

KCLBA and Vibrant  
Request for Proposals Finance Services  
Issued July 2, 2021

**Request for Proposal**

**Accounting and Financial Services**

**Kalamazoo County Land Bank Authority and Vibrant Kalamazoo**

**Issued: July 02, 2021**

**Due Date: July 26<sup>th</sup> at noon, 2021**

## **Request for Proposals**

The Kalamazoo County Land Bank Authority seeks proposals from qualified accounting firms to perform services in the following areas: annual budget and budget amendment process; preparation of monthly financials, responsible for audit preparation and main point of contact and coordination for annual audit process; daily accounting and implementing overall organizational internal controls. KCLBA also desires services in the management of deferred compensation plans (457b and 401a) and payroll contractor relationships; life and disability insurance; 990 return and budget tracking for Vibrant Kalamazoo, a supporting 501 c 3.

### **Kalamazoo County Land Bank and Vibrant Kalamazoo**

The Kalamazoo County Land Bank Authority (KCLBA) is a quasi-governmental entity formed in 2009 to address issues of blight and abandonment in Kalamazoo County. KCLBA accomplishes this through a strategy that works to Repurpose, Renew and Reconnect blighted and abandoned properties in service of community defined visions. KCLBA has been recognized at the state and national levels as an innovative and exemplary agency and a leader in the area of land revitalization and land banking. Vibrant Kalamazoo was formed in the early 2010s to support the work of the KCLBA. Vibrant Kalamazoo is a registered 501 c 3 which raises philanthropic dollars and supports community engagement in service of KCLBA projects and efforts.

### **Not a Contract, No Obligations, Withdrawal**

Nothing in this RFP shall be construed to create any legal obligation on the part of the Land Bank or any respondents. The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage or to elect to provide the services described in the RFP directly. In no event shall the partners be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Neither issuance of this RFP nor evaluation of any proposal(s) obligates the Land Bank or its partners to award a contract from this RFP.

The Land Bank follows board approved procurement policies which can be found at its website [kalamazoolandbank.org](http://kalamazoolandbank.org) under Contractors tab.

### **Solicitation**

This RFP is being emailed to prospective respondents and will be posted on the Kalamazoo County Land Bank Authority's website. The Land Bank encourages qualified firms to submit proposals.

### **Regulations**

Contractor will be required to be knowledgeable of and comply with all applicable local laws/ordinances. Contractor will also be required to be knowledgeable of and comply with all applicable federal and state laws, acts, and regulations. Contractor will be familiar with and will comply with all governmental accounting standards and practices.

### **Contract Award**

The Land Bank reserves the right to change the scope of this service need or otherwise negotiate the project and its requirements in the best interests of the endeavor, including increases or decreases in scope, form of contract, budget and/or threshold requirements to ensure the project has adequate risk protection. All changes must be approved in writing by the Land Bank Executive Director.

### **Conflict of Interest**

Selected firm must avoid personal and organizational conflicts of interest. Any known or possible conflicts shall be clearly divulged when the respondent submits their proposal.

### **Independent Contractor**

At all times, the contractor, any of his/her employees, or his/her subcontractors and their subsequent employees shall be considered independent contractors and not as Land Bank employees. The contractor shall exercise all supervisory control and general control over workers' duties, payment of wages, and the right to hire, fire and discipline employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall the Contractor or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

## **Scope**

KCLBA seeks to contract with a qualified financial services firm to perform finance and related services for our quasi-governmental agency and our affiliated 501 c 3.

Annual Operating Budget KCLBA: approximately: \$1,414,925 (2021)

Annual Operating Budget Vibrant Kalamazoo: \$1,026,300

Metrics for KCLBA and Vibrant Kalamazoo for 2019 and 2020 are included as Appendix A.

## **Sources of Revenue**

KCLBA: County allocation, real estate sales and rental income, fees for service, 5/50 taxes, state and local grants and philanthropic donors (corporate and foundation)

Vibrant Kalamazoo: Philanthropic grants and donors (corporate and foundation primarily).

For more information, please see our most recent audited statements and 990.

## **Other Aspects related to KCLBA and Vibrant's Operations**

- KCLBA currently has a small staff of four individuals. Staffing has varied associated with foreclosure trends and associated grant funding and annual resources. Additionally, KCLBA works with a range of contractors from professional service providers to construction managers, to lawn mowing providers and board up and debris removal contractors.
- Payroll Provider is Payroll Plus
- Accounting System is BS & A
- Property management firm for two owned developments is Intrepid Professional Group

## **Deliverables**

The firm/person(s) selected will provide the following services

## **Overview**

Under the direction of the Executive Director and the Board Chair the accounting firm will provide management level services in the following areas: annual budget and budget amendment process; audit preparation and audit process; daily accounting and ensuring overall organizational internal controls are documented and utilized; deferred compensation plans (457b and 401a); payroll; 990 return and budget tracking for Vibrant and all grant and unrestricted funded projects.

KCLBA currently employs a part time (twenty hours per week) finance manager that performs the accounting and finance functions. The individual in this position is retiring September 30,

2021 and KCLBA seeks to outsource these services. KCLBA will not be hiring an inhouse replacement. KCLBA anticipates the volume of work for the selected accounting firm to be in this range.

- Ensuring **accurate entries** into the organization's accounting system and producing monthly financials for the ED, board Chair and Board of Directors utilizing the BS & A software.
- Manage the organizations accounting (general ledger, accounts payable, accounts receivable, cash receipting), finance, budgeting, payroll, deferred compensation, and audit preparation needs.
- Serve as the point of the contact for **annual audit**, prepare for audit and serve as a conduit for all audit needs during the audit process. Serve as a link to the Executive Director and board management to the audit firm and schedule all associated meetings during audit and audit presentation.
- Support the Executive Director by developing the organization's **annual budget** for input and approval by the board chair and the board of directors and preparing budget and financial forecasts as needed to ensure the organization stays on target with budget (produce monthly financials). Prepare and present **budget amendments** throughout the year as appropriate.
- Track and ensure all **restricted grant funds** are appropriately managed and disbursed per grant agreements. Maintain appropriate cost allocation system for grant related expenses when required.
- **Ensure all relevant accounting standards are applied, internal controls** are in place, are documented and followed and the organization has **solid fiscal administrative systems**.
- **Track 5/50 revenue payments**, prepare forecasts, compile budget each year, track payments via tax settlement process working with County Treasurer's Office.
- Prepare **financial reports** for funders as requested by the Executive Director, provide responsive services to staff on budgets for grant requests.
- Provide **responsive services** to the ED or designee regarding special project budgets and cash flow projections for capital or other restricted projects.
- Manage and oversee accounts receivable, accounts payable ~~and monthly reconciliations~~. Liaise with KCBLA appointed leadership assigned to playing internal control roles such as **monthly reconciliations**.
- Provide an efficient system for every other week **check runs and distributions** which require two signatures (typically the Executive Director and Board Chair).
- Ensure audit recommendations are in place and administered as they may change from time to time. Communicate audit recommendations to Executive Director and board leadership as requested. Support implementation of any recommendations.
- Recommend changes to KCLBA's **financial policies and written procedures** documents that comply with all relevant governmental accounting requirements and

suggestions from auditors. Be the holder of these documented policies and ensure they are up to date.

- **Present to the board** as requested (annual budget, budget amendments, financial policy changes when appropriate, special projects if requested).
- **Reconcile bank accounts and credit card statements**
- **Maintain** general ledger chart of accounts
- **Collect staff time sheets and track leave, provide Executive Director with monthly calculations associated with annual leave and restricted grants.**
- Reconcile GL to E Property Plus (database of parcels owned) to ensure accuracy of both databases.

### **External Contracts /Vendors**

- Manage relationships, respond to requests, and ensure payments are made in a timely manner for the following services: **payroll; health insurance; life and disability** insurance, workers comp insurance and deferred compensation 457(b) and 401(a) plans (submit employee and matching contributions). Stay up to date on these contracts and update the Executive Director as necessary if/as changes are needed. Ensure all new employees are appropriately enrolled. Facilitate offboarding when employees exit in accordance with board approved personnel policies.
- **Provide oversight of financial requirements of contracted property management firm for two land bank owned developments and related MSHDA requirements for these developments.**
- Stay abreast of workman's compensation policy and process any claims if/as necessary.

### **Qualifications**

- Experience with working with like organizations of similar size and complexity. Preferred knowledge of governmental accounting standards and issues. Knowledge and experience with tracking and reporting on restricted grants.
- Experience working in BS & A Preferred
- Professional certifications and licensing in the State of Michigan

### **TO APPLY**

To submit a proposal, please submit the following in a proposal format to Land Bank July 26<sup>th</sup> by noon. Expected start date is mid-August to allow for transition with the retiring Finance Manager (through September 30, 2021). Please include the following information in your proposal.

### **Threshold Requirements**

These documents must be submitted with the Proposal:

- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by State of Michigan – LARA (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence. Professional liability of not less than \$1,000,000.
- Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the partners.

### **1. General Information**

Name of Consultant/firm  
Contact person and title  
Mailing address, phone, email, website

### **2. Finance Firm Overview and Qualifications**

- 2 a) Describe the firm's history and scope of practice.
- 2 b) Provide bios and resumes of proposed team. Note who will be the primary point of contact for KCLBA. Note all appropriate qualifications.
- 2 c) Describe how the firm is a good fit for the KCLBA and Vibrant detailing other experiences with like agencies of similar size and scope.
- 3) Most recent peer review report

### **3. Proposed work Plan, Time, and Fees**

- 3 a) Hourly rates of employees that will be working on this contract with a description of the services they will provide.
- 3 b) Provide a description of a proposed process to fulfill the services and deliverables noted above
- 3 c) Proposed process for managing project, including communications with KCLBA and transition plan with outgoing finance manager retiring on September 30, 2021
- 3 d) Proposed annual costs – please provide an estimate for the remainder of 2021 based on hourly rates with a mid-August start date and an estimate for the calendar year of 2022.

#### **4. Selection Process**

Proposals will be reviewed by KCLBA for completeness, consultant/firm experience, references, and reasonable of cost proposal. Interviews may be requested with one or more applicant. Responses will be scored in the following manner. KCLBA may interview one or more respondents as a part of the selection process. KCLBA reserves the right to select a respondent that best meets their needs.

- Completeness of proposal and demonstration of capacity to provide the needed services – total possible points: 25
- Pricing – total possible points: 25
- Experience with like service needs – total possible points: 25

Overall total possible points: 75

#### **Questions or Clarifications**

Please address all questions via e-mail to

Reality Rojas, Senior Operations Specialist  
Phone: 269.216.9681  
[reality.rojas@kalamazoolandbank.org](mailto:reality.rojas@kalamazoolandbank.org)

**Questions should be submitted by July 20<sup>th</sup>, 2021, 5:00pm. Questions will be answered and posted in an addendum to this RFP.**

**Appendix A**

**KALAMAZOO COUNTY LAND BANK & VIBRANT KALAMAZOO  
ACCOUNTING DATA**

<b><u>Kalamazoo County Land Bank</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	
# of invoices processed	836	654	
# of checks issued	434	407	
# of payroll cycles	24	24	
# of financial reports issued	18	18	(internal distribution & Board distribution reports only)
# of financial reports reviewed	30	24	(reports submitted by property management firm)
# of bank reconciliations	24	24	(does not include bank reconciliations prepared by property management firm)
# of journal entries posted	279	210	
# of invoices issued	64	32	
# of receipts posted	290	205	(posted to both cash receipting and miscellaneous receivables software modules)
<b><u>Vibrant Kalamazoo</u></b>			
# of invoices processed	47	14	
# of checks issued	38	15	
# of payroll cycles	N/A	N/A	
# of financial reports issued	12	12	(internal distribution & Board distribution reports only)
# of bank reconciliations	12	12	
# of journal entries posted	28	12	
# of invoices issued	2	4	
# of receipts posted	37	20	

### Statement of Non-Response

\_\_\_\_\_ I elect to not respond at this time to this proposal

Reason \_\_\_\_\_

Date \_\_\_\_\_

Company: \_\_\_\_\_

Signature \_ \_\_\_\_\_