outlined in Exhibit A	\$	
Hourly rate for work outside of scope (not anticipated, but possible)	\$	

SIGNING BELOW SIGNIFIES ACCEPTANCE TO ALL TERMS AND CONDITIONS. NO OTHER DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS SHALL APPLY UNLESS AGREED TO IN WRITING BY THE AUTHORIZED SIGNATORIES OF BOTH PARTIES.

WBE/MBE/SDVOB Policy It is the policy of the Land Bank that Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE) and Service and Disabled Veterans owned businesses (SDVOB) are afforded the maximum opportunity to take part in the performance of contracts. It is also the Land Bank's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

Affirmative Action As required by Executive Law § 312, and in compliance with the Land Bank's procurement policy, any contractor awarded a procurement contract in excess of \$25,000 for services rendered to the Land Bank must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts (none of hereby authorized) to MBEs and WBEs and to utilize minority and labor in the performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract more than \$25,000 dollars will be expected to abide by the following provisions:

The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading's, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE and/or SDVOB Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Discrimination Policy In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

Indemnification: The successful contractor shall defend, indemnify and save harmless the Land Bank, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the

successful contractor, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

Additional Terms: All materials submitted in response to this RFP will become the property of the Land Bank. 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. 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 Land Bank. All proposals submitted to the Land Bank 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 has been determined is a trade secret and which, if disclosed, would substantially harm such proposer's competitive position. This characterization shall not be determinative but will be considered by the Land Bank when evaluating the applicability of any exemptions in response to a FOIL request.

Submitted by: _____

_____	_____
Company Name	Email Address
_____	_____
Signature	Phone Number
_____	_____
Printed Name	Date
_____	_____
Business Address	

Please provide contact name and phone number of two business references if you have not previously worked with the TCLB.

1. Name: _____ Company: _____ Phone _____

2. Name: _____ Company: _____ Phone _____

End of Exhibit B

EXHIBIT C Non-Collusive Affidavit

State of New York

County of _____

_____, being first duly sworn, deposes and says that:

(1) That he/she is _____ (owner, partner, officer, representative or agent) of _____, the bidder that has submitted the attached bid.

(2) That he/she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

(3) That such bid is genuine and is not a collusive or sham bid.

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, or to fix any overhead, profit or cost element of the bid price or to fix any overhead, profit or cost secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Land Bank; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) _____

Subscribed and sworn to before me this

_____ day of _____, 20__.

Notary Public/Commissioner of Deeds

END OF RFP DOCUMENTS