



REQUEST FOR PROPOSAL (RFP) NON-PROFIT BOOKKEEPING/ACCOUNTING SERVICES

The College Park City-University Partnership seeks a qualified individual or small firm for bookkeeping and accounting services. We anticipate a 12-month engagement with option to renew, depending on performance.

Additional information about our organization and scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to Susan Hartmann, Executive Director, shartmann@collegeparkpartnership.org. Phone calls will not be accepted.

Submission of Proposals

Documents must be submitted via email to shartmann@collegeparkpartnership.org by 5:00 pm ET on January 5, 2024.

Proposers will be contacted to schedule interviews in January. Selected bidder will be notified by end of January and work will begin in February 2024. All proposers will be informed of a decision by January 31, 2024.

Send Proposals To: Susan Hartmann, Executive Director
shartmann@collegeparkpartnership.org

Due Date & Time: January 5, 2024, 5:00 p.m. ET

SECTION I. Organizational Overview

A. Background on the College Park City-University Partnership

Established in 1997, the College Park City-University Partnership (“Partnership”) is a nonprofit community development corporation whose Board of Directors consists of key officials from the City of College Park and the University of Maryland. Its purpose is to promote and support commercial revitalization, community development, quality housing opportunities, a walkable community, and strong public education in the City of College Park while continuing to strengthen ties between the City and the University.

The Partnership is a rapidly growing nonprofit. In 2024, the Partnership will have one full-time, salaried, Executive Director, three full-time program staff, a part-time CPT Executive Director, and a highly engaged Board. The Partnership also supports interns from the University of Maryland.

B. Information on the College Park City-University Partnership’s Income, Programs, Operations

The Partnership’s primary revenue is through contributions from the City of College Park and the University of Maryland, College Park; however, the Partnership is actively diversifying revenues through state, federal and regional grants and is pursuing additional philanthropic support. The Partnership’ has a FY 2024 operating budget of \$430,000, with its fiscal year starting July 1. It supports a program budget of approximately \$16,000,000.

The Partnership’s largest program, the Community Preservation Trust (“Trust” or “CPT”), is a Maryland-certified Affordable Housing Land Trust that provides a long-term intervention to stabilize neighborhoods and address housing affordability by providing access to affordable homeownership opportunities in the city.

Additional programs include a Homeownership Program that provides down payment and closing cost support to families in College Park, and more.

The Partnership currently uses the City of College Park's services to handle direct deposits, taxes, unemployment insurance payments, and annual tax returns. However, we will be seeking a third-party payroll service to take over these functions in 2024. The Partnership uses ACH in select circumstances, and some standing monthly charges are paid on the company debit card (e.g. zoom subscription, web hosting, WeWork access, etc.).

SECTION II. Project Description

A. Scope of Work

The qualified individual or firm selected will be responsible for providing the following services for a period of one year with an option to extend the contract, dependent on performance.

- **Bookkeeping Services**
 - Follow accrual basis accounting method
 - Monthly reconciliation of checking accounts, paypal/digital payment account, payroll receipts, and credit card account
 - Maintain and allocate costs by program and/or grant designation
 - Work with Executive Director and CPT Executive Director to set up and schedule ACH withdrawals as needed
 - Assist with grant reporting, as needed
 - Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
 - File annual tax reports and certification renewals (e.g., property tax reports, annual charity reports, etc.)
 - Payroll entries into accounting system
 - 1099 reporting
 - Asset tracking of purchasing and selling real estate and homeownership loans
 - Depreciation schedules of real estate assets
 - Bill and invoice entries
 - Cutting checks, as needed
- **Recordkeeping Services**
 - Track program contract agreements and payments (e.g. vendors and services related to CPT)
 - Issue program contract invoices, as needed
 - Draft donation tax letters to individual, corporate and philanthropic donors, as needed
- **Financial Reporting**
 - Prepare quarterly Budget to Actual Detail
 - Prepare quarterly statements of Profit/Loss, Balance Sheet, or other program reports as necessary
 - Present financials to Board Treasurer and Executive Director on quarterly basis
 - Assist in drafting 2025 operating budget

- **Audit Preparations**
 - Assist staff in preparing for and participating in annual financial audits, starting with the FY'24 audit.
 - Prepare year end reports
 - Provide required documents and reports for the audit, including GL, AP, AR, TB and functional expenses report
 - Year-end AJEs
- **Reporting Requirements**
 - Prepare periodic program and financial reports as required by Executive Team, Board and funders

B. Future Work (which is not part of the 2024 Scope of Work but could be part of 2025 or beyond)

- Participate in audit of 2024 fiscal year
- Handle reports to State of Maryland, City of College Park and federal agencies
- Check writing

C. Deliverables

Monthly

- Record all cash disbursements & cash receipts, and track income & expenses
- Record month-end journal entries for expenses and deposits
- Reconcile all balance sheet accounts
- Complete cost-allocations
- Reconcile bank & credit card statements
- Prepare management reports
- Ensure the Partnership has all appropriate receipts/paperwork to justify expenses
- Prepare wires, as necessary (subject to approvals by approving officers)
- Maintain regular reporting for balance sheet and income statement by individual grants as well as for individual assets (e.g. houses in the Trust)

Annually, or As-Needed

- Maintain accurate chart of accounts
- Prepare The Partnership for external financial audit of 2024
- Prepare requested schedules & documents
- Assist management with annual budget development
- Assist management in preparing of grant reports

Communications

- Frequent face-to-face communication through Zoom will be expected during onboarding process and year-end budgeting process
- Frequent email communication with Board Treasurer, Executive Director, CPT Executive Director and Associate Executive Director
- Monthly check-ins with management, either remote or in-person (depending on location)
- Attendance by zoom at future Finance Committee meetings, which will occur approximately every other month for 60 minutes or less.

SECTION III. Proposals

A. General Information

Please include a cover sheet with the following information:

- Name of individual contractor/firm
- Contact person + title

- Mailing address
- Telephone number
- Email
- Website

B. Organizational Overview & Qualifications

Please provide the following descriptions:

- Describe the professional history & scope of practice
- Provide biographies of proposed team
- Explain how you or your firm is a good fit with our organization, detailing experience with other non-profit clients of a similar size and scope
- Note bookkeeping software you use
- Describe how you handle situations where suspicious spending or lack of documentation is occurring

C. Proposed Work Plan & Timeline

Please provide the following descriptions:

- Proposal to fulfill the Scope of Work and Deliverables noted above
- Outline of key steps and persons responsible, level of effort and supervision required.
- Your preferences and expectations when working with clients.

D. Cost Proposal

Please submit a project price, include each service and detailed fee schedule. Please also note hourly rates for you or the firm's employees should additional services be requested outside of the scope of this proposal.

Any adjustments, additional expenditures, or other services outside of the scope of this proposal must be pre-approved.

E. References

Please provide the following references:

- List of non-profit clients (name only) for whom contractor/firm have provided similar contracted accounting services
- Contact information for three (3) specific professional references including at least one (1) non-profit client, for whom the contractor has provided similar accounting services

Section IV. Additional Terms

A. Term of Contract

Initial contract will be for 1 year with an option to extend the contract.

B. Reservation of Rights

During the evaluation process, the College Park City-University Partnership reserves the right to request additional information or clarifications from proposers. The costs of developing proposals are entirely the responsibility of the vendor, and shall not be charged in any manner to the Partnership.

C. Applicant Rights

Please note that all materials submitted in response to this RFP become the property of the College Park City-University Partnership upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership and the contracted vendor. Each applicant agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential and

proprietary and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant.