



New York State Community Action Association
www.nyscommunityaction.org · 518-690-0491
2 Charles Boulevard, Guilderland, NY 12084

Request for Proposals (RFP)

Financial Contractor

Date: October 1, 2024

I. Background/Overview of the New York State Community Action Association (NYSCAA)

NYSCAA was created in 1987 to provide New York State Community Action Agencies (CAA) with information, professional development, and technical assistance to enhance their capacity to serve as effective, responsive community resources. NYSCAA's mission is to strengthen the capacity of the Community Action Network to address the causes and conditions of poverty.

II. Purpose

The intent of this RFP is to request proposals from consultants/companies to provide operational accounting and financial management services for NYSCAA. Specifically, NYSCAA is looking to outsource its finance functions.

NYSCAA is a small association with four staff and a 2023 budget of 1.7 million. NYSCAA is the recipient of three grants:

- Two direct federal grants from Health and Human Services/Administration of Families and Children/Office of Community Services (HHS/ACF/OCS); and
- One grant direct from the NYS Department of State/Division of Community Services (DOS/DCS).

NYSCAA also collects membership dues, engages in fee-for-service activities, and holds an annual conference for which participants pay a registration fee.

III. Scope of tasks to be performed by the Finance Contractor

The list below provides an overview of tasks the financial consultant would undertake:

Bookkeeping Services

- Accounts receivable: receive and record revenue as dictated by IRS Guidelines.
- Accounts payable: make payments to vendors etc.
- Maintain costs by program and/or grant designation
- Assist with financial grant reporting
- Review staff timesheets and proper grant allocation
- Process and enter payroll information into accounting system (Fund EZ – Cloud version)
- Maintain deposit and vendor files by fiscal year
- Follow accrual accounting method for maintaining the books
- Monthly reconciliation of bank accounts as well as the reconciliation of all balance sheet accounts
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

Financial Reporting

- Provide budget to actual summary and detail
- Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary

- Present financials to the Board Finance Committee on a monthly basis
- Sub-grantee reporting on a monthly basis for HHS/ACF/OCS federal grant

Budget Preparation

- Prepare agency budget
- Prepare and submit periodic budget amendments to grantors
- Prepare and assist with budgets and narratives for existing and new grants

Audit Preparations

- Participate in and facilitate yearly financial audit and any reviews conducted by funding agencies including document preparation and onsite support
- Prepare year-end reports, schedules, and other documents requested by auditor
- Provide audit process support as needed; research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual tax returns

Reporting Requirements

- Assist with preparation and filing of Form 550
- Prepare periodic reports as required by CEO, Board of Directors and funders

IV. Duration of the Engagement

The initial engagement would be for six months (January 2025 – July 2025) and at that point, would be reevaluated for continuation.

V. Application Information

Please provide the following information:

1. Name and Address of Consultant/Applying Organization
2. Contact Person's Name, Phone Number, and Email Address
3. Description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP guidelines for nonprofits, and accounting for government and restricted funding
4. Qualifications/prior experience, including specific non-profit/association financial experience; experience with State and Federal funders
 - i. Number of individuals who will be involved in the work
 - ii. Their specific responsibilities
 - iii. Number of hours per month
 - iv. Remote or on-site
5. Price range per month
6. Any additional costs that may be incurred
7. Three references (name, phone, email address)
8. Any other pertinent information

VI. Process for Responding

Please respond to this RFP with the requested information no later than **Friday,**

October 25 to jorr@nyscommunityaction.org or mail to:

Jacqueline Orr

NYSCAA
2 Charles Blvd.
Guilderland, NY 12084

Questions? Please contact Jacqueline Orr, jorr@nyscommunityaction.org or 518-690-0491, ext. 024.

Thank you for your interest.