



RESTORE NEIGHBORHOODS LA, INC.

Neighborhood Stabilization Program (NSP)

Request for Qualifications (RFQ)

ACCOUNTING SERVICES

January 27, 2012

SUBMISSION DEADLINE: February 10, 2012

**Restore Neighborhoods LA, Inc.
315 W. 9th Street, Suite 501
Los Angeles, CA 90015
213-270-1720**

**RESTORE NEIGHBORHOODS LA, INC.
Neighborhood Stabilization Program
REQUEST FOR QUALIFICATIONS**

Accounting Services

INTRODUCTION

RESTORE NEIGHBORHOODS LA, INC. (RNLA) is requesting qualifications from qualified firms to provide the following accounting services:

- Chief Financial Officer Services.
- Accounting Manager.
- Accounts Receivable.
- Accounts Payable.
- Staff recruitment and training.

The selected firm and its staff must be fully qualified via experience, certifications and education and licensed to provide accounting services.

BACKGROUND INFORMATION

Restore Neighborhoods LA, Inc. (RNLA) is a non-profit holding and development corporation created in January 2009 to purchase foreclosed or abandoned properties at a discount from lenders and loan services for resale to qualified owner.

City of Los Angeles' Neighborhood Stabilization Program (NSP) is a program funded by grants from the U.S. Department of Housing and Urban Development (HUD). Funds were awarded to local government and non-profit agencies to acquire and rehabilitate foreclosed or abandoned residential properties in order to stabilize neighborhoods and stem the decline of property value of neighboring homes. NSP will also create new jobs or help to retain existing jobs in home construction and rehabilitation, building supplies and materials, real estate sales, and property management in Los Angeles.

RNLA is a sub recipient agency contracting with LAHD to carry out the purchase, rehabilitation, and sales of foreclosed properties using this NSP 1, 2 and 3 funds.

SELECTION PROCESS

The following is an outline of the procedures RNLA will use to select a firm to provide accounting services.

A. A selection committee composed of RNLA staff will be assembled to evaluate the qualifications submitted by the respondents. Firms will be evaluated based on the criteria outlined later in the RFQ. The committee may select a reasonable number of top-ranked respondents to be invited to appear before it to discuss their qualifications. Said interviews, if held, will take place on a date and time to be determined.

B. The Committee will rank the respondents and recommend one vendor to the Executive Director for selection and negotiation of contract agreements.

C. RNLA reserves the right, without notification, to reject all proposals and/or exercise discretion and apply its judgment with respect to any proposals submitted.

D. RNLA, at its discretion, will chose the method most appropriate to the requested service and most likely to procure the highest quality service at the lowest price.

SCOPE OF SERVICES

The selected firm will be required to perform, but is not limited to, the following services for RNLA:

- Provide recruitment and selection process to selected qualified candidates for the following accounting department positions:
 - Accounting Manager
 - Accounts Receivable/Payroll Associate
 - Accounts Payable Associates
- Provide training to selected candidates.
- Prepare monthly reconciliation of all bank accounts to general ledger.
- Monthly review of:
 - General ledger activity and preparation/input of monthly adjusting entries.
 - Payroll activity and input to general ledger.
 - Analysis of deposits/receipts and input to general ledger.
 - Prepare reimbursement requests for LAHD
 - Preparation and analysis of financial statements to include monthly balance sheets and income statements as well as annual federal and state non-profit tax return.
- Monitor ongoing financial activity to ensure that it is in compliance with contract and procurement policies and any applicable regulations.
- Account payable management
- Accounts receivable management
- Payroll and related forms
 - Benefits
 - Payment of social security and withholding taxes.
 - Worker's compensation
 - Unemployment insurance
 - Other costs required by Federal and State Law
- Assist with financial reporting requirements of grants received by RNLA.
- Prepare annual financial statements and reports to auditor.
- Attendance at finance meetings as required and other financial services that may be requested.

SELECTION CRITERIA

Proposals received which meet the minimum qualifications criteria will be ranked and rated by the selection committee based on the following criteria:

FACTORS AND MAXIMUM POINTS:

- Relevant demonstrated organizational experience - **25 points**
- Track records with providing services to nonprofit organization – **25 points**
- Relevant demonstrated qualifications of the key staff to provide services - **25 points**
- Reasonableness and competitiveness of fees for services - **25 points**

SUBMISSION REQUIREMENTS

Interest firms should submit a proposal that includes the following:

- A.** A cover letter expressing interest and signed by a person who can legally bind the organization. Please include in your letter the legal name of the organization, the organization's address, and the contact information (including email address) of the executive official and the person responsible for preparing the proposal.
- B.** A description of organizational capacity to provide the services requested in this RFQ.
- C.** Fee Structure – Describe the firm's proposed fee structure for delivering the proposed services. This must include daily rates for all staff/positions proposed to provide services and may include flat fees or percentages for specific types of work.
- D.** Staff members proposed to provide the specific services requested in this RFQ.
- E.** Two (2) original copies of the proposal must be submitted.
- F.** List of (3) three professional references that can attest to your firm's track record in providing accounting services to nonprofit organizations.
- G.** All relevant licenses and certifications necessary to provide accounting services to nonprofit organizations.
- H.** All proposals must be delivered (via mail or hand-delivery) in a sealed envelope to:

Restore Neighborhoods LA, Inc.
Attn: Accounting Services RFQ
315 W. 9th Street, Suite 501
Los Angeles, CA 90015

- I.** Questions pertaining to this RFQ should be directed to: *Kristin Tran*, at CHS@restoreneighborhoodsla.org.

Insurance Requirements

All respondents shall provide proof of their own liability insurance for no less than \$1 million. Upon entering into a contract, any selected respondent will be required to provide a certificate of insurance naming Restore Neighborhoods LA, Inc. as an additional insured. Additional insurance requirements may be identified prior to entering into contract, as is appropriate to the scope of ultimate scope of services.

Licenses and Certifications

Respondents will be required to provide evidence of any relevant licenses, certifications and other credentials that relate to the services that the respondent proposes to provide.

Additional Notices

RNLA encourages responses from small, minority-owned, women-owned businesses as well as from firms that partner with such disadvantaged business in a substantive way.