

# **CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

## **REQUEST FOR QUALIFICATIONS**

**Accountant (Part Time)**

**RFQ# 2018-002**

**RESPONSE DEADLINE: 4PM, APRIL 13, 2018**

Project Name:

Part Time Accountant or Accounting Services

Contact Information:

Mark Castiglione

Executive Director

Capital District Regional Planning Commission

One Park Place, Suite 102

Albany, NY 12205

## **I. Introduction**

The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center serving Albany, Rensselaer, Saratoga, and Schenectady counties.

## **II. Scope of Work**

CDRPC is seeking a part time accountant or a firm to provide accounting services. This position will provide financial management and record keeping services including, but not limited to accounting for income, bills, invoices, and maintaining GASB financial records to meet grant reporting requirements. Experience in governmental accounting and project accounting required. Please see our website (<http://cdrpc.org>) for more information regarding this opportunity. This position may be filled by a part time employee of the Commission or an employee of an accounting firm or temp agency contracted to work for CDRPC. Work may be completed remotely but time will be required in the office to coordinate with staff and periodic attendance at board meetings.

### **Work Required under this Solicitation:**

#### **Albany Pool Communities Corporation:**

The accountant will work with CDRPC in its role as administrator of the [Albany Pool Communities Combined Sewer Overflow Long Term Control Plan Project](#) via contract with the Albany CSO Pool Communities Corporation. Experience in governmental accounting and project accounting required. The "Pool Communities" have established an independent not for profit corporation - the Albany CSO Pool Communities Corporation- to reconcile shared program expenses and provide transparency in the program's performance. This position works closely with the Director of Water Quality Programs

Average Bank Balance: \$100,000

Quickbooks Entries per month: 60

Annual Budget: \$7m-26m

Fiscal Year: October 1- September 30

Estimated hours/ week: 6-10

**Additional Work to be Considered under this Solicitation:** Individuals or firms may also express interest in providing accounting services for the following related entities. CDRPC will consider the value of combined services.

#### **Capital District Regional Planning Commission**

The accountant will provide financial management and record keeping services including, but not limited to accounting for income, bills, invoices, and maintaining GASB financial records to meet grant reporting requirements. Experience in governmental accounting and project

accounting required. This work is supported by the Office Manager who collects invoices, processes bills for payment, prepares checks, and makes basic entries in Quickbooks Online.

Average Bank Balance: \$200,000

Quickbooks Online Entries per month: 20

Annual Budget: \$1.1 m

Fiscal Year: January 1- December 31

Estimated hours/ week: 4

### **Capital District Youth Center, Inc.**

CDYCI was established by cooperation agreement between Albany, Rensselaer, Saratoga and Schenectady Counties in 1997 and created to finance, acquire, construct, equip and operate the Capital District Juvenile Secure Detention Facility and share expenses. CDRPC administers CDYCI. The accountant will provide financial management and record keeping services including, but not limited to accounting for income, bills, invoices, and maintaining GASB financial records to meet reporting requirements. Experience in governmental accounting and project accounting required. This work is supported by the Office Manager who collects invoices, processes bills for payment, prepares checks, and makes basic entries in Quickbooks.

Average Bank Balance: \$300,000

Quickbooks Online Entries per month: 10

Annual Budget: \$3.2 m

Fiscal Year: January 1- December 31

Estimated hours/ week: 4

### **III. Job Responsibilities:**

- Manage Accounts payable/receivable
- Reconcile bank statements on a weekly/monthly basis
- Process invoices on the weekly/monthly basis
- Post journal entries
- Prepare cash flow analysis
- Reconcile **GASB** financial statements on monthly basis
- Reconcile grant income received by the member communities
- Track project and administrative costs
- Prepare billings and associated financial reports for reimbursement from granting agencies on a monthly or quarterly basis
- Coordinate financial records with related municipalities or grant subcontractors
- Prepare schedules and work with external auditors at year end
- Maintain primary contact with public accountants and government auditors
- Assist with preparation of budgets

- Apply contractual provisions related to payment of invoices submitted in connection to project contracts
- Review financial provisions related to proposed contracts
- Present financial reports monthly to the Board Members of the CSO Pool Communities Corporation and periodically at other meetings.

#### **IV. Required Qualifications**

- Degree in accounting / business administration
- 4+ Years working experience with QuickBooks (experience with Quickbooks Online a plus)
- Proficiency in MS Excel, Word and other business software
- Ability to review and adjust multiple ledger accounts
- Ability to perform accounting and tax research
- Familiarity with 501c3 and Local Development Corporations preferred
- Strong communication and presentation skills
- Attention to detail
- Ability to work collaboratively and problem solve

#### **Compensation:**

Hourly rate commensurate with experience.

#### **V. Submission Process**

**For individuals, please submit a resume and cover letter.**

**For firms, please submit the following:**

- Experience of the firm, size, location, and area of expertise.
- Engagement team assigned. Provide name(s) and experience of each individual that may be assigned to this account.
- Fees and Budget. Identify fees by service and by staff or subcontractors and hours by discipline.
- A reference client list of entities similar to the entities outlined above.

Questions related to this opportunity may be directed to:

Mark Castiglione  
Executive Director  
[mark@cdrpc.org](mailto:mark@cdrpc.org)

Responses must be received by **4pm, April 13**. Postmarks will not be considered. Late submissions will not be considered.

Responses may be delivered in person to:  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, NY 12205

or mailed to:

Mark Castiglione  
Executive Director  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, NY 12205

or emailed to:

Mark Castiglione  
Executive Director  
mark@cdrpc.org

Faxed responses will not be accepted.

## **VI. Notification of Awards**

Proposals Due: **4:00pm, April 13, 2018**  
Interviews (if necessary): The week of April 23, 2018  
Applicants Notified of Proposal Decisions: On or about May 4, 2018  
Approximate Start Date: On or about May 4, 2018

## **VII. EFC Requirements for firms responding to this RFQ**

Funds for the payment of services are being provided to CDRPC may be subject to the terms and conditions of a grant agreement or a project finance agreement with EFC. If a firm is selected to perform these duties as a subcontractor, the firm will be required to incorporate standard Environmental Facilities Corporation Terms into the contract.

The selected contractor will provide for and promote equal employment opportunity free of discrimination and harassment against any person on the basis of race, color, national origin, age, disability, sex, gender, sexual orientation, religion, genetic characteristics or information, status as a victim of domestic violence, veteran or military status, marital or family status, or any other discrimination prohibited by law, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal

employment opportunities without discrimination and will make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on contracts.

The selected contractor must not be a debarred or suspended party under 2 CFR Part 180, 2 CFR Part 1532 and 40 CFR Part 32.

The selected contractor must comply with all federal and State laws, regulations, and executive orders applicable to this contract, and will provide such documentation, including periodic reports, as may be requested from time to time and as set forth in guidance documentation available at [www.efc.ny.gov/mwbe](http://www.efc.ny.gov/mwbe), including but not limited to any Bid Packets relating to the contract.

The selected contractor will undertake or continue existing programs of affirmative action and equal employment opportunity to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, color, national origin (including limited English proficiency), age, disability, sex, gender, sexual orientation, religion, genetic characteristics or information, status as a victim of domestic violence, veteran or military status, marital or family status, or any other discrimination prohibited by law. For these purposes, affirmative action shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

If not an MWBE or DBE firm, prime contractors should consider utilizing a certified New York State M/WBE (<https://esd.ny.gov/doing-business-ny/mwbe>) firm for at least 30% of the contract.

The selected sub-contractor will adhere to terms and requirements set forth in the Environmental Facilities Corporation's State Revolving Fund Program requirements contained within the Non-Construction Bid Packet (attached) for contracts for service providers for Stormwater/Non-Point Source (NPS) Projects (including CWA Section 319) Effective October 1, 2016.

The following materials must be submitted with the bid response:

1. EFC MWBE Utilization Plan
2. EPA Form 6100-2- DBE Subcontractor Participation Form
3. New York State Environmental Facilities Corporation EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT (EEO Policy Statement)
4. New York State Environmental Facilities Corporation EEO Staffing Plan

These forms can be accessed at the EFC website <https://www.efc.ny.gov/mwbe-eeo>