

MONROE COUNTY LAND BANK CORPORATION

REQUEST FOR PROPOSALS

ACCOUNTING AND BOOKKEEPING SERVICES for
the Monroe County Land Bank Corporation

I. INTRODUCTION

The Monroe County Land Bank Corporation (MCLBC or Land Bank herein) is seeking proposals for accounting and bookkeeping services on a fee basis. The Request for Proposal (“RFP”) is a competitive process designed to serve the Land Bank’s best interests and to provide firms a fair opportunity for consideration of their services. The request is open to all qualified organizations able to deliver all requirements specified in this RFP. Proposals should address the general criteria and mandatory minimum criteria for the services. All proposals will be treated as confidential and reviewed only by the Land Bank.

II. BACKGROUND

The Monroe County Land Bank Corporation (MCLBC), was established in early 2024. MCLBC aims to lower the number of vacant or “zombie” properties located in the 29 towns and villages of Monroe County by returning them to spaces of productive use for these communities.

As the MCLBC’s inventory of properties continues to grow, expenses will include payments to property maintenance, vendors, contractors, as well as overhead expenses such as insurance premiums or information technology services. Deposits will include grants and proceeds from the sale of real estate. The MCLBC is required to comply with New York Public Authorities Accountability Act (“PAAA”) and accounting practices should comply with Generally Accepted Accounting Principles “GAAP”.

III. SCOPE OF SERVICES

The purpose of this RFP is to obtain accounting services from **November 1, 2025 to October 31, 2028**.

- Post all transactions to MCLBC general ledger maintained by contractor using accounting software (software to be approved jointly by MCLBC and the contractor).
- Manage accounts payable and accounts receivable
- Track expenses and receipts by project (property address or general overhead) and by program (rehab, demolition, side-lot sale, property sales, etc.) and by grant as defined by MCLBC staff and indicated on each invoice
 - MCLBC staff should have viewing access to this software and the ability to query and pull reports by program, project, and any other variables assigned to each financial activity for tracking purposes

- Prepare monthly financial reports detailing all operating revenues, expenditures, and other fund balance transactions of MCLBC, and deliver them electronically to MCLBC staff prior to monthly Board of Directors meetings (currently second Wednesday of each month)
- On a quarterly basis, prepare summary and detailed balance sheets along with budget-to-actual comparison and a six-month cash flow projection
- On a weekly basis, prepare checks, or run a check register for approval, for necessary operating expenses of the MCLBC for signature upon approval of the designated staff member
- Verify that all invoices submitted by MCLBC staff are accompanied by required backup documentation as determined by MCLBC (e.g., vendor invoice, reference to vendor contract if applicable, resolution from the board of directors for expenses exceeding a specified amount, etc.) prior to processing payment
 - Wherever possible the contractor will use online, auto-payment, EFTs and other payment methods that reduce the use of paper, postage, and transaction fees; in the case of electronic payments, MCLBC authorized signatories will be provided with a summary of transactions for authorization prior to payment
- Reconcile all MCLBC bank accounts to general ledger
- Attend at least one meeting of the MCLBC Board of Directors annually in order to brief board members on relevant IRS, PAAA, or accounting rules and other topics as requested
- Maintain adequately-detailed fund accounting records such that discrete reports for funding source (i.e. grants), program, or project can be produced on a regular basis
- Work with members of the Board of Directors to ensure all reporting deadlines are clearly identified and reports meet the requirements of each funding source, program, or project
- On an annual basis, provide access to all financial records and project files to an independent auditor (to be hired by the MCLBC) in order to comply with the PAAA certified audit requirement.

Expanded Services:

Monroe County Land Bank Corporation does not currently have staff. In the event staff are hired please indicate proposed billing rate for expanded services separate from original scope of services. Please label clearly and indicate any additional rates and any other assumptions that went into the calculation. These services may include:

- Prepare payroll checks for staff, maintaining required documentation to meet federal, state, and local regulations and provide year ending reporting for each staff member in compliance with said regulations

- As required, process other ongoing personnel-related expenditures including state and federal taxes, Workers' Compensation insurance, disability insurance, health insurance, and retirement contributions

All transactions will be initiated and approved by MCLBC staff. Some expenses (such as special assessments, utility bills, subscription-based services and the like) may be authorized by staff on a recurring basis for a specified period of time.

The contractor will maintain all records in accordance with state record retention laws but all records will remain property of the MCLBLC and will be surrendered to the MCLBC upon request.

The contractor will not release records or information related to the MCLBC without a request for information submitted to and approved by MCLBC.

IV. QUALIFICATIONS

The proposer must demonstrate the capability to perform the above stated accounting services in accordance with governmental accounting principles and other procedures as required by the IRS, State of New York, and MCLBC.

The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of MCLBC.

V. INSURANCE REQUIREMENTS

Prior to any individual contract award, the successful firm shall procure and maintain for the duration of the contact, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

VI. MINORITIES AND WOMEN BUSINESS ENTERPRISES

MCLBC seeks a diverse applicant pool and prohibits discrimination and harassment of any type and affords equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.

VII. RESPONSE ENCLOSURES

Provide your fee proposal, including the individual billing rates of any staff who may be assigned to MCLBC's account, for the period of **November 1, 2025 to October 31, 2028**.

- List expenditures that will be absorbed by the contractor (postage, copy charges, etc.)
- List expenditures that will be additional charges to MCLBC

- Indicate proposed billing rate for expanded services if the need for such should arise
- Explain the proposer's approaches to performing the accounting services
- Describe the level of assistance that will be expected from MCLBC staff
- Detail your experience in providing accounting and tax services for not-for-profit companies and/or governmental entities
- List current and past clients along with the names, telephone numbers and email addresses of contact persons and number of years services were provided
- Provide information on whether you provide services to any other associations groups, or companies involved in economic development and real estate development
- Discuss your organizations staffing, including education, certifications, experience and turnover rate within the last three years
- Identify the in-charge accountant or manager who will be assigned to MCLBC's account if the MCLBC chooses your organization in this process
- Provide an example monthly report or financial statement for evaluation.

VIII. PROPOSAL SUBMISSION

An electronic version of the Proposal and other required documents must be submitted, clearly marked with the name of the Proposal and the name and address of the Contractor via email to landbankcorp@monroecounty.gov by 5:00 p.m. on November 14, 2025.

The Proposal submitted by the individual Contractor is the document upon which the MCLBC will make its initial judgement regarding the Contractor's qualifications, understanding of the MCLBC's scope and objectives, and ability to complete services under the contract.

Submission of any Proposal indicates acceptance of the conditions contained in this RFP, unless clearly and specifically noted otherwise in the Proposal. The MCLBC reserves the right to reject any and all Proposals, in whole or in part, submitted in response to this RFP. The MCLBC reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive, or conditional Proposals.

The MCLBC may, at any time by written notification to all Contractors, change any portion of the RFP described and detailed herein. All questions concerning this RFP shall be submitted in writing to landbankcorp@monroecounty.gov. Replies will be issued by Addenda e-mailed to all parties recorded as having received this RFP, as well as posted on the MCLBC Website.

IX. PROPOSAL EVALUATION, REVIEW AND SELECTION PROCESS

Proposals shall remain valid for a minimum of 90 days or until the awarding of the bid by the MCLBC, unless otherwise rejected consistent with this RFP.

The Board of Directors will evaluate the proposals to determine whether the requirements of the RFP are met and to make a recommendation to the MCLBC Board of Directors for final decisions. During the evaluation of Proposals, the Hiring Committee may require clarification of information or may invite contractors to an oral presentation to clarify and/or validate Proposal contents.

Proposals shall be evaluated based on the merits of the contractors' qualifications, including but not limited to the qualifications outlined in Sections III, IV, and VII and:

- Relevant Experience
- Technical Expertise/Staff Qualifications
- Cost
- Approach
- References

The successful contractor will be required to enter into a Services Agreement with the MCLBC.