

Central Falls Affordable Housing Corporation Central Falls FSS Foundation

Request for Proposal Certified Public Accountants for Accounting Services

The Central Falls Affordable Housing Corporation and the Central Falls Family Self Sufficiency Foundation is accepting proposals from Certified Public Accountants for accounting services for all non-profit and development programs for the period of June 1, 2025 -May 31, 2028.

Programs requiring accounting services include:

1. Central Falls Affordable Housing Corporation is a non-profit developer and owner. The corporation currently has six developments ranging from three units to fifty-eight planned units each.
2. Central Falls Family Self Sufficiency Foundation is a non-profit community services organization which included but is not limited to a food pantry, homeless assistance and community events and education.
3. From time to time, special short-term grants or programs may arise which will require attention

Bid price must include all programs which are delineated above. Also, an hourly rate must be provided for any additional work.

You may contact the Executive Director to review copies of the current monthly general ledgers and journals.

Solicitation of the request for proposals does not commit the entities to pay any costs incurred in the preparation of submission of proposals.

Scope of Services

The Accountant shall perform all necessary accounting services required by the entities in connection with the above programs which shall include but not be limited to the following:

- A. Review distribution of cash receipts and cash disbursements in the books of original entry and post summarized information to the books of account.
- B. Review reconciliation of the bank statements and assure agreement of reconciled balances with the general ledger balances.
- C. Prepare, enter, and post all applicable journal entries for tenant rent charges, interest earned financing, and all other monthly, quarterly, and annual journal entries.
- D. Reconcile the tenants account receivable general ledger balances with summarized tenant balance totals.
- E. Record in the books of account all transactions of the purchase and maturity of investment securities and savings account deposits, withdrawals, and interest accruals.
- F. Prepare or review preparation of federal and state tax reports and assist the staff in any related matters.

- G. All other duties that may be required from time to time to comply with accounting guidelines.
- H. Prepare monthly, year to date, and annual financial statements for the federal programs for each monthly meeting of the Board of Directors.
- I. Assist management in the preparation of the annual budget and budget revisions.
- J. Analyze and interpret the financial statements and related accounting and financial data.
- K. Serve as financial advisor and assist the entities in financial matters involving the operation of programs.
- L. Submit annual 990 reporting.

All proposals must include:

- A resume that demonstrates knowledge and experience both with non-profit corporations.
- A work plan that describes how the accounting will be performed each month including estimates of time for field work.
- A schedule showing the details of the calculation of the proposed total cost. Also included should be the hourly rate (referred to above) for any additional work.
- A Certificate of Non-Collusion (proposal will be rejected if not included); a copy of which is attached.

The specific criteria and the weight given to each are as follows:

- Extent of experience in accounting for housing programs subsidized by the U.S. Department of Housing & Urban Development, RI Housing, LISC and grant programs. **30 points**
- Qualifications of the staff as related to completing account in efficient, accurate, and timely manner. Attention given to the personnel who are Certified Public Accountants **15 points**
- Demonstrated experience with automated computing systems for non profits, including but not limited to PHA-Web software systems. **15 points**
- Total Annual Cost plus an hourly rate for special projects is required. **20 points**
- A verifiable list of other non profits for which accounting services are or have been provided **10 points**
- Non-profit financial management experience as it relates to start up corporations and affordable housing **10 points**

The following clauses will be an integral part of the resulting contract;

- There shall be no discrimination against any employee of the accountant providing services under the contract because of race, creed, color, sex, religion, age, national origin, veteran status, or handicap.
- The accountant warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the entities the right to terminate the contract, or in its discretion, to

deduct from the accountant's fee the amount of such commission, percentage, brokerage, or contingent fee.

- The accountant shall not assign or transfer any interest in the contract without prior approval of the entities.
- The accountant covenants that he/she presently has no interest and shall not acquire any interest direct or indirect, in the projects and/or programs of the entities or any other interest which would conflict with the performance of his/her accounting functions.

The entities reserves the right to reject any or all proposals.

Written proposals must be received before 11:00am. (EST) at on February 14, 2025.

Proposals and questions concerning this proposal may be addressed to:

Bridgett M Duquette
CEO/Executive Director
Central Falls Affordable Housing Corporation/Central Falls FSS Foundation
30 Washington Street
Central Falls, RI 02863
401-226-0764

Qualifying candidates may be expected to appear at an interview prior to final selection.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word “person” shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity or group of individuals.

Signature of person signing proposal

Printed name of person signing proposal

Name of Business

Date